MEMORANDUM

TO: Department Chairs
FROM: Janna Harton, Administrative Manager
Department of Languages, Literatures and Cultures
DATE: March 8, 2018
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 Tuesday, April 10, 2018 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 Maria Keyes of LLC’s Italian 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 mmauro@albany.edu. Students are permitted to
use bilingual 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 see: 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 & email
- 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 Wednesday,
March 28, 2018. Late requests cannot be accommodated.

cc: Cynthia Fox, LLC Chair
    Maria Keyes

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