



**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.

**1 .** McGill University reserves the right to mak

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## 1 About Translation and Written Communication

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### 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](#).

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### 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](mailto:translation.conted@mcgill.ca)  
Website: [www.mcgill.ca/continuingstudies/about-scs/academic-areas/translation-written-communication](http://www.mcgill.ca/continuingstudies/about-scs/academic-areas/translation-written-communication)

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## 2 Administrative Officers

### Administrative Officers

James Archibald; B.A.(McG.), B.Ph.(Montr.), M. ès L., Dr. 3<sup>e</sup> 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**

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## 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.

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### 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).

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### 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](http://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



[www.mcgill.ca/continuingstudies/programs-and-courses/languages/spanish/spanish-language-courses](http://www.mcgill.ca/continuingstudies/programs-and-courses/languages/spanish/spanish-language-courses) for more information. Classification Test results will be available at the time of registration. Students should schedule their registration appointments no less than two days after the date of their Classification Test.

### 3.3.1.1 Classification Test Dates – Spanish

For more information, see [www.mcgill.ca/continuingstudies/programs-and-courses/languages/spanish/spanish-language-courses](http://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.

### 3.3.3 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.

### 3.3.4 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 divnced IA1 28.7 1 271.228 291 lectures.

- 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 *valuation 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.

**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**

### 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

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## 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.



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.

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

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)

CCOM 205	(3)	Communication in Management 1
CCTR 230*	(3)	Précis-Writing / Contraction: texte
CCTR 330*	(3)	Text Revision/Révision: Texte 01
CCTR 331*	(3)	Translation Theory/Practice
CCTR 333	(3)	Spanish Translation to French
CCTR 334	(3)	Spanish Translation to English
CCTR 360	(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

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:

CCOM 205	(3)	Communication in Management 1
CCTR 230	(3)	Précis-Writing / Contraction: texte
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:

CCOM 205	(3)	Communication in Management 1
CCTR 230	(3)	Précis-Writing / Contraction: texte
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.

### 3.4.2 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 *valuation comparative des tudes effectu es hors du Qu bec*, from the *Minist re de l'Immigration, de la Diversit 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.

##### 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 ur01u Qu

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:

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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 *valuation 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](#).

#### 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](#);
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)

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 526	(3)	Linguistics for Translation / La linguistique et la traduction
CCTR 527	(3)	History of Translation/Histoire de la traduction
CCTR 529	(3)	Text Revision/Révision: Texte 02

##### Complementary Courses (12 credits)

12 credits selected as follows:

9 credits from the following courses:

CCTR 511	(3)	Traduction Spécialisée 1
CCTR 515	(3)	Les Classiques Anglais
CCTR 517	(3)	Histoire Différentielle: Français
CCTR 533	(3)	Specialized Translation (English/French)

3 credits from the following courses:

CCTR 500	(3)	Translation Practicum
CCTR 519	(3)	Guided Cultural Reading / Lectures culturelles dirigées
CCTR 528	(3)	Current Cultural Topics
CCTR 601	(3)	Independent Studies

#### Required Comprehensive Evaluation:

**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 526	(3)	Linguistics for Translation / La linguistique et la traduction
CCTR 527	(3)	History of Translation/Histoire de la traduction
CCTR 529	(3)	Text Revision/Révision: Texte 02

**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/Évaluation globale
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**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)**

3 credits from the following courses:

- |          |     |                           |
|----------|-----|---------------------------|
| CCTR 500 | (3) | Translation Practicum     |
| CCTR 512 | (3) | Specialized Translation 1 |
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