MEMORANDUM

TO: Department Chairs

FROM: Janna Harton, Administrative Manager
Department of Languages, Literatures and Cultures

DATE: September 21, 2017

SUBJECT: Graduate Foreign Language Translation Exam

Please be advised that the next foreign language translation exam, testing doctoral students’ reading knowledge in a foreign language, is scheduled for **Thursday, November 9, 2017** 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 Maurice Westmoreland of LLC’s Spanish 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 at **jhorton@albany.edu**. Students are permitted to use bi-lingual dictionaries (only books, not electronic versions) during the exam, but no other language or grammar aids. Students should bring a photo id with them to the exam. For information on Frequently Asked Questions: [http://www.albany.edu/llc/Translation_Exam_FAQ.pdf](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 email **mmauro@albany.edu** with the above information **no later than Friday, October 20, 2017**. Late requests cannot be accommodated.

cc: Cynthia Fox, Chair
Maurice Westmoreland