



**Translation Studies**  
**Programs, Courses and University Regulations**  
**2019-2020**



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This publication provides guidance to prospects, applicants, students, faculty and staff.

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# 1 About Translation Studies

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## 1.1 Translation Studies 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 Studies 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 looking to enter a new career, the *Certificate in Translation* and *Graduate Certificate in Legal Translation* are offered during the evening. In classes limited to 25, students build core translation knowledge and skills, translating to or from English, French, or Spanish (Spanish option is available in the Certificate only).

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## 1.2 Location

Translation Studies  
688 Sherbrooke Street West, Room 1024  
Montreal QC H3A 3R1  
Canada

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### 3.1 Programs and Courses

#### CREDIT PROGRAMS

*section 3.3.1: Certificate in Translation*

(English to French, French to English, Spanish to French, Spanish to English, English to Spanish, French/English to Spanish)

*section 3.3.2: Graduate Certificate in Legal Translation*

\*\*The program below is currently closed for admission.\*\*

*section 3.3.3: Graduate Diploma in Translation*

(English to French, French to English, Spanish to French, Spanish to English)

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### 3.2 Professional Development Opportunities

Translation Studies 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.

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### 3.3 Translation Programs

We offer three unique translation programs:

1. Certificate in Translation (English to French, French to English; Spanish to French, Spanish to English, English to Spanish, 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). \* **Note:** *The Graduate Diploma in Translation is currently closed for admission.*

#### 3.3.1 Certificate in Translation

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

##### 3.3.1.1 Translation Programs: General Academic Requirements

###### 3.3.1.1.1 Admission Requirements

To be admitted to the Certificate Program in Translation:

1. Students must possess native or near-native command of the languages of study (emphasis will be placed on written skills);
2. Students must pass an Entrance Examination;
3. Students must hold a CEGEP diploma (DEC 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.

###### 3.3.1.1.2 Admission Procedures

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



#### *3.3.1.1.2.1 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.

#### *3.3.1.1.2.2 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 Translation Studies unit.

#### *3.3.1.1.2.3 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.

#### *3.3.1.1.2.4 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.

#### *3.3.1.1.2.5 Special Students*

- 1.** Special Students may take courses in the program provided they hav

CCTR 485	(3)	Introduction to Public Service Interpreting
CCTR 500**	(3)	Translation Practicum
CCTR 504	(3)	Professional Contexts
CCTR 599**	(3)	Special Topics in Translation Studies
CGMG 210	(3)	Fundamentals of Project Management
CMRK 200	(3)	Fundamentals of Marketing
FREN 324**	(3)	Traduction littéraire 1
FREN 443**	(3)	Traduction littéraire 2

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

The Certificate in Translation (French to English) aims to meet the industry needs for professionally trained translators in Canada. A review of the normative uses of language and the problems of translation will be followed by the translation of texts in a variety of fields currently in high demand, as well as an in-depth examination of ethical standards, and best practices in the profession. Computer-aided translation tools are an integral part of the curriculum, as is the opportunity to participate in a translation practicum. The certificate is part-time and can be completed in two years.

#### Co-requisite (3 credits)

CCTR 217*	(3)	Fundamentals of Comparative Stylistics & Writing (English)
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\* This course can be taken with CCTR 225 and/or CCTR 226.

#### Required Courses (24 credits)

CCTR 225	(3)	Introduction to Translation (English to French)
CCTR 226	(3)	Introduction to Translation (French to English)
CCTR 326	(3)	Semi-Specialized Translation (French to English)
CCTR 331	(3)	Current Trends in Translation Studies
CCTR 463	(1.5)	Administrative Translation: Corporate Reports (Fr to Eng)
CCTR 465	(1.5)	Technical Translation: Energy and Natural Resources(FrtoEn)
CCTR 467	(1.5)	Administrative Translation: HR & Training (Fr to Eng)
CCTR 469	(1.5)	Transcreation (French to English)
CCTR 508	(3)	Editing and Revising (English)
CCTR 535**	(3)	Computer-Aided Translation and Terminology

\*\* Departmental approval required.

#### Complementary Courses (6 credits)

CCTR 401**	(3)	Independent Studies: Translation
CCTR 442	(3)	Literary Translation-English
CCTR 485**	(3)	Introduction to Public Service Interpreting
CCTR 500**	(3)	Translation Practicum
CCTR 504	(3)	Professional Contexts
CCTR 599**	(3)	Special Topics in Translation Studies
CGMG 210	(3)	Fundamentals of Project Management
CMRK 200	(3)	Fundamentals of Marketing

### 3.3.1.4 Certificate (Cert.) Translation: Spanish to French Option (30 credits)

\*\* This program is currently not offered. \*\*

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

#### Required Courses (27 credits)

CCTR 227	(3)	Spanish Translation 1
CCTR 232	(3)	Documentation and Terminology/Documentation et terminologie
CCTR 233	(3)	Techniques: Rédaction pour traducteurs
CCTR 317	(3)	Comparative Stylistics: Spanish/English/French
CCTR 331	(3)	Current Trends in Translation Studies
CCTR 333	(3)	Spanish Translation to French
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.

#### 3.3.1.5 Certificate (Cert.) Translation: Spanish to English Option (30 credits)

\*\* This program is currently closed for admission \*\*

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)

CCTR 227	(3)	Spanish Translation 1
CCTR 232	(3)	Documentation and Terminology/Documentation et terminologie
CCTR 234	(3)	Writing Techniques for Translators
CCTR 317	(3)	Comparative Stylistics: Spanish/English/French
CCTR 331	(3)	Current Trends in Translation Studies
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.

**3.3.1.6 Certificate (Cert.) Translation: English to Spanish (30 credits)**

The Certificate in Translation (English to Spanish) aims to meet the industry need for professionally trained translators in the North American context as a result of globalization and immigration trends. A review of the normative uses of language and the problems of translation will be followed by the translation of texts in a variety of fields currently in high demand, as well as an in-depth examination of ethical standards, and best practices in the profession. Computer-aided translation tools are an integral part of the curriculum, as is the opportunity to participate in a translation practicum. The certificate is part-time and can be completed in two years.

**Co-requisite (3 credits)**

CCTR 218	(3)	Fundamentals of Comparative Stylistics and Writing (Spanish)
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+ This course can be taken with CCTR 228 and/or CCTR 334.

**Required Courses (24 credits)**

CCTR 228	(3)	Introduction to Translation (English to Spanish)
CCTR 331	(3)	Current Trends in Translation Studies
CCTR 334	(3)	Spanish Translation to English
CCTR 335	(3)	Semi-Specialized Translation (English to Spanish)
CCTR 443	(1.5)	International Business Translation (English to Spanish)
CCTR 445	(1.5)	Healthcare Translation (English to Spanish)
CCTR 447	(1.5)	International Development Translation (English to Spanish)
CCTR 449	(1.5)	Transcreation (English to Spanish)
CCTR 506	(3)	Editing and Revising (Spanish)
CCTR 535*	(3)	Computer-Aided Translation and Terminology

\* Departmental approval required.

**Complementary Courses (6 credits)**

CCTR 401*	(3)	Independent Studies: Translation
CCTR 485*	(3)	Introduction to Public Service Interpreting
CCTR 500*	(3)	Translation Practicum
CCTR 504	(3)	Professional Contexts
CCTR 599*	(3)	Special Topics in Translation Studies

CGMG 210	(3)	Fundamentals of Project Management
CMRK 200	(3)	Fundamentals of Marketing

\* Departmental approval required.

### **3.3.1.7 Certificate (Cert.) Translation: French/English into Spanish Option (30 credits)**

\*\* This program is currently closed for admission \*\*

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)	Current Trends in Translation Studies
CCTR 340	(3)	Introduction to Spanish Text Revision
CCTR 360	(3)	Spanish Translation 2
CCTR 437	(3)	Spanish Translation 3
CCTR 438T	(3)	Spanish Translation 4

### 3.3.2.1.1 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](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.

### 3.3.2.1.2 Admission Procedures

Please see [School of Continuing Studies > Getting Started > Admission Requirements > : Admission Procedures: Continuing Studies Undergraduate and Graduate Certificates and Diplomas](#).

### 3.3.2.1.3 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.

### 3.3.2.1.4 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.

### 3.3.2.1.5 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.

### 3.3.2.1.6 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 the Translation Studies unit'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.

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### **3.3.2.2 Graduate Certificate (Gr. Cert.) Legal Translation (15 credits)**

The Graduate Certificate in Legal Translation is a 15-credit, graduate-level program 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 (English to French and French to English) and revision, co-writing of legal texts, and/or consultancy in legal aspects of language in multiple professional settings. Courses focus on principles and practices encountered in jurilinguistics using the most up-to-date techniques and tools. The program may be completed within three academic semesters (Fall/Winter/Summer), or in a maximum of two years. Fall, Winter, Summer entry options are offered.

#### **Required Courses (10.5 credits)**

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 addressesT



consult [School of Continuing Studies](#) > *Getting Started* > *Admission Requirements* > *Special Student Status* > : [Graduate Courses](#) for further information pertaining to Special Students.

### **3.3.3.2 Graduate Diploma (Gr. Dip.) Translation: English to French Option (30 credits)**

**\*\*Ce programme n'est actuellement pas offert.\*\***

The Graduate Diploma in Translation, when combined with the Certificate in Translation or equivalent, will give access to the professional designation deliv

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 512	(3)	Specialized Translation 1
CCTR 516	(3)	French Canon in Translation
CCTR 518	(3)	Differential History of English
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:**

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

\*\* This program is currently not offered. \*\*

The Graduate Diploma in Translation, when combined with the 4e certificate Di

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

\*\*

3 credits from the following courses:

CCTR 500	(3)	Translation Practicum
CCTR 512	(3)	Specialized Translation 1
CCTR 516	(3)	French Canon in Translation
CCTR 518	(3)	Differential History of English
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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**Ordre des traducteurs, terminologues et interprètes agréés du Québec, 110, rue des Loges et interpr**