



Legal *Translation*

Online Graduate Diploma

*Made by
rising to the challenge*

MADE
by McGill

Offered by the McGill School of Continuing Studies

Legal *Translation*

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Message from *the Academic Coordinator*

Welcome to the Graduate Diploma in Legal Translation!

We are delighted to bring you this innovative online program taught by leading experts in legal translation and jurilinguistics. Whether your background is in law or you are an experienced language professional, our curriculum is designed specifically to help you acquire advanced skills that complement your own so you can succeed in this high-demand and growing field.

Come join our dynamic learning community and build a career that you are passionate about!

Marie-Hélène Girard, C.Tr., Ph.D.

Assistant Professor and Academic Coordinator

Translation Studies, McGill University School of Continuing Studies

Legal Translation: *Career Spotlight*



At the crossroads of translation and law, *legal translation* in Canada can be an exciting and tremendously rewarding career path.

Like all translators, legal translators must have a thorough command of their chosen language pairs to be able to convert a legal document drafted in a source language into an accurate equivalent in a target language. But they must also have an in-depth knowledge of the respective legal concepts and conventions to ensure the final product meets the context-specific needs of its intended audience.

This is especially true in Canada, where there are not only two official languages, but also two justice systems (common law and civil law), which operate in both English and French. In this context, access to high-quality legal translation is essential to advancing social justice and serving the public interest.

Most legal translators come from one of two backgrounds:

1. Bilingual jurists with an interest in exploring an alternative career path
2. Experienced translators looking to specialize in the legal field

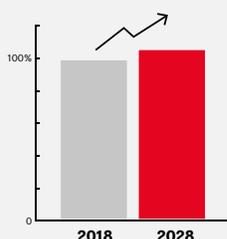
Industry analysts (Prairie Research Associates, 2016) predict a growing demand for legal translators in certain key sectors and a major shortage of qualified professionals on the horizon as their baby boomer predecessors retire from the workplace. Add to this the fact that the number of legislative documents to be translated in Canada has increased over the past 30 years, especially at the provincial level, and it's clear that opportunities in legal translation are growing fast. The massive impact of COVID-19 has only added to the need for expert legal translators as the world around us transforms and new laws, judgments and decisions come forth.

Legal Translation: *Market Trends*



Quick Facts

Projected job growth in Canada for **translators, terminologists** and **interpreters** in all fields:



6.3%

between **2018** and **2028**

(Canadian Occupational Projection System, 2020)

Language service providers



31.4%

identify **legal translation** as an expanding area of expertise
(R. A. Malatest & Associates, 2016)

Career Prospects

- Jurilinguist
- Lawyer-linguist
- Lawyer-reviser
- Legal language consultant
- Legal reviser
- Legal terminologist
- Legal translator
- Plain language specialist
- Specialized reviser
- Specialized translator

Potential Employers

- Accounting firms
- Banks
- Bar associations
- Courts and tribunals
- Government departments/agencies (federal, provincial/territorial)
- Law firms
- Legal research centres and institutes
- Legislative bodies
- Private companies
- Securities regulators
- Self-employed/consultant
- Translation agencies

Legal Translation



Sabrina Badra
Lawyer
Government of Canada



Credits



Part-Time



Evenings



Years to Complete



Online

The only program of its kind in North America, McGill's new online *Graduate Diploma in Legal Translation* is designed to provide aspiring and working professionals in the legal, business and translation communities from coast to coast with specialized training to enrich their current portfolio and fast-track their career.

Created with funding from Justice Canada's Access to Justice in Both Official Languages Support Fund and support from the McGill Faculty of Law and the Paul-André Crépeau Centre for Private and Comparative Law for the experiential learning component, this leading-edge program aims to help you position yourself for rewarding private- and public-sector opportunities and meet the strong and growing demand for professionally trained legal translators and jurilinguists.

Key Features

- Learn online from anywhere.
- Benefit from the knowledge and experience of highly respected practitioners and scholar-practitioners.
- Hone your skills in legal translation and communication, revising, writing and co-writing.
- Engage with leading-edge translation, terminological search and terminology management tools throughout the curriculum.
- Acquire transferable, work-integrated experience through two practica or applied research projects with hand-picked partners.
- Cultivate the diligence and professionalism to set yourself apart in this important field.

The online program can be completed in as quickly as 2 years (6 continuous academic semesters) or stretched out over a longer period (maximum 4 years). Fall and winter entrance options are offered.



Apply Now

Benefits of a Live Online Program



The online delivery format of the Graduate Diploma in Legal Translation combines live classes, timed assignments and self-paced, instructor-led activities with a focus on student engagement and problem-based learning.

By bringing the classroom to the students, we aim to prepare the next generation of Canadian legal translators and jurilinguists, for whom higher education of McGill University's calibre would otherwise be unattainable due to time, logistical or geographical limitations.



- ✓ Learn from top-notch practitioners and scholar-practitioners, whose sought-after insight and expertise would be difficult to access in a non-online setting.



- ✓ Interact with your instructor and receive individualized guidance.



- ✓ Engage with your peers as part of a vibrant learning community: exchange perspectives and learn from one another's diverse professional experiences and backgrounds.

Curriculum



Required Courses (16.5 credits)

- **CCTR 530**
Principles of Jurilinguistics
(3 credits)
 - **CCTR 535**
Computer-Aided Translation
and Terminology
(3 credits)
 - **CCTR 541**
Legal Translation: General
(3 credits)
 - **CCTR 543**
Glottopolitics and Public
Institutions
(1.5 credits)
- + 6 credits to be chosen from
the following
- **CCTR 500**
Translation Practicum 1
(3 credits)
 - **CCTR 600**
Translation Practicum 2
(3 credits)
- OR**
- **CCTR 605**
Applied Research Project 1
(3 credits)
 - **CCTR 606**
Applied Research Project 2
(3 credits)

Complementary Courses (13.5 credits)

6 credits from Stream 1 or Stream 2:

Stream 1 (6 credits)

- **CCTR 553**
Legal Translation: Judgments
(English to French)
(2 credits)
- **CCTR 555**
Legal Translation: Contracts
(English to French)
(2 credits)
- **CCTR 557**
Legal Translation: Statutes
and Regulations
(English to French)
(2 credits)

or

Stream 2 (6 credits)

- **CCTR 554**
Legal Translation: Judgments
(French to English)
(2 credits)
- **CCTR 556**
Legal Translation: Contracts
(French to English)
(2 credits)
- **CCTR 558**
Legal Translation: Statutes
and Regulations
(French to English)
(2 credits)

1.5 credits to be chosen from the following:

- **CCTR 542**
Legal Translation: Securities Law
(French to English)
(1.5 credits)
- **CCTR 544**
(Co)Writing Techniques
for Legal Drafters
(1.5 credits)
- **CCTR 545**
Legal Translation: Securities Law
(English to French)
(1.5 credits)

Plus 6 credits from the following:

- **CCTR 601**
Independent Studies
(3 credits)
- **CCTR 602**
Special Topics in Legal Translation
(3 credits)
- **CPAG 510**
Current Issues in Public Sector
Management
(3 credits)
- **CPAG 515**
Public Regulations and Ethics
in the Public Sector
(3 credits)
- **CPAG 520**
Leadership and Governance
in Public Organizations
(3 credits)

OR OTHER 500- OR 600-LEVEL
COURSES APPROVED BY THE
PROGRAM ADVISER

Course Descriptions



CCTR 500

Translation *Practicum 1*

CREDITS: 3

Translation project supervised by faculty and/or an external partner.

CCTR 530

Principles of *Jurilinguistics*

CREDITS: 3

Introduction to the field of jurilinguistics. Examination of the theory of jurilinguistics, including the theory of legal translation (text typologies and equivalency in legal translation), the principles of co-drafting, legal terminology development and other aspects of legal language, such as readability and plain language.

CCTR 535

Computer-Aided *Translation and Terminology*

CREDITS: 3

Introduction to terminographic work in selected fields of specialization and to computer-assisted translation (CAT) tools used to facilitate terminological searches and terminology management. Identification and critical use of sources of terminographic documentation, both online and offline. Introduction to other fundamental CAT tools, including machine translation, translation memory, spell/grammar checkers, concordancers, tool bars and repositories.

CCTR 541

Legal Translation: *General*

CREDITS: 3

Translation of legal texts. Overview of legal theory. Examination of legal translation methodology, legal terminology, phraseology and legal citation guidelines through hands-on translation exercises of different subtypes of legal texts.

CCTR 542

Legal Translation: *Securities Law (French to English)*

CREDITS: 1.5

Translation of securities documents from French to English. Introduction to the statutes, regulations and rules governing the distribution of financial products and services in Canada. Practical translation exercises include prospectus offerings, regulatory documents, judgments in securities cases, corporate securities compliance documents and shareholders agreements.

Course Descriptions



CCTR 543

CREDITS: 1.5

Glottopolitics and Public Institutions

Translation policy in unilingual, bilingual and multilingual states, as well as supranational organizations. Study of the concept of translation policy and its applications in selected case studies in legal contexts. Analysis of the effects of translation policy on access to government services and legal proceedings, as well as the emergence of a right to translation and interpreting in jurisprudence.

CCTR 544

CREDITS: 1.5

(Co)Writing Techniques for Legal Drafters

Drafting of legal documents in a clear and concise manner in unilingual, bilingual and multilingual contexts. The processes and procedures for (co)writing plain yet precise language will be the focus of practical exercises in (co)writing. Familiarity with the stylistic resources of both source and target languages will be studied with a view to making (co)writing outcomes reliable, idiomatic and readable.

CCTR 545

CREDITS: 1.5

Legal Translation: Securities Law (English to French)

Translation of securities documents from English to French. Overview of the legal framework governing the securities market in Canada. Examination of the most common securities documents translated in Canada, including prospectuses, material change reports, business acquisition reports, annual information forms, information circulars, take-over bid circulars and directors' circulars. Application of research techniques to find mandatory language in the English and French versions of securities regulations. Examination of English and French terminology and phraseology in the subfield of securities.

CCTR 553

CREDITS: 2

Legal Translation: Judgments (English to French)

Translation of judgments from English to French. Review of judicial systems and subject-matter jurisdiction. Examination of legal translation principles and techniques applied to judgments. Study of macro-level translation strategies specific to judgments, including structure, genre, function (of the judgment and its translation) and context, as well as micro-level textual specificities of judgments and their translation. Strategies used to solve specific terminological and phraseological translation problems. Research techniques and use of appropriate references and tools when translating judgments from English into French.



CCTR 554

CREDITS: 2

Legal Translation: *Judgments (French to English)*

Translation of judgments from French to English. Review of judicial systems and subject-matter jurisdiction. Examination of legal translation principles and techniques applied to judgments. Study of macro-level translation strategies specific to judgments including structure, genre, function (of the judgment and its translation) and context, as well as micro-level textual specificities of judgments and their translation. Strategies used to solve specific terminological and phraseological translation problems. Research techniques and use of appropriate references and tools when translating judgments from French into English.

CCTR 555

CREDITS: 2

Legal Translation: *Contracts (English to French)*

Translation of contracts from English to French. Overview of the legal framework for contracts translate in Canada, including the differences between the civil law principles applied in Quebec and the common law principles applied in the rest of Canada, as well as other translation problems typical of international contracts. Examination of the structure of contracts. Application of context-specific translation strategies. Translation of standard and general clauses, as well as specific types of contracts. Examination of English and French terminology and phraseology in the subfield of contracts.

CCTR 556

CREDITS: 2

Legal Translation: *Contracts (French to English)*

Translation of contracts from French to English. Overview of the legal framework for contracts translated in Canada, including the differences between the civil law principles applied in Quebec and the common law principles applied in the rest of Canada, as well as other translation problems typical of international contracts. Examination of the structure of contracts. Application of context-specific translation strategies. Translation of standard and general clauses, as well as specific types of contracts. Examination of English and French terminology and phraseology in the subfield of contracts.

CCTR 557

CREDITS: 2

Legal Translation: *Statutes and Regulations (English to French)*

Translation of legislation from English to French. Review of legislative systems in Canada. Analysis of methods of legislative translation in Canada. Legal translation principles and techniques applied to the translation of legislation. Study of macro-level translation strategies specific to statutes and regulations, including jurisdiction, sources of law, law structure, genre, function (of statutes and regulations and their translation) and context, as well as micro-level textual specificities of statutes and regulations and their translation. Strategies used to solve specific terminological and phraseological translation problems. Research techniques and use of appropriate references and tools when translating legislation from English into French.

Course Descriptions



CCTR 558

CREDITS: 2

Legal Translation: *Statutes and Regulations (French to English)*

Translation of legislation from French to English. Review of legislative systems in Canada, with a focus on Quebec. Analysis of methods of legislative translation in Canada. Legal translation principles and techniques applied to the translation of legislation. Study of macro-level translation strategies specific to statutes and regulations, including jurisdiction, sources of law, law structure, genre, function (of statutes and regulations and their translation) and context, as well as micro-level textual specificities of statutes and regulations and their translation. Strategies used to solve specific terminological and phraseological translation problems. Research techniques and use of appropriate references and tools when translating legislation from French to English.

CCTR 600

CREDITS: 3

Translation *Practicum 2*

See Translation Practicum 1. Translation project supervised by faculty and/or an external partner. Translation Practicum 2 can also be taken concurrently with Translation Practicum 1.

CCTR 601

CREDITS: 3

Independent *Studies*

Independent study under the guidance of a staff member specializing in the field of interest.

CCTR 602

CREDITS: 3

Special Topics in *Legal Translation*

Selected topics in legal translation.

CCTR 605

CREDITS: 3

Applied Research *Project 1*

Preparation of an applied research proposal and initiation of research.

CCTR 606

CREDITS: 3

Applied Research *Project 2*

See Applied Research Project 1. Completion of research and submission of completed research project.

Course Descriptions



CPAG 510

Current Issues *in Public Sector Management*

CREDITS: 3

Contemporary challenges faced by public administration due to political, technological, social and economic changes in society. Trends, successes and failures experienced in the past, and alternative solutions.

CPAG 515

Public Regulations and Ethics *in the Public Sector*

CREDITS: 3

Legal principles and legal reasoning, role of law in public sector management such as constitutional law, administrative law and human rights law; how the principles behind privacy and access to information legislation are derived from the ethical principles.

CPAG 520

Leadership and Governance *in Public Organizations*

CREDITS: 3

Leadership and governance issues, accountabilities and responsibilities for public organization leaders, governance best practices and administrative aspects of Indigenous governance. Practical ways to improve service delivery and performance.

Legal Translation Competencies

Succeeding as a legal translator requires skill sets that go well beyond subject-matter expertise and language skills in both the source and the target language. The *Graduate Diploma in Legal Translation* was designed to help learners develop each of these competencies and prepare them to excel in a career in this fast-growing field.



Thematic and Cultural

Knowledge of:

Canadian bijuralism | Branches of law | History and hierarchy of sources of law | Equivalence between legal concepts and structures in Canada's legal traditions



Communicative and Textual

Knowledge of legal linguistics and the features of legal discourse



Instrumental

Use of specialized sources and state-of-the-art language technologies for research and terminology management



Interpersonal and Professional Management

Interaction with clients and other professionals and adherence to codes of ethics



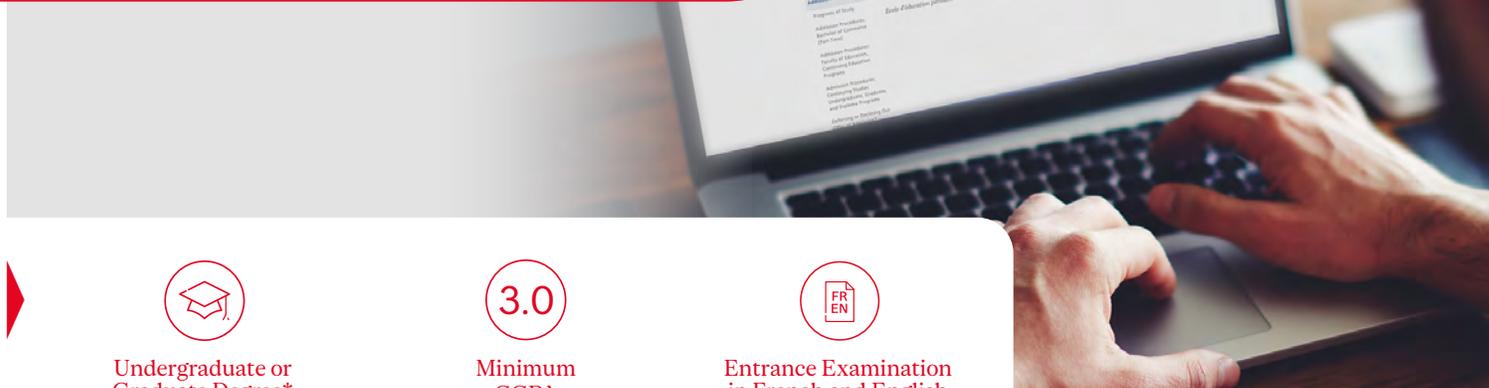
Methodological

Integration of the 4 previous competencies comprising:

Contextualization of the translation brief | Translation problem identification | Implementation of translation procedures and strategies | Quality control | Overall translation process management

Partially adapted from Prieto Ramos (2011)

Admission Requirements



Undergraduate or Graduate Degree*



Minimum CGPA



Entrance Examination in French and English

Applicants must have an undergraduate or graduate degree, or its equivalent, in translation, law or a related discipline for which faculty approval rests with the School of Continuing Studies. A minimum cumulative grade point average (CGPA) of 3.0 out of 4.0 is required. In addition, applicants must pass a written entrance examination in French and English.

Tuition and Fees

Details of tuition and fees for credit-bearing certificates and diplomas at the School of Continuing Studies for Quebec residents, non-Quebec Canadian students and international students can be found at mcgill.ca/scs-online-fees.

Entrance Exam

As one of the steps for potential admission to the program, applicants must complete and successfully pass an entrance examination. The exam tests participants' preparedness for their studies in English and French.

[Register Now for the Exam](#)

*Or its equivalent, in translation, law or a related discipline.

How to Apply



Apply Now

STEP 1: PREPARE

1. Choose the certificate or diploma program you would like to apply to.
2. Verify the **Application Deadlines** to ensure that you submit your application in time.
3. Ensure you have a valid email address and credit card on hand to pay the application fee (Visa, MasterCard or American Express).
4. From the **list of programs**, click on the program you would like to apply to.
5. Review the admission requirements for the program to ensure you meet the criteria.
6. Ensure you have all necessary documentation required for your application as indicated in the “Documents Required” section.

STEP 2: APPLY

1. Click “Apply Now” at the top of the program page or go to <https://mcgill.ca/x/4Um> and click “Apply Now”.
2. If you have a Login ID and PIN, enter them now, or if not, create them and log in.
3. Click on “Begin New”.
4. Enter the information requested and click “Continue”.
5. When asked, “What are you applying for at McGill?”, click on “Continuing Studies”.
6. On the next page, select the program you would like to apply to.
7. Complete the rest of the application with all required information and submit.
8. You will receive a confirmation email providing you with a McGill ID number and PIN. Within 24 to 48 hours, you will be able to log in to **Minerva**.

STEP 3: UPLOAD SUPPORTING DOCUMENTS

Once you have access to Minerva, upload your supporting documentation as per the admission requirements of your chosen program.

STEP 4: VERIFY ADMISSION STATUS

Once a decision has been made, admitted students will receive a “Letter of Admission” along with registration instructions.

Difficulty Applying Online?

If you have any problems with your online application, or if you have questions regarding admission requirements and procedures, contact **Client Services**.

Helpful Tips *for Applying*



You will need to have **official transcripts** sent directly to the School by mail, in a sealed envelope, by the educational institution where you studied, in addition to uploading copies with your supporting documents online. All documents will be retained by McGill.

In cases where the language of instruction at the institution is not English or French, you must also send an official translation of the official transcript certified by a representative from a recognized translation certification body (e.g., the Ordre des traducteurs, terminologues et interprètes agréés du Québec: <http://ottiaq.org>).

You need to request official transcripts as soon as possible once your application has been submitted to the School of Continuing Studies. Your educational institution must then mail these directly to the appropriate office below:

Client Services c/o Admissions

McGill University - School of Continuing Studies
680 Sherbrooke Street West, Room 1125
Montreal, Quebec H3A 3R1 CANADA

You must make sure you apply by the application deadline. However, if you have any outstanding supporting documents at the time of your application, you may upload them as they become available or forward them directly to the School of Continuing Studies as soon as possible. Your admission application will only be completed once the School has received all of the required documents.

All required documents received by McGill University's School of Continuing Studies become the property of the university. Official documents and/or transcripts will not be returned to the applicant.

Transcripts received by McGill University's School of Continuing Studies cannot be transferred to any other department or program as this would constitute submitting a new application. Therefore, you must submit a new sealed envelope of your official transcripts for each application made to McGill University's School of Continuing Studies.

Student Awards *and* Financial Aid



This program is eligible for various types of financial aid and awards:



Aide financière aux études (AFE)

As a credit-bearing program, this program is eligible for financial aid through Quebec's Loans and Bursaries program, Aide financière aux études.

[Learn More](#)



McGill University's School of Continuing Studies Bursaries

Thanks to donor contributions, the **McGill School of Continuing Studies** is able to offer a limited number of bursaries to students demonstrating financial need to assist them in covering a portion of their tuition expenses.

[Learn More](#)



McGill University's School of Continuing Studies Scholarships

A limited number of donor-funded, merit-based scholarships are awarded to students each year to recognize academic excellence.

[Learn More](#)



McGill University's School of Continuing Studies Graduating Prizes

Graduating Prizes are awarded to graduating students based on academic excellence.

[Learn More](#)

Note: The amount and number of McGill University's School of Continuing Studies Bursaries, Scholarships and Graduating Prizes issued vary from year to year, depending on funds received and their specifications.



Contact

Translation Studies

680 Sherbrooke St. West, Room 1024
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Program information

514-398-1484

translation.scs@mcgill.ca

 **Learn more at**
legal.scs.mcgill.ca

Special thanks to



Department of Justice
Canada



McGill

School of
Continuing Studies

École
d'éducation permanente