Translation and Written Communication Programs, Courses and University Regulations
2017-2018
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This publication provides guidance to prospects, applicants, students, faculty and staff.

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2. In the interpretation of academic regulations, the Senate is the final authority.

3. Students are responsible for informing themselves of the University's procedures, policies and regulations, and the specific requirements associated with the degree, diploma, or certificate sought.

4. All students registered at McGill University are considered to have agreed to act in accordance with the University procedures, policies and regulations.

5. Although advice is readily available on request, the responsibility of selecting the appropriate courses for graduation must ultimately rest with the student.

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7. The academic publication year begins at the start of the Fall semester and extends through to the end of the Winter semester of any given year. Students who begin study at any point within this period are governed by the regulations in the publication which came into effect at the start of the Fall semester.

8. Notwithstanding any other provision of the publication, it is expressly understood by all students that McGill University accepts no responsibility to provide any course of instruction, program or class, residential or other services including the normal range of academic, residential and/or other services in circumstances of utility interruptions, fire, flood, strikes, work stoppages, labour disputes, war, insurrection, the operation of law or acts of God or any other cause (whether similar or dissimilar to those enumerated) which reasonably prevent their provision.

Note: Throughout this publication, "you" refers to students newly admitted, readmitted or returning to McGill.
Publication Information

Published by

Enrolment Services
McGill University
3415 McTavish Street
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Canada

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1 About Translation and Written Communication

1.1 Translation and Written Communication at the School of Continuing Studies

Are you fluent in English, French, and/or Spanish? Do you have an affinity for languages and written expression? The Translation and Written Communication unit offers programs that can provide you with the skills and experience necessary to succeed as a translator. With a focus on translation principles, language analysis, and hands-on translation of texts from a variety of fields, our programs prepare you for the challenges and rewards of a career in translation.

To accommodate the needs of working professionals and individuals keen to enter a new career, the Certificate in Translation and Graduate Diploma in Translation courses are offered in the evening. In classes limited to 25, students build core translation knowledge and skills, translating to or from English, French, or Spanish. At the graduate level, students produce a portfolio of their translation projects for evaluation that can also be used to assist their entry into the language industry as qualified translators.

For people seeking to improve their Spanish skills, we offer a four-level Spanish language program leading to a Certificate of Proficiency in Spanish. Intermediate-level speakers who do business in Latin America can advance their careers by earning the Graduate Certificate in Professional Communication – Spanish.

Individuals who would like to refine their academic writing skills or learn to write for a professional audience can do so at The McGill Writing Centre (MWC), which offers credit and non-credit courses for both degree program and continuing education students. The MWC also offers workshops, seminars, and tutorials. For more information, refer to School of Continuing Studies > Areas of Study > McGill Writing Centre.

1.2 Location

Translation and Written Communication
688 Sherbrooke Street West, Room 1173
Montreal QC H3A 3R1
Canada
Telephone: 514-398-1484
Fax: 514-398-1769
Email: translation.conted@mcgill.ca
Website: www.mcgill.ca/continuingstudies/about-scs/academic-areas/translation-written-communication

2 Administrative Officers

Administrative Officers

James Archibald; B.A.(McG.), B.Ph.(Montr.), M. ès L., Dr. 3e cy.(Lille), Ph.D.(Montr.) Director, Translation and Written Communication
Sue Laver; B.A.(S. Fraser), M.A.(East Anglia), Ph.D.(McG.) Director, McGill Writing Centre

3 Translation and Written Communication Programs and Courses

Translation and Written Communication offers a wide variety of programs and courses to meet the needs of translators and language professionals keen to enhance career opportunities while studying part-time.

At the undergraduate level, students can attain a Certificate in Translation with English, French, or Spanish options, and at the graduate level, students can attain a Graduate Diploma in Translation with English, French, or Spanish options. A Graduate Certificate in Legal Translation is also available. Translation and Written Communication also offers a four-level Spanish language program leading to a Certificate of Proficiency in Spanish as well the Graduate Certificate in Professional Communication – Spanish.
3.1 Programs and Courses

NON-CREDIT PROGRAMS AND COURSES
Spanish Certificate of Proficiency

POST-CERTIFICATE COURSES
Advanced Spanish Conversation
Spanish for Business
Spanish Translation

CREDIT PROGRAMS

section 3.4.1: Certificate in Translation
(English to French, French to English, Spanish to French, Spanish to English, French/English to Spanish)

section 3.4.2: Graduate Certificate in Legal Translation

These programs are currently under review. Admissions will not be accepted for this academic year.

section 3.4.3: Graduate Diploma in Translation
(English to French, French to English, Spanish to French, Spanish to English)

section 3.3.4.7: Graduate Certificate (Gr. Cert.) Professional Communication: Spanish (18 credits)
See section 3.3: Spanish Language Programs and Courses for general information and academic requirements.

3.2 Professional Development and Job Opportunities

Translation and Written Communication offers enriching translation and language instruction for:
- general and technical translators;
- language industry professionals;
- legal, medical, and scientific translators;
- bilingual journalists and writers;
- public relations specialists;
- travel-industry professionals;
- Spanish-language students;
- individuals seeking French language certification (DELF/DALF).

3.3 Spanish Language Programs and Courses

The School offers a variety of Spanish Language programs and courses for people seeking to improve their Spanish language skills. Whether you are interested in learning the language, or pursuing Spanish language studies at an advanced level, these programs and courses can suit both your personal and professional needs.

3.3.1 Classification Tests for Non-Credit, Part-Time Spanish Courses

For more information, see www.mcgill.ca/continuingstudies/programs-and-courses/languages/spanish/spanish-language-courses.

New students wishing to take our non-credit Spanish courses, other than Level One, are required to take a Spanish Classification Test before they can register. The Spanish Classification Test lasts approximately one hour and is held at 688 Sherbrooke Street West. We ask that you arrive 10 minutes before the scheduled time. Please bring a sharp HB pencil and eraser. For a limited time, the Spanish Classification Test is free. Please see
Classification Test Dates – Spanish

For more information, see www.mcgill.ca/continuingstudies/programs-and-courses/languages/spanish/spanish-language-courses.

3.3.2 Academic Regulations – Non-credit Language Programs and Courses

All non-credit language courses and programs are open to any person who is at least 18 years of age and fulfils the prerequisite requirements. A minimum grade of C is required in order to proceed from one language course level to the next. A maximum of three unsatisfactory grades is permitted in a certificate of proficiency program. Students who have more than three unsatisfactory grades on their record will be required to withdraw from the program.

It is the student's responsibility to respect all prerequisites. Students who fail to meet these requirements may be denied permission to continue in the course in which they have registered.

Certificate of Proficiency in Spanish

The School offers the Certificate of Proficiency in Spanish program: Level 1 to Level 4 courses are offered on a part-time basis, evenings and weekends (45 hours). Students who wish to receive this certificate must fulfil the following requirements:

a. Complete Level 4 of the program with the McGill School of Continuing Studies.

b. Obtain a minimum grade of B+ in the Level 4 course.

c. Attend at least 2/3 of all lectures.

Students who have studied Spanish at some other institution may be exempted from one or two levels depending on the progress they have made.

Graduate Certificate in Professional Communication – Spanish: General Academic Requirements

General Academic Requirements

This 18-credit program consists of two major constituent parts:

• Module 1: four required courses (12 credits)

• Module 2: a selection of complementary courses each covering a specific area of interest. Students must take two (2) complementary courses (6 credits)

Applicants must hold an undergraduate degree from a recognized university and demonstrate proof of proficiency in Spanish at an advanced level. Prior to entry into the program students must take the Entrance Exam. Students who fail the exam may be advised to take a Qualifying Program consisting of courses offered in the Certificate of Proficiency in Spanish.

Description

The 18-credit Graduate Certificate in Professional Communication – Spanish provides students with the tools for more effective intercultural or international professional communication in a variety of occupational domains. It is intended to perfect students' linguistic competence in communication-specific areas and create a deeper understanding of linguistic and cultural diversity.

All students must successfully pass the Entrance Examination. Otherwise they may be advised to take a qualifying course or program.

The two modules of the Spanish for Professional Communication – Spanish program provide an effective way of attaining an advanced-superior level of proficiency (C1 + C2) in Spanish for specific purposes, thus endowing students with the necessary savoir-faire for professional communication.

Admission Requirements

To be admitted to the Graduate Certificate in Professional Communication – Spanish:

1. Applicants must have an undergraduate degree from an approved university with a cumulative grade point average (CGPA) of 3.0 or more and with a concentration in Spanish language/literature or the equivalent. If the degree is in another field, applicants may be required to follow a Qualifying Program in the Spanish language consisting of courses to be determined by the Department.

2. Applicants must pass the Entrance Exam or provide proof of advanced knowledge of the Spanish language (i.e., a B.A. with a concentration in Spanish, the DELE Diploma de Español – B2, the EC Common Reference Level of B2, or the Certificate of Proficiency in Spanish).

Students who do not register within one year of the date of admission will be required to re-apply.

* If your CGPA is lower than the above requirement, please submit the following for consideration with your application and official transcript:

  a) Letter of Intent: A letter, one to two pages in length, double-spaced, written in English or French, which addresses the following:

  • basis for interest in the program;

  • your knowledge that would be pertinent to the program;

  • your interest in the field of study and the reasons for applying to our program;
• plans for integrating the training into your current or future career;
• a description of your professional experience and its relevance, if applicable, to the program;
• awards received or other contributions;
• any additional information relevant to your application.

b) Curriculum Vitae

c) Two Letters of Reference: At least one should be from a current or former employer.

Supporting documents should be delivered to:

Client Services Office
Admissions & Convocation
School of Continuing Studies
688 Sherbrooke Street West, Room 1125
Montreal QC H3A 3R1
Canada

If you have studied outside of Canada, you are strongly advised to request an evaluation of your degree called Évaluation comparative des études effectuées hors du Québec, from the Ministère de l’Immigration, de la Diversité et de l’Inclusion. For further details you may contact their office at: 514-864-9191 or visit them on the web at www.immigration-quebec.gouv.qc.ca/en/working-quebec/comparative-evaluation/index.html.

If you have completed an undergraduate degree from a recognized university outside of Canada and are applying to this program for which a minimum CGPA is required, please visit www.mcgill.ca/gradapplicants/international/apply/equivalency for information about international degree equivalencies.

3.3.4.2 Admission Procedures

Please see School of Continuing Studies > Getting Started > Admission Requirements > Admission Procedures: Continuing Studies Undergraduate and Graduate Certificates and Diplomas.

3.3.4.3 Residency Requirements and Advanced Standing

Students are required to complete at least five courses in the program at McGill University. Advanced Standing of one course may be awarded for successfully completed equivalent study done at another university within the last five years.

Students who have been granted Advanced Standing and/or exemptions are not permitted to register for the courses for which they have been granted said Advanced Standing and/or exemptions. An official description of the courses taken elsewhere and the marks obtained must be submitted along with a written application for Advanced Standing before completing the first year of the program.

3.3.4.4 Time Limits

The program must normally be completed within two years of the date of admission. Students exceeding the time limit may request an extension, in writing, which may be granted under special circumstances, with the approval of the Director.

3.3.4.5 Academic Standing Requirements

1. Students are required to obtain a minimum grade of B- in each course in the program. This is in accordance with the Grading System common to Graduate level programs in the University. To obtain the Graduate Certificate students are required to have a CGPA of 3.0 or higher.
2. Students may repeat the same course once.
3. Students who have more than one unsatisfactory grade in the program will be required to withdraw from the program.
4. Students must attend 2/3 of all lectures.

3.3.4.6 Special Students

Special Students may register by department approval only and must meet the minimum requirements to register for courses. A Special Student takes regular credit courses, but is not recognized as working toward the Graduate Certificate. Special Student status is limited to four (4) courses in a program. Students are encouraged to apply to the program before completing four (4) courses.

3.3.4.7 Graduate Certificate (Gr. Cert.) Professional Communication: Spanish (18 credits)

The 18-credit Graduate Certificate in Professional Communication — Spanish provides students with the tools for more effective intercultural or international professional communication in a variety of occupational domains. It is intended to perfect students' linguistic competence in Spanish in communication specific areas and create a deeper understanding of linguistic and cultural diversity. The program provides an effective way of attaining an advanced superior level of proficiency (C1+C2) in Spanish for specific purposes, thus endowing students with the necessary savoir-faire for professional communication.

Note: All students must successfully pass the Entrance Examination. Otherwise they may be advised to take a qualifying course or program.
Required Courses (12 credits)

CSPN 541 (3) Language and Culture for Professional Communication
CSPN 542 (3) Written Communication Contexts
CSPN 543 (3) Oral Communication Contexts
CSPN 544 (3) Professional Discourse

Complementary Courses (6 credits)

CCTR 522 (3) Advanced Précis - Writing (Spanish)
CCTR 523 (3) Text Revision in Spanish/Révision de textes en Espagnol
CCTR 524 (3) Differential History of Spanish
CSPN 540 (3) Organizational Culture in the Hispanic World

3.4 Translation Programs

We offer three unique translation programs:

1. Certificate in Translation (English to French, French to English; Spanish to French, Spanish to English, French/English to Spanish): a 30-credit, undergraduate-level program. Courses are offered evenings (39 hours).
2. Graduate Certificate in Legal Translation; a 15-credit, graduate-level program. Courses are offered evenings (39 hours).
3. Graduate Diploma in Translation (English to French, French to English, Spanish to French, Spanish to English): a 30-credit, graduate-level program. Courses are offered evenings (39 hours).

3.4.1 Certificate in Translation

This certificate program is designed to provide students with the fundamentals of translation.

3.4.1.1 Translation Programs: General Academic Requirements

3.4.1.1.1 Admission Requirements

To be admitted to the Certificate Program in Translation:

1. A considerable degree of fluency and correctness is required in English, French, and/or Spanish with emphasis on the written language;
2. Students must pass an Entrance Examination;
3. Students must hold a CEGEP diploma (D.C.S. or equivalent);
4. Students 21 years of age and over who do not have the normal academic background for admission may be admitted as Mature students;
5. Students between 18 and 21 years of age who do not have a CEGEP diploma or equivalent may be accepted into a qualifying program to be determined by Translation and Written Communication. Formal admission to the certificate program will normally follow upon satisfactory completion of the qualifying program.

3.4.1.1.2 Admission Procedures

For more information, see School of Continuing Studies > Getting Started > Admission Requirements > : Admission Procedures: Continuing Studies Undergraduate and Graduate Certificates and Diplomas.

3.4.1.1.2.1 Residency Requirements and Advanced Standing

Students are required to complete at least 70% of the total program requirements at McGill University. Advanced Standing of up to 9 credits may be awarded for successfully completed equivalent study done at the university level, within the last five years. Students are permitted to be away from the program for no more than one year without reapplying.

3.4.1.1.2.2 Time Limits

The program must normally be completed within four years of admission. Students exceeding the time limit may request an extension, in writing, which may be granted under special circumstances, with the approval of the Director.

3.4.1.1.2.3 Academic Standing Requirements

1. Students are required to obtain a minimum grade of B- in each course in the program;
2. Students who have more than one unsatisfactory grade in the program will be required to withdraw from the program;

3. In order to be eligible for the certificate, students must obtain a minimum cumulative grade point average (CGPA) of 3.0 over 4.0 in the program (to be calculated over all courses including unsatisfactory grades and failures);

4. Students must attend at least 2/3 of all lectures.

3.4.1.2.4 Second Certificate

Students having completed the Certificate in Translation, and wishing to complete a second certificate in another language of specialization, will be granted a maximum of 9 credits (three courses) Advanced Standing for duplicate courses already completed.

3.4.1.2.5 Special Students

1. Special Students may take courses in the program provided they have passed the Entrance Examination. Please consult School of Continuing Studies > Getting Started > Admission Requirements > : Special Student Status for further information pertaining to Special Students.

2. Special Students, although not formally admitted to the program, are expected to demonstrate seriousness of academic purpose. Special Students are permitted to repeat the same course only once.

3. Special Students taking courses in the Certificate in Translation program will be governed by the Academic Standing Requirements mentioned in section 3.4.1.1: Translation Programs: General Academic Requirements.

3.4.1.2 Certificate (Cert.) Translation: English to French Option (30 credits)

This program is designed to provide students with the fundamentals of written translation. The Certificate in Translation (English to French Option) requires the completion of 30 credits (ten courses). Non-credit preparatory courses must be completed by students who do not succeed in the Entrance Examination.

In the first stages of the program, equal time is devoted to translation in the languages of choice. The Comparative Stylistics course is designed to alert students to the uses of language and to the problems of translation; the translation courses provide practical experience in the actual translation of texts in a variety of fields. In the final stage, students are divided according to the language of specialization they have chosen.

Entrance Examination

Preparatory Course(s)

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<td>English Usage for Translators</td>
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<td>CCTR 223</td>
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<td>Le bon usage pour traducteurs</td>
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Required Courses (27 credits)

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<td>English Translation 1</td>
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<td>CCTR 232*</td>
<td>3</td>
<td>Documentation and Terminology/Documentatition et terminologie</td>
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<td>CCTR 233</td>
<td>3</td>
<td>Techniques: Rédaction pour traducteurs</td>
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<td>CCTR 310*</td>
<td>3</td>
<td>Comparative Stylistics 2</td>
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<td>CCTR 325</td>
<td>3</td>
<td>French Translation 2</td>
</tr>
<tr>
<td>CCTR 326</td>
<td>3</td>
<td>English Translation 2</td>
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<td>French Translation 3</td>
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Complementary Course (3 credits)

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<td>Communication in Management 1</td>
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<tr>
<td>CCTR 230*</td>
<td>3</td>
<td>Précis-Writing / Contraction: texte</td>
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<td>CCTR 330*</td>
<td>3</td>
<td>Text Revision/Révision: Texte 01</td>
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<td>CCTR 331*</td>
<td>3</td>
<td>Translation Theory/Practice</td>
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<td>CCTR 333</td>
<td>3</td>
<td>Spanish Translation to French</td>
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<td>CCTR 334</td>
<td>3</td>
<td>Spanish Translation to English</td>
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<tr>
<td>CCTR 360</td>
<td>3</td>
<td>Spanish Translation 2</td>
</tr>
<tr>
<td>CCTR 401**</td>
<td>3</td>
<td>Independent Studies: Translation</td>
</tr>
</tbody>
</table>
This program is designed to provide students with the fundamentals of written translation. The Certificate in Translation (French to English Option) requires the completion of 30 credits (ten courses). Non-credit preparatory courses must be completed by students who do not succeed in the Entrance Examination.

In the first stages of the program, equal time is devoted to translation in the languages of choice. The Comparative Stylistics course is designed to alert students to the uses of language and to the problems of translation; the translation courses provide practical experience in the actual translation of texts in a variety of fields. In the final stage, students are divided according to the language of specialization they have chosen.

### Entrance Examination

### Preparatory Course(s)

- **CCTR 222** (10) English Usage for Translators
- **CCTR 223** (10) Le bon usage pour traducteurs

### Required Courses (27 credits)

- **CCTR 225** (3) French Translation 1
- **CCTR 226** (3) English Translation 1
- **CCTR 232** (3) Documentation and Terminology/Documentation et terminologie
- **CCTR 234** (3) Writing Techniques for Translators
- **CCTR 310** (3) Comparative Stylistics 2
- **CCTR 325** (3) French Translation 2
- **CCTR 326** (3) English Translation 2
- **CCTR 434** (3) English Translation 3
- **CCTR 436** (3) English Translation 4

### Complementary Course (3 credits)

- **CCTR 334** (3) Spanish Translation to French
- **CCTR 333** (3) Spanish Translation to English
- **CCTR 436** (3) Spanish Translation 2
- **CCTR 401** (3) Independent Studies: Translation
- **CCTR 441** (3) Traduction Littéraire-Français
- **CCTR 442** (3) Literary Translation-English
- **CCTR 500** (3) Translation Practicum
- **CCTR 504** (3) Professional Contexts
* Bilingual course
** Undergraduate degree and/or departmental approval required.

3.4.1.4 Certificate (Cert.) Translation: Spanish to French Option (30 credits)
The Certificate in Translation (Spanish to French Option) requires the completion of 30 credits (ten courses). Non-credit preparatory courses must be completed by students who do not succeed in the Entrance Examination.
In the first stages of the program, equal time is devoted to translation in the languages of choice. In the final stage, students are divided according to the language of specialization they have chosen. The Comparative Stylistics course is designed to alert students to the uses of language and to the problems of translation; the translation courses provide practical experience in the actual translation of texts in a variety of fields.

Entrance Examination

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<tr>
<td>CCTR 317</td>
<td>3</td>
<td>Comparative Stylistics: Spanish/English/French</td>
</tr>
<tr>
<td>CCTR 331</td>
<td>3</td>
<td>Translation Theory/Practice</td>
</tr>
<tr>
<td>CCTR 333</td>
<td>3</td>
<td>Spanish Translation to French</td>
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<tr>
<td>CCTR 340</td>
<td>3</td>
<td>Introduction to Spanish Text Revision</td>
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<tr>
<td>CCTR 360</td>
<td>3</td>
<td>Spanish Translation 2</td>
</tr>
<tr>
<td>CCTR 437</td>
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Complementary Courses (3 credits)

3 credits from the following:

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<td>CCTR 441</td>
<td>3</td>
<td>Traduction Littéraire-Français</td>
</tr>
<tr>
<td>CCTR 442</td>
<td>3</td>
<td>Literary Translation-English</td>
</tr>
<tr>
<td>CCTR 500**</td>
<td>3</td>
<td>Translation Practicum</td>
</tr>
<tr>
<td>CCTR 504</td>
<td>3</td>
<td>Professional Contexts</td>
</tr>
</tbody>
</table>

** Undergraduate degree and/or departmental approval required.

3.4.1.5 Certificate (Cert.) Translation: Spanish to English Option (30 credits)
The Certificate in Translation (Spanish to English Option) requires the completion of 30 credits (ten courses). Non-credit preparatory courses must be completed by students who do not succeed in the Entrance Examination.
In the first stages of the program equal time is devoted to translation in the languages of choice. In the final stage, students are divided according to the language of specialization they have chosen. The Comparative Stylistics course is designed to alert students to the uses of language and to the problems of translation; the translation courses provide practical experience in the actual translation of texts in a variety of fields.

Entrance Examination

Required Courses (27 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCTR 227</td>
<td>3</td>
<td>Spanish Translation 1</td>
</tr>
<tr>
<td>CCTR 232</td>
<td>3</td>
<td>Documentation and Terminology/Documentation et terminologie</td>
</tr>
<tr>
<td>CCTR 234</td>
<td>3</td>
<td>Writing Techniques for Translators</td>
</tr>
<tr>
<td>CCTR 317</td>
<td>3</td>
<td>Comparative Stylistics: Spanish/English/French</td>
</tr>
</tbody>
</table>
TRANSLATION AND WRITTEN COMMUNICATION PROGRAMS AND COURSES

CCTR 331 (3) Translation Theory/Practice
CCTR 334 (3) Spanish Translation to English
CCTR 340 (3) Introduction to Spanish Text Revision
CCTR 360 (3) Spanish Translation 2
CCTR 437 (3) Spanish Translation 3

Complementary Courses (3 credits)
3 credits from the following:

CCTR 401** (3) Independent Studies: Translation
CCTR 441 (3) Traduction Littéraire-Français
CCTR 442 (3) Literary Translation-English
CCTR 500** (3) Translation Practicum
CCTR 504 (3) Professional Contexts

** Undergraduate degree and/or departmental approval required.

3.4.1.6 Certificate (Cert.) Translation: French/English into Spanish Option (30 credits)
The Certificate in Translation (French/English into Spanish Option) requires the completion of 30 credits (ten courses). Non-credit preparatory courses must be completed by students who do not succeed in the Entrance Examination.

In the first stages of the program, equal time is devoted to translation in the languages of choice. In the final stage, students are divided according to the language of specialization they have chosen. The Comparative Stylistics course is designed to alert students to the uses of language and to the problems of translation; the translation courses provide practical experience in the actual translation of texts in a variety of fields.

Entrance Examination

Required Courses (27 credits)

CCTR 227 (3) Spanish Translation 1
CCTR 232 (3) Documentation and Terminology/Documentation et terminologie
CCTR 237 (3) Writing Techniques (Spanish)
CCTR 317 (3) Comparative Stylistics: Spanish/English/French
CCTR 331 (3) Translation Theory/Practice
CCTR 340 (3) Introduction to Spanish Text Revision
CCTR 360 (3) Spanish Translation 2
CCTR 437 (3) Spanish Translation 3
CCTR 438 (3) Spanish Translation 4

Complementary Courses (3 credits)
3 credits from the following:

CCTR 401* (3) Independent Studies: Translation
CCTR 441 (3) Traduction Littéraire-Français
CCTR 442 (3) Literary Translation-English
CCTR 500* (3) Translation Practicum
Professional Contexts

* Undergraduate degree and/or departmental approval required.

3.4.2 Graduate Certificate in Legal Translation

Set yourself apart in the legal and business communities with specialized skills in legal translation.

The Graduate Certificate in Legal Translation is designed to equip learners and working professionals to draft, write, and translate documents in multilingual environments. With access to digital tools, modern techniques, and experienced instructors, you'll emerge with the knowledge and practical skills to make an immediate contribution to your organization of choice.

3.4.2.1 Graduate Certificate in Legal Translation: General Academic Requirements

The Graduate Certificate in Legal Translation consists of (2) required courses and three (3) complementary courses. The program is designed to equip students and working professionals in the legal and business communities to draft, write, and translate documents in multilingual office environments. With access to digital tools, modern techniques and experienced instructors, students will emerge with the knowledge and practical skills to make an immediate contribution to the organization of their choice.

3.4.2.1.1 Admission Requirements

To be admitted to the Graduate Certificate in Legal Translation:

1. Applicants must pass the Entrance Examination for the Graduate Certificate in Legal Translation.
2. Applicants must have an undergraduate degree from an approved university with a minimum cumulative grade point average (CGPA) of 3.0 out of 4.0*

   * If your CGPA is lower than the above requirement, please submit the following for consideration with your application and official transcript.
   - a) Letter of Intent: A letter, one to two pages in length, single-spaced, written in English or French, which addresses the following:
     - basis for interest in the program;
     - your knowledge that would be pertinent to the program;
     - your interest in the field of study and the reasons for applying to our program;
     - plans for integrating the training into your current or future career;
     - a description of your professional experience and its relevance, if applicable, to the program;
     - awards received or other contributions;
     - any additional information relevant to your application.

   b) Curriculum Vitae

   c) Two Letters of Reference: At least one should be from a current or former employer.

   Supporting documents should be delivered to:

   Client Services Office – Admissions & Convocation
   School of Continuing Studies
   688 Sherbrooke Street West, Room 1125
   Montreal QC H3A 3R1 Canada

3. If you have studied outside of Canada, you are strongly advised to request an evaluation of your degree called Évaluation comparative des études effectuées hors du Québec, from the Ministère de l’Immigration, de la Diversité et de l’Inclusion. For further details, you may contact their office at 514-864-9191 or visit them on the web at www.immigration-quebec.gouv.qc.ca/en/working-quebec/comparative-evaluation/index.html.

   If you have completed an undergraduate degree from a recognized university outside of Canada and are applying to this program for which a minimum CGPA is required, please visit www.mcgill.ca/gradapplicants/international/apply/equivalency for information about international degree equivalencies.

3.4.2.1.2 Admission Procedures

Please see School of Continuing Studies > Getting Started > Admission Requirements > : Admission Procedures: Continuing Studies Undergraduate and Graduate Certificates and Diplomas.

3.4.2.1.3 Residency Requirements and Advanced Standing

Students are required to complete at least four (4) courses in the program at McGill University. Advanced Standing of one (1) course may be awarded for successfully completing equivalent study at another university within the last five years.

Students who have been granted Advanced Standing and/or exemptions are not permitted to register for the courses for which they have been granted said Advanced Standing and/or exemptions. An official description of the courses taken elsewhere and the marks obtained must be submitted along with a written application for Advanced Standing before completing the first year of the program.

3.4.2.1.4 Time Limits

The program must normally be completed within three (3) years of the date of admission. Students exceeding the time limit may request an extension, in writing, which may be granted under special circumstances, with the approval of the Director.
3.4.2.1.5 Academic Standing Requirements

1. Students are required to obtain a minimum grade of B- in each course in the program. This is in accordance with the grading system common to graduate-level programs in the University. For further details, see University Regulations and Resources;

2. Students may repeat the same course once;

3. Students who have more than one unsatisfactory grade in the program will be required to withdraw from the program;

4. Students must attend 2/3 of all lectures.

3.4.2.1.6 Special Students

Members of the Ordre des traducteurs, terminologues et interprètes agréés du Québec or suitably qualified students wishing to take only certain courses and not wishing to be admitted to the Graduate Certificate in Legal Translation may register as a Special Student with Translation and Written Communication's approval. Please consult School of Continuing Studies > Getting Started > Admission Requirements > Special Student Status > Graduate Courses for further information pertaining to Special Students.

Special Students may register by department approval only and must meet the minimum requirements to register for courses. A Special Student takes regular credit courses, but is not recognized as working toward the Graduate Certificate. Special Student status is limited to two (2) Graduate Certificate courses in a program. Students are encouraged to apply to the program before completing two (2) courses.

3.4.2 Graduate Certificate (Gr. Cert.) Legal Translation (15 credits)

**NEW PROGRAM**

The Graduate Certificate in Legal Translation is designed to equip students and working professionals in the legal and business communities with specialized training to enrich their current portfolio or to prepare for work in both the public and private sectors in the areas of legal translation, co-writing, and drafting in bilingual and multilingual environments. Translation will be from English to French or French to English.

Principles and practices encountered in jurilinguistics are explored using the most up-to-date techniques and tools. All courses are offered on-site at McGill University. The program may be completed within two academic semesters (Fall/Winter) or to a maximum of three years. Fall and Winter entry options are offered.

**Required Courses (6 credits)**

- CCTR 530 (3) Jurilinguistics: Theory and Practice
- CCTR 540 (3) (Co)Writing Techniques for Jurilinguistics

**Complementary Courses (9 credits)**

9 credits from the following:

- CCTR 500* (3) Translation Practicum
- CCTR 510 (3) Computer Assisted Translation / Informatique en traduction
- CCTR 520 (3) Applied Research: Lexicography/Recherche en lexicographie
- CCTR 550 (3) Glottopolitics and Public Institutions
- CCTR 601* (3) Independent Studies

* departmental approval required.

3.4.3 Graduate Diploma in Translation

This Graduate Diploma in Translation provides academic training in translation at the professional level.

3.4.3.1 Graduate Diploma in Translation: General Academic Requirements

**General Academic Requirements**

The Diploma Program is divided into three (3) major constituent parts. The first part consists of the required courses; the second of the complementary courses; and the third of the comprehensive evaluation through the presentation of a student portfolio.

Students must successfully complete six (6) required courses. In addition to the required courses, Diploma candidates must choose four (4) complementary courses in the option of their specialization. Students in the Spanish option must take CCTR 523 Text Revision in Spanish from the required courses as well as a minimum of three (3) complementary courses from the Spanish language section. Students with proficient knowledge of a third language may take one (1) course (3 credits) from the list of third language courses in translation offered in the certificate program. However, students in the Spanish option of the diploma program do not qualify to take the Spanish courses in the Certificate in Translation program for credit.

Upon completion of the academic program, students will present a comprehensive portfolio of their accomplishments for evaluation. Under the guidance of an adviser, students will prepare for this purpose a "best work" portfolio of the courses taken throughout their program. Based on the information gathered...
over the duration of the program, students will explain their progress and place the relevance of each of their courses into perspective. The "best work" portfolio provides students with the opportunity to show work done in their third language.

### 3.4.3.1.1 Admission Requirements

To be admitted to the Graduate Diploma in Translation:

1. Applicants must be proficient in the two languages of their concentration: English/French, Spanish/French, or Spanish/English, as applicable. Reading knowledge of the third language is necessary for students in the Spanish option;
2. Applicants must have an undergraduate degree from an approved university with a minimum cumulative grade point average (CGPA) of 3.0 out of 4.0 OR a minimum grade point average (GPA) of 3.2 out of 4.0, in the last two years of full-time academic studies.* In addition, applicants must have completed a concentration in Translation Studies consisting of no less than 30 credits, or equivalent, at the undergraduate level.

If the degree is in another field, applicants will be required to follow the Qualifying Program in translation, be it in part or in its entirety. The Qualifying Program consists of those courses included in the Certificate in Translation.

* If your CGPA is lower than the above requirement, please submit the following for consideration with your application and official transcript.

**a) Letter of Intent:** A letter, one to two pages in length, single-spaced, written in English or French, which addresses the following:

- basis for interest in the program;
- your knowledge that would be pertinent to the program;
- your interest in the field of study and the reasons for applying to our program;
- plans for integrating the training into your current or future career;
- a description of your professional experience and its relevance, if applicable, to the program;
- awards received or other contributions;
- any additional information relevant to your application.

**b) Curriculum Vitae**

**c) Two Letters of Reference:** At least one should be from a current or former employer.

Supporting documents should be delivered to:

Client Services Office  
Admissions & Convocation  
School of Continuing Studies  
688 Sherbrooke Street West, Room 1125  
Montreal QC H3A 3R1 Canada

3. If you have studied outside of Canada, you are strongly advised to request an evaluation of your degree called Évaluation comparative des études effectuées hors du Québec, from the Ministère de l’Immigration, de la Diversité et de l’Inclusion. For further details, you may contact their office at 514-864-9191 or visit them on the web at [www.immigration-quebec.gouv.qc.ca/en/working-quebec/comparative-evaluation/index.html](http://www.immigration-quebec.gouv.qc.ca/en/working-quebec/comparative-evaluation/index.html).

If you have completed an undergraduate degree from a recognized university outside of Canada and are applying to this program for which a minimum CGPA is required, please visit [www.mcgill.ca/gradapplicants/international/apply/equivalency](http://www.mcgill.ca/gradapplicants/international/apply/equivalency) for information about international degree equivalencies.

4. Applicants must pass the Diploma Entrance Examination (see [www.mcgill.ca/continuingstudies/about-scs/academic-areas/translation-written-communication](http://www.mcgill.ca/continuingstudies/about-scs/academic-areas/translation-written-communication)).

### 3.4.3.1.2 Admission Procedures

Please see [School of Continuing Studies > Getting Started > Admission Requirements > Admission Procedures: Continuing Studies Undergraduate and Graduate Certificates and Diplomas](http://www.mcgill.ca/continuingstudies/about-scs/academic-areas/translation-written-communication)

### 3.4.3.1.3 Residency Requirements and Advanced Standing

Students are required to complete at least 70% of the total program requirements at McGill University. Advanced Standing of up to 9 credits may be awarded for successfully completed equivalent courses done within the last five years.

Students who have been granted Advanced Standing and/or exemptions are not permitted to register for the courses for which they have been granted said Advanced Standing and/or exemptions.

An official description of the courses taken elsewhere and the marks obtained must be submitted along with a written application for Advanced Standing.

### 3.4.3.1.4 Time Limits

The program must normally be completed within four years of the date of admission. Students exceeding the time limit may request an extension, in writing, which may be granted under special circumstances, with the approval of the Director.

### 3.4.3.1.5 Academic Standing Requirements

1. Students are required to obtain a minimum grade of B- in each course in the program. This is in accordance with the grading system common to graduate-level programs in the University. For further details, see [University Regulations and Resources](http://www.mcgill.ca/continuingstudies/about-scs/academic-areas/translation-written-communication);
2. Students may repeat the same course only once;
3. Students who have more than one unsatisfactory grade in the program will be required to withdraw from the program;
4. Students must attend at least 2/3 of all lectures;
5. After successful completion of all courses, students must complete a Comprehensive Evaluation.

3.4.3.1.6 Special Students
Members of the Ordre des traducteurs, terminologues et interprètes agréés du Québec or suitably qualified students wishing to take only certain courses and not wishing to be admitted to the Graduate Diploma in Translation may register as a Special Student with Translation and Written Communication's approval. Please consult School of Continuing Studies > Getting Started > Admission Requirements > Special Student Status > : Graduate Courses for further information pertaining to Special Students.

3.4.3.2 Graduate Diploma (Gr. Dip.) Translation: English to French Option (30 credits)
The Graduate Diploma in Translation, when combined with the Certificate in Translation or equivalent, will give access to the professional designation delivered by the Ordre des traducteurs, terminologues, et interprètes agréés du Québec.

Entrance Examination
Required Courses (18 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCTR 503</td>
<td>3</td>
<td>Translation Studies (English/French/Spanish)</td>
</tr>
<tr>
<td>CCTR 510</td>
<td>3</td>
<td>Computer Assisted Translation / Informatique en traduction</td>
</tr>
<tr>
<td>CCTR 520</td>
<td>3</td>
<td>Applied Research: Lexicography/Recherche en lexicographie</td>
</tr>
<tr>
<td>CCTR 526</td>
<td>3</td>
<td>Linguistics for Translation / La linguistique et la traduction</td>
</tr>
<tr>
<td>CCTR 527</td>
<td>3</td>
<td>History of Translation/Histoire de la traduction</td>
</tr>
<tr>
<td>CCTR 529</td>
<td>3</td>
<td>Text Revision/Révision: Texte 02</td>
</tr>
</tbody>
</table>

Complementary Courses (12 credits)
12 credits selected as follows:

9 credits from the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCTR 511</td>
<td>3</td>
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<tr>
<td>CCTR 515</td>
<td>3</td>
<td>Les Classiques Anglais</td>
</tr>
<tr>
<td>CCTR 517</td>
<td>3</td>
<td>Histoire Différentielle: Français</td>
</tr>
<tr>
<td>CCTR 533</td>
<td>3</td>
<td>Specialized Translation (English/French)</td>
</tr>
</tbody>
</table>

3 credits from the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</tr>
</thead>
<tbody>
<tr>
<td>CCTR 500</td>
<td>3</td>
<td>Translation Practicum</td>
</tr>
<tr>
<td>CCTR 519</td>
<td>3</td>
<td>Guided Cultural Reading / Lectures culturelles dirigées</td>
</tr>
<tr>
<td>CCTR 528</td>
<td>3</td>
<td>Current Cultural Topics</td>
</tr>
<tr>
<td>CCTR 601</td>
<td>3</td>
<td>Independent Studies</td>
</tr>
</tbody>
</table>

Required Comprehensive Evaluation:
The final component of the program is the presentation of the student’s portfolio of accomplishments.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCTR 551</td>
<td>0</td>
<td>Comprehensive Evaluation/Évaluation globale</td>
</tr>
</tbody>
</table>

3.4.3.3 Graduate Diploma (Gr. Dip.) Translation: French to English Option (30 credits)
The Graduate Diploma in Translation, when combined with the Certificate in Translation or equivalent, will give access to the professional designation delivered by the Ordre des traducteurs, terminologues, et interprètes agréés du Québec.

Entrance Examination
### Required Courses (18 credits)

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</tr>
<tr>
<td>CCTR 510</td>
<td>3</td>
<td>Computer Assisted Translation / Informatique en traduction</td>
</tr>
<tr>
<td>CCTR 520</td>
<td>3</td>
<td>Applied Research: Lexicography/Recherche en lexicographie</td>
</tr>
<tr>
<td>CCTR 526</td>
<td>3</td>
<td>Linguistics for Translation / La linguistique et la traduction</td>
</tr>
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### Complementary Courses (12 credits)

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<tr>
<td>CCTR 512</td>
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<td>Specialized Translation 1</td>
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<tr>
<td>CCTR 516</td>
<td>3</td>
<td>French Canon in Translation</td>
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<tr>
<td>CCTR 518</td>
<td>3</td>
<td>Differential History of English</td>
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<td>3</td>
<td>Current Cultural Topics</td>
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<td>Independent Studies</td>
</tr>
</tbody>
</table>

### Required Comprehensive Evaluation:

The final component of the program is the presentation of the student’s portfolio of accomplishments.

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<th>Credits</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>CCTR 551</td>
<td>0</td>
<td>Comprehensive Evaluation/Evaluation globale</td>
</tr>
</tbody>
</table>

### 3.4.3.4 Graduate Diploma (Gr. Dip.) Translation: Spanish to French Option (30 credits)

The Graduate Diploma in Translation, when combined with the Certificate in Translation or equivalent, will give access to the professional designation delivered by the Ordre des traducteurs, terminologues, et interprètes agréés du Québec.

### Entrance Examination

#### Required Courses (18 credits)

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<td>3</td>
<td>History of Translation/Histoire de la traduction</td>
</tr>
</tbody>
</table>

#### Complementary Courses (12 credits)

12 credits selected as follows:
9 credits from the following courses:

- CCTR 521 (3) Advanced Comparative Stylistics
- CCTR 522 (3) Advanced Précis - Writing (Spanish)
- CCTR 524 (3) Differential History of Spanish
- CCTR 525 (3) Spanish Canon in Translation

3 credits from the following courses:

- CCTR 500 (3) Translation Practicum
- CCTR 511 (3) Traduction Spécialisée 1
- CCTR 515 (3) Les Classiques Anglais
- CCTR 517 (3) Histoire Différentielle: Français
- CCTR 519 (3) Guided Cultural Reading / Lectures culturelles dirigées
- CCTR 528 (3) Current Cultural Topics
- CCTR 533 (3) Specialized Translation (English/French)
- CCTR 601 (3) Independent Studies

**Required Comprehensive Evaluation:**

The final component of the program is the presentation of the student’s portfolio of accomplishments.

- CCTR 551 (0) Comprehensive Evaluation/Evaluation globale

**3.4.3.5  Graduate Diploma (Gr. Dip.) Translation: Spanish to English Option (30 credits)**

The Graduate Diploma in Translation, when combined with the Certificate in Translation or equivalent, will give access to the professional designation delivered by the Ordre des traducteurs, terminologues, et interprètes agréés du Québec.

**Entrance Examination**

**Required Courses (18 credits)**

- CCTR 503 (3) Translation Studies (English/French/Spanish)
- CCTR 510 (3) Computer Assisted Translation / Informatique en traduction
- CCTR 520 (3) Applied Research: Lexicography/Recherche en lexicographie
- CCTR 523 (3) Text Revision in Spanish/Révision de textes en Espagnol
- CCTR 526 (3) Linguistics for Translation / La linguistique et la traduction
- CCTR 527 (3) History of Translation/Histoire de la traduction

**Complementary Courses (12 credits)**

12 credits selected as follows:

9 credits from the following courses:

- CCTR 521 (3) Advanced Comparative Stylistics
- CCTR 522 (3) Advanced Précis - Writing (Spanish)
- CCTR 524 (3) Differential History of Spanish
- CCTR 525 (3) Spanish Canon in Translation
3 credits from the following courses:

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<th>Course Name</th>
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</tr>
</tbody>
</table>

**Required Comprehensive Evaluation:**

The final component of the program is the presentation of the student’s portfolio of accomplishments.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Course Name</th>
</tr>
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<tbody>
<tr>
<td>CCTR 551</td>
<td>(0)</td>
<td>Comprehensive Evaluation/Évaluation globale</td>
</tr>
</tbody>
</table>

### 3.4.4 Orde des traducteurs, terminologues et interprètes agréés du Québec

The *Ordre des traducteurs, terminologues et interprètes agréés du Québec* is an order with a reserved title representing nearly 2000 members, all of whom are certified language professionals.

As part of its mandate to protect the public, the Order has adopted the following mission: to ensure and promote the competence and professionalism of its members in the fields of translation, terminology, and interpretation.

Students holding both the Certificate in Translation and the Graduate Diploma in Translation may apply for an equivalence in order to have access to the professional designation. Students wishing to apply for admission as student members or to apply for certification may do so by contacting the certification coordinator at 514-845-4411, ext. 223, or at 1-800-265-4815, ext. 223.

**OTTIAQ**

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