MEMORANDUM

TO: Department Chairs & Graduate Advisors

FROM: Amber Stephens, Secretary
Department of Languages, Literatures and Cultures

DATE: February 19, 2014

SUBJECT: Graduate Foreign Language Translation Exam

Please be advised that the foreign language translation exam, testing doctoral students’ reading knowledge in a foreign language, is scheduled for Wednesday, April 9, 2014 from 7:00pm to 9:00pm in HU 290. (English PhD students taking the Advanced Competency Exam will start at 6:00pm.)

The exam will be proctored by Professor Timothy Sergay of LLC’s Slavic and Eurasian Studies Program. Currently, the exam is offered in French, German, Italian, Portuguese, Russian, or Spanish. Students who wish to be tested in languages other than those listed should contact LLC secretary Amber Stephens at (518) 442-4222 or astephens@albany.edu. Students are permitted to use bi-lingual dictionaries during the exam, but no other language or grammar aids. For information on Frequently Asked Questions, visit: http://www.albany.edu/llc/Translation_Exam_FAQ.pdf

Doctoral students interested in sitting for the exam should provide the following information:

- Name
- Mailing address
- Telephone & e-mail
- Student number (empl id)
- Field of study/department
- Foreign language to be tested

Please communicate this information to your Graduate Advisors and doctoral students, and ask that interested students contact Ms. Stephens no later than Wednesday, March 14, 2014. Late requests cannot be accommodated. Thank you.

cc: Lotfi Sayahi, Chair
Timothy Sergay