

**School of translation and interpretation**

**GRADUATE STUDENTS’ HANDBOOK**

**2022-2023**

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**Chair:**

Salah Basalamah

**Graduate Director**(Chair of the Graduate Studies Committee)**:**

Rainier Grutman

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### **Section 1: Faculty & Staff**

**\*\*Please note that during the COVID-19 pandemic, office telephone numbers are not being used.\*\***

#### General Emails

 Office Extension Email

* Department Chair MHN443 X5739 tradir@uottawa.ca
* Graduate Director tradirg@uottawa.ca
* Undergraduate Director Dir.1er.Cycle.Traduction-Translation.Undergrad.Dir@uottawa.ca

#### Full-time faculty

 Office Extension Email

* [BASALAMAH, Salah\*](https://uniweb.uottawa.ca/members/411/profile) MHN 529 X3139 salah.basalamah@uottawa.ca
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* [CHARRON, Marc](https://uniweb.uottawa.ca/members/414/profile) \*  MHN 503 X1574 marc.charron@uottawa.ca
* [FOZ, Clara](https://uniweb.uottawa.ca/members/419/profile) \* MHN 524 X3174 cfoz@uottawa.ca
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* [GRUTMAN, Rainier](https://uniweb.uottawa.ca/members/625/profile) \*[[1]](#footnote-1) SMD 407 X1101 rgrutman@uottawa.ca
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* [QUIRION, Jean](https://uniweb.uottawa.ca/members/416/profile) \* MHN 504 X3411 jquirion@uottawa.ca
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\* Professor member of the Faculty of Graduate and Postdoctoral Studies and authorized to direct theses. Please consult the website of the School (https://www2.uottawa.ca/faculty-arts/translation-interpretation) for additional information.

#### Administrative Officers of the Faculty of Arts

* [CHARRON, Marc](https://uniweb.uottawa.ca/members/414/profile) \* (Vice-Dean, Programs)
* [QUIRION, Jean](https://uniweb.uottawa.ca/members/416/profile) \* (Associate Vice-Dean, Digital Learning)

#### Retired and Emeritus Professors

 Email

* BRISSET, Annie, FRSC, em. abrisset@uottawa.ca
* DELISLE, Jean, FRSC, em. jdelisle@uottawa.ca
* MARESCHAL, Genevieve, ret. gmaresch@uottawa.ca

#### Administrative Staff

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* DESBIENS, Donna    MHN401 X 5719 trasec@uottawa.ca
(Secretary)
* VILLENEUVE, Philippe  X 1761 artsgrad@uottawa.ca
(Academic Assistant - Graduate Studies)
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#### Graduate Studies Committee (GSC)

Rainier Grutman

(Graduate Director)

Salah Basalamah

(*ex officio*)

Ryan Fraser

Elizabeth Marshman

The graduate studies committee (GSC) manages the graduate programs in translation, in conjunction with the Faculty of Arts Graduate Office.  The committee deals with any questions or concerns about the M.A. or PhD programs (admission, requirements, courses, scholarships, etc.). To get in touch with the committee, start by emailing the Graduate Director at tradirg@uottawa.ca.

For questions about the MCI, contact the Chair.

For administrative matters (for example applications for admission, registration, etc.) please consult the Academic Assistant (Graduate Studies) at artsgrad@uottawa.ca.

### **Section 2: General Regulations and Forms**

All graduate programs are governed by the uOttawa General Regulations for graduate studies, which are posted on [uOttawa’s Academic Regulations page](https://www2.uottawa.ca/about-us/policies-regulations).

Most administrative steps (e.g. registering supervisors, changing registrations, requesting leaves, submitting theses) are now handled via service requests in your uoZone. When forms are required, they can be found on the uOttawa [Forms and Tools page](https://www.uottawa.ca/forms-and-tools/).

Important dates and deadlines for various activities in each semester are found on the uOttawa website (<https://www.uottawa.ca/important-academic-dates-and-deadlines/>). Master’s students should note that **options, requirements, and deadlines are different for the applied research and thesis options** and should read the website extremely carefully and make sure to check the information specifically provided for the *thesis* or for the *major research paper* (which also apply to for commented translations, terminography and lexicography files), whichever applies to their program.

### **Section 3: Master’s Programs**

Applicants to the Master’s program without a background in translation will be invited to do a qualifying year consisting mainly of translation courses, prior to entering the program. These courses require a high level of English/French bilingualism. Candidates will be required to pass an entrance examination to verify that their linguistic knowledge is adequate for these courses.

#### **Master of Arts (M.A.) in Translation Studies**

<https://catalogue.uottawa.ca/en/graduate/master-arts-translation-studies/>

The M.A. program includes 6 or 7 compulsory and optional seminars, plus a research-oriented independent project (thesis or commented translation or terminology/lexicography file). The program can be done on a full-time or part-time basis.

The learning outcomes for the program are listed on the school’s website [here](https://www2.uottawa.ca/faculty-arts/programs/graduate/translation-interpretation).

Normally, full-time students should complete a Master’s degree in 2 years (six sessions) for the thesis option and in 1 year (3 sessions) for the commented translation or terminology / lexicography file or major paper options. Both full- and part-time students **must** complete all program requirements (up to and including the submission of the thesis or commented translation/terminology file) in no more than 4 years (12 sessions).

#### **Master of Arts (M.A.) with thesis (18 credits/6 seminars)**

The purpose of this program is to provide a foundation in various aspects of Translation Studies (including translation theories, discourse analysis, terminology, translation technologies, research methodology, pedagogy and history of translation) and to develop students’ research skills in a sub-field of specialization. Prior training and/or experience in translation is required for admission to the program.

Not every seminar is offered every year. Students who wish to know when a seminar will be offered can contact the Academic Assistant or the Graduate Director.

#### **3.3. Master of Arts (M.A.) with thesis — Concentration in Literary Translation (18 credits/6 seminars)**

The thesis in literary translation offers a venue for reflection on the practice of literary translation. The thesis will consist of two parts that can take many forms; these parties are of equal importance but not necessarily of the same length.

* Part I: The literary translation of a published text (a collection of poems, stories or news, a story, a novel, a play, an essay) that has not yet been published in translation in a given language. Exceptionally, a retranslation may be allowed.
* Part II: A critical reflection on this translation, which may include an analysis of relevant schools of thought in Translation Studies, aesthetic and stylistic principles, technical difficulties, forms and genres involved, etc. This analysis will demonstrate a solid theoretical knowledge of translation as well as of specific questions posed by the translation of the text chosen, and will include the necessary references to the relevant literature in literary translation, theory, etc.

The thesis must meet the usual criteria: originality, adequate treatment of the topic, rigour of the method, etc. The length of the thesis will vary according to the degree of difficulty of the text to be translated as well as the theoretical and methodological issues raised.

#### **3.4. Master of Arts (M.A.) with Applied Research Option (21 credits/7 seminars)**

The research component in this option consists of an applied project in translation, terminology or lexicography, supplemented by a discussion, or a major research paper. This work is shorter than a thesis, and an additional seminar from the options below is required during the M.A. coursework:

**(TRA7995) COMMENTED TRANSLATION / TRADUCTION COMMENTÉE**

A translation of at least 5,000 words (exact length will be established by the STI depending on the nature and degree of difficulty of the text chosen). The translation is preceded by an introduction in which the candidate presents the translation as well as its objectives and its method. It is accompanied by a commentary, which must demonstrate relevant theoretical and methodological knowledge.

Or

**(TRA7996) COMMENTED TERMINOLOGY OR LEXICOGRAPHY FILE / FICHIER TERMINOLOGIQUE OU LEXICOGRAPHIQUE COMMENTÉ**

Constitution of a bilingual or multilingual terminology or lexicography file, plus a commentary. This file, containing at least 15 concepts or 20 entries, is preceded by an introduction in which the candidate presents the objectives, method and domain of application. It is accompanied by a commentary, which must call on relevant theoretical and methodological knowledge.

Or

**(TRA7997) MÉMOIRE / RESEARCH PAPER**

Research paper approximately 40 pages in length, focusing on a Translation Studies question chosen in consultation with the supervisor. Graded S/NS by the supervisor and another professor in the program.

The research component must be submitted for evaluation by the mid-point of the semester in which the student wishes to finish. It is then examined by one examiner who decides on its acceptability and lists any required revisions (No oral defence is required.) The final (revised and approved) version must be submitted and approved, and the mark entered in the system by the end of the semester.

#### **3.5. Typical Course Sequence for a Student Enrolled in the M.A. in Translation Studies**

|  | **All Students** | **Plus for the thesis option…** | **Plus for the concentration in literary translation...** | **Plus for the applied research option…**  |
| --- | --- | --- | --- | --- |
| **Year One** |
| Fall Semeser | **TRA5902** Théories de la traduction / Theories of Translation (3 cr.)**TRA6902** Discours et traduction / Discourse and Translation (3 cr.)Discuss the plan of studies with potential director(s)Define the objectives of the research and begin collecting resources | 1 optional seminar in Translation Studies \*\* Attend external scholarship information sessions and apply for scholarships (cf. the [Awards and financial support page](https://www2.uottawa.ca/study/graduate-studies/funding-financing/awards) if applicable) | **TRA5912** Traduction littéraire / Literary Translation (3 cr.) Attend external scholarship information sessions and apply for scholarships (cf. the [Awards and financial support page](https://www2.uottawa.ca/study/graduate-studies/funding-financing/awards) if applicable) | 1 or 2 optional seminar(s) in Translation Studies \*\*  |
| Winter Semester | **TRA5906** Langue et traduction / Language and Translation (3 cr.)Select a director and research topic (for the thesis or applied research), and register them via a service request[[2]](#footnote-2)Prepare an annual progress report, meet with your director to discuss it, and submit the completed and signed report to the Graduate Director via a service request | 2 optional seminars in Translation Studies \*\* | 2 optional seminars in Translation Studies \*\* | + 2 OR 3 optional seminars in Translation Studies \*\* (for a total of 7 seminars)Work on the applied research project and writing up |
| Summer Semester |  | **THM7999** – Thèse de maîtrise / Master’s ThesisUndertake research and writing of the thesis | **THM7999** – Thèse de maîtrise / Master’s ThesisUndertake research and writing of the thesis | **TRA7995** Traduction commentée / Commented Translation OrTRA7996 Fichier terminologique ou lexicographique commenté / Commented Terminology or Lexicography FileOr**TRA7997** Mémoire / Research PaperWrite and submit the applied research project by July 15 at the latest, so that the final evaluated, and revised version can be submitted by the end of the semester. |
| **Year Two** |
| Fall Semester(if needed) |  | **THM7999** – Thèse de maîtrise / Master’s ThesisContinue writing the thesis |  |
| Winter Semester(if needed) |  | **THM7999** – Thèse de maîtrise / Master’s ThesisDiscuss the thesis with the supervisor and complete the draft.Submit a first version of the thesis to the director or committee for corrections and comments.Incorporate comments. |  |
| Summer Semester (if needed) |  | Submit the thesis via a service request, with the signed permission to submit form from the director.Receive reports from the jury and confirm that the defence will go ahead.Defend the thesis.Integrate the jury’s required corrections and comments in the 30 days following the defence.Submit the final version of the thesis electronically via a service request, following the [guidelines](https://ruor.uottawa.ca/submit-thesis.jsp) and accompanied by all required forms, including a signed form from the director or jury member approving the final version. |  |

*\*\* A student may request permission from the School to replace one optional seminar in Translation Studies with a seminar* *from another Department.*

*NOTES: At the discretion of the STI, additional or replacement courses at the* ***3000****,* ***4000****,****5000*** *or* ***6000*** *level may be required of the student at the time of admission, to ensure that the student is properly prepared for the program.*

For a quick reference for the steps to follow during each session, consult the [Checklist for students and supervisors](#_Milestone_checklist_for) in the appendix

#### **3.6. Language and Writing Requirements**

Students in the Master’s programs must be able to read scholarly texts in their dominant official language and write papers and a thesis with a minimum of revision, in their dominant official language. If the linguistic quality of these documents is not adequate, the instructor or supervisor may require that the work be corrected or revised before it can be accepted for evaluation and/or feedback.

Anglophone or allophone students must also have sufficient passive knowledge of French to understand lectures and discussions in class and to read scholarly texts in this language. Any seminar in the program may be given in part in the each of the official languages, and readings in both languages will be assigned.

It is the student’s responsibility to understand and comply with regulations for avoiding plagiarism and other forms of academic fraud, including understanding how to properly quote, paraphrase and reference others’ work in their own assignments and research.

Information on avoiding academic fraud can be found on the following pages:

* [Academic](https://www2.uottawa.ca/study/academic-support) Support
* [Academic Integrity Student Guide](https://www2.uottawa.ca/about-us/official-languages-bilingualism-institute/centre-language-learning/academic-integrity-policy)
* [Academic GPS](https://gps-uottawa.ca/en)
* [Academic Fraud Regulations](https://www2.uottawa.ca/about-us/policies-regulations/academic-regulation-i-14-academic-fraud)

It is the student’s responsibility to find and obtain any necessary assistance, for example from the [Faculty of Arts’ Writing Centre](https://arts.uottawa.ca/writingcentre/en).

All new graduate students must complete a compulsory training module offered by the School in the Brightspace platform during their first year of study. A minimum of 70% is required to pass the quiz and obtain the required certificate.

### **Section 4: Ph.D. Program**

<https://catalogue.uottawa.ca/en/graduate/doctorate-philosophy-translation-studies/>

The PhD program in Translation Studies aims to train specialists who have the skills required for university teaching and research as well as for other roles which require highly specialized expertise. The PhD in Translation Studies addresses two main themes:

* Theories, history, and pedagogy of translation as interlingual and/or intercultural communication
* Lexicology, terminology, and technologies and their links with translation and translation studies.

As translation is interdisciplinary, the PhD program in Translation Studies may include collaboration with other disciplines such as Law, English, Canadian Studies, French, Modern Languages and Literatures, Linguistics, Philosophy and Computer Science. At the administrative level, however, the program is managed entirely by the School of Translation and Interpretation. Research projects proposed as part of the program must be focused on Translation Studies.

The School offers a special option for a multidisciplinary program in Canadian Studies at the doctoral level. For more information, please refer to the program description (<https://catalogue.uottawa.ca/en/graduate/doctorate-philosophy-translation-studies-specialization-canadian-studies/>).

The program is offered only for full-time study and includes four seminars, a comprehensive exam, a defence of thesis proposal, and a thesis. The learning outcomes for the program are posted on the School’s site [here](https://www2.uottawa.ca/faculty-arts/programs/graduate/translation-interpretation).

#### **4.1. Requirements**

The PhD program includes the following requirements:

* Four seminars (12 units):
* Two graduate seminars in the student’s field(s) of interest in Translation Studies or a related discipline (6 units).\*
* **TRA6984** Courants actuels en traductologie I / Current Developments in Translation Studies I (3 cr.) (mandatory)
* **TRA6985** Courants actuels en traductologie II / Current Developments in Translation Studies II (3 cr.) (mandatory)
* Comprehensive Examination (**TRA9996**)
* Defence of Thesis Proposal (**TRA9997**)
* Doctoral Thesis (**THD9999**)

\*These seminars are chosen in consultation with the student’s advisor, the academic assistant, and/or Graduate Studies Committee. Only one seminar from another department may be taken, and the approval of the Graduate Studies Committee is required.

**NOTE**: At admission, students may be assigned one or two additional or replacement seminars at the **5000** or **6000** level at the discretion of the STI, to complete their preparation for the program.

#### **4.2. Language and Writing Requirements**

Students in the PhD programs must be able to read scholarly texts and write papers and a thesis with a minimum of revision, in their dominant official language. If the linguistic quality of the documents produced by the student is not adequate, the instructor or supervisor may require that the work be corrected or revised before it can be accepted for evaluation and/or feedback.

Anglophone or allophone students are also strongly encouraged to have sufficient passive knowledge of French to understand lectures and discussions in class and to read scholarly texts in this language. Any seminar in the program may be given in part in each of the official languages, and readings in both languages will be assigned. It is the student’s responsibility to either acquire the required language skills or make arrangements to access the materials in French in another way.

It is the student’s responsibility to understand and comply with regulations for avoiding plagiarism and other forms of academic fraud, including understanding how to properly quote, paraphrase and reference others’ work in their own assignments and research.

Information on avoiding academic fraud can be found on the following pages:

* [Student Access Success Service website](Student%20Access%20Success%20Service%20site)
* [Academic Integrity Student Guide](https://www2.uottawa.ca/about-us/official-languages-bilingualism-institute/centre-language-learning/academic-integrity-policy)
* [Academic GPS](https://gps-uottawa.ca/en)
* [Academic Fraud Regulations](https://www2.uottawa.ca/about-us/policies-regulations/academic-regulation-i-14-academic-fraud)

It is the student’s responsibility to find and obtain any necessary assistance, for example from the [Faculty of Arts’ Writing Centre](https://arts.uottawa.ca/writingcentre/en).

All new graduate students must complete a compulsory training module offered by the School in the Brightspace platform during their first year of study. A minimum of 70% is required to pass the quiz and obtain the required certificate.

#### **4.3. Typical Course Sequence for a Student Enrolled in the PhD in Translation Studies**

Important dates and deadlines for various activities in each semester are found on [the uOttawa website](https://www2.uottawa.ca/current-students/important-academic-dates-deadlines).

|  |
| --- |
| **Year One** |
| Fall Semester | * Two optional seminars in Translation Studies or in a related discipline (which in some cases may be replaced by **TRA5902** and/or **TRA5903**, depending on the student’s background)
* Attend external scholarship information sessions and apply for scholarships (as described on (cf. the [Awards and financial support page](https://www2.uottawa.ca/study/graduate-studies/funding-financing/awards), e.g. [SSHRC](http://www.sshrc-crsh.gc.ca/funding-financement/programs-programmes/fellowships/doctoral-doctorat-eng.aspx), [OGS](http://www.grad.uottawa.ca/Default.aspx?tabid=4419), [FQRSC](http://www.frqsc.gouv.qc.ca/en/bourses-et-subventions/consulter-les-programmes-remplir-une-demande/bourse/doctoral-research-scholarships-b2-and-scholarships-for-re-entering-the-research-community-a2-d--50cwpony1434543163800)), if applicable
 |
| Winter Semester | * **TRA6984** and **TRA6985**
* For students doing a specialization in Canadian Studies, the doctoral seminar in Canadian studies (**CDN 6910** or **CDN6520** [offered in French only]) (this seminar may also be taken in Year 2)
* Register the thesis topic and director via a service request[[3]](#footnote-3)
* Discuss the plan of studies with the director
* Define the objectives of the research
* Complete a progress report, discuss it with the supervisor, and submit it to the Graduate Director via a service request
 |
| Summer Semester | * Enroll in **TRA9996** Comprehensive Examination
* Read the books and articles on the reading list for the comprehensive examination (list available on the School’s website and updated regularly)
* At the end of the summer, be prepared to take the exam
 |
| **Year Two** |
| Fall Semester | * Enroll in **TRA9996** Comprehensive Examination
* Take the comprehensive examination
* Begin to prepare the draft of the thesis proposal
* Attend external scholarship information sessions and apply for scholarships (as described on (cf. the [Awards and financial support page](https://www2.uottawa.ca/study/graduate-studies/funding-financing/awards), e.g. [SSHRC](http://www.sshrc-crsh.gc.ca/funding-financement/programs-programmes/fellowships/doctoral-doctorat-eng.aspx), [OGS](http://www.grad.uottawa.ca/Default.aspx?tabid=4419), [FQRSC](http://www.frqsc.gouv.qc.ca/en/bourses-et-subventions/consulter-les-programmes-remplir-une-demande/bourse/doctoral-research-scholarships-b2-and-scholarships-for-re-entering-the-research-community-a2-d--50cwpony1434543163800)), if applicable
 |
| Winter Semester | * Enroll in **TRA9997** Soutenance de projet de thèse / Defence of Thesis Project
* Develop the thesis proposal
* Submit the proposal, with the supervisor’s approval.
* Complete a progress report, discuss it with the supervisor, and submit it to the Graduate Director via a service request
 |
| Summer Semester | * Enroll in **TRA9997** Soutenance de projet de thèse / Defence of Thesis Project
* With the permission of the examiners, defend the thesis proposal[[4]](#footnote-4)
 |
| **Year Three** |
| Fall Semester | * Enroll in **THD9999** Thèse de doctorat / Doctoral Thesis
* Work on the thesis
* Attend external scholarship information sessions and apply for scholarships (as described on (cf. the [Awards and financial support page](https://www2.uottawa.ca/study/graduate-studies/funding-financing/awards), e.g. [SSHRC](http://www.sshrc-crsh.gc.ca/funding-financement/programs-programmes/fellowships/doctoral-doctorat-eng.aspx), [OGS](http://www.grad.uottawa.ca/Default.aspx?tabid=4419), [FQRSC](http://www.frqsc.gouv.qc.ca/en/bourses-et-subventions/consulter-les-programmes-remplir-une-demande/bourse/doctoral-research-scholarships-b2-and-scholarships-for-re-entering-the-research-community-a2-d--50cwpony1434543163800)), if applicable
 |
| Winter Semester | * Enroll in **THD9999** Thèse de doctorat / Doctoral Thesis
* Continue work on the thesis
* Complete a progress report, discuss it with the supervisor, and submit it to the Graduate Director via a service request
 |
| Summer Semester | * Enroll in **THD9999** Thèse de doctorat / Doctoral Thesis
* Continue work on the thesis
* Discuss the intened date of submission of the thesis for evaluation with the supervisor
 |
| **Year Four** |
| Fall Semester | * Enroll in **THD9999** Thèse de doctorat / Doctoral Thesis
* Continue writing the thesis and ensuring that the format is adequate for submission
* Finalize a target date for submitting the thesis to the evaluators
 |
| Winter Semester | * Enroll in **THD9999** Thèse de doctorat / Doctoral Thesis
* Finish preparing the thesis for submission
* Submit the thesis to the supervisor for approval
* Make the corrections requested by the supervisor
* In collaboration with the supervisor, draft a list of proposed examiners and submit it to the GSC for approval and then to the Faculty of Arts Graduate Office for approval via a service request
* Complete a progress report, discuss it with the supervisor, and submit it to the Graduate Director via a service request
 |
| Summer Semester | * Enroll in **THD9999** Thèse de doctorat / Doctoral Thesis
* Have the director sign the form approving the thesis for submission
* Ensure that the examiners have been approved by the Faculty
* Submit the thesis for evaluation via service request
* When satisfactory assessment reports have been received,confirm that you will defend the thesis
* Defend the thesis
* Integrate any required corrections to the thesis in the 30 days following the defence
* Ensure all required forms are signed and submit the final version of the thesis electronically to the Faculty, following the [guidelines](https://ruor.uottawa.ca/submit-thesis.jsp) for presentation, etc., via a service request
 |

#### **4.4 Comprehensive Examination**

Objectives of the Comprehensive Examination

The comprehensive examination (course code: TRA9996 COMPREHENSIVE EXAMINATION) takes places once a year, during the Fall semester. It serves as an intermediate step between the more closely supervised work of the doctoral seminars and the largely autonomous work of the thesis proposal and thesis. Its purpose is to ensure that students have a broad, common, and fundamental knowledge of various aspects of the field of Translation Studies and are well-equipped to pursue work (academic or otherwise) in the field at large and to select appropriate conceptual tools for use in developing sound thesis research. The exam requires students to demonstrate their:

* ability to take on and maintain a self-directed program of reading;
* knowledge and understanding of a broad range of key concepts and literature in the field of Translation Studies, complementary to the readings seen in the doctoral seminars;
* highly developed skills in
	+ selecting relevant literature;
	+ analyzing, synthesizing, evaluating and criticizing this literature;
	+ responding directly, appropriately, and adequately to a question with structured, well-supported and convincing argumentation; and
	+ presenting a text that is linguistically and typographically correct, appropriately referenced, and respects the guidelines provided; and
* ability to function as independent scholars within a restricted time frame.

Process of the Doctoral Examination

Beginning in the third session (summer of the first year), students enroll in **TRA9996** – COMPREHENSIVE EXAMINATION. Once the exam passed, they can enroll in **TRA9997** – DEFENCE OF THESIS PROJECT until that in turn has been successfully completed.

**4.4.1. Part I: (TRA9996) WITTEN TAKE-HOME EXAM**

* When the reading list is released (in May), the graduate studies director convenes a meeting to present the reading list and provide general guidelines and suggestions for preparing for the exam.
* The third session is used to read the works that appear on the comprehensive exam [reading list](https://arts.uottawa.ca/translation/sites/arts.uottawa.ca.translation/files/phd_reading_list.pdf). For general questions about the exam during this semester, students may contact the graduate director.
* Approximately a month before the exam (generally early September) a second meeting with the graduate studies director and/or committee will be held to go over any questions remaining about the exam, its format, etc. At this time, students also provide a one-page outline of their thesis research topics, to assist the committee in formulating fair and appropriate exam questions.
* On the set date (generally in October), the exam committee proposes two bilingual questions in each of the program’s areas of research (theories/humanities and technology/terminology), based on the list of readings. The student will have exactly one week to choose and answer one of the questions in each of the two areas in order to demonstrate knowledge and understanding of the works on the list. The answers take the following format.
	+ The primary question, which is generally closest to the student’s primary area of research, will be approximately 15 (and no more than 18) pages long, double spaced, plus a properly formatted list of works cited.
	+ The secondary question, in the other domain, will be approximately 5 pages (and no more than 7 pages) long, double spaced, plus a properly formatted list of works cited.
	+ The questions are formulated by the exam committee to allow students to reflect on various points of view that go beyond the contents of their seminars and reflect different perspectives. They are designed to encourage students to integrate various readings from the list, and demonstrate that they are able to clearly and effectively synthesize different points of view, apply critical thinking skills, and create a solid, credible and well-supported argument. The first question also offers an opportunity to establish links with the student’s area of research, although this is not compulsory.
* The responses are sent by email to the graduate academic assistant or other School personnel (to be identified when questions are sent).
* The responses are evaluated by two professors specialized in the area of the answer being evaluated. Each evaluator will assign a decision of “Satisfactory” or “Not Satisfactory” to each answer, accompanied by an evaluation using the grid provided. The exam committee will then review the decisions and comments, and agree on the overall decision for each answer. In the case of a discrepancy of votes even after discussion, a third specialist in the field will review the answer and cast the deciding vote. If the final decisions for the two answers differ, the overall decision will be made based on the answer from the primary question. The committee will return an overall verdict of "Satisfactory" or "Not Satisfactory" and will communicate it to the student along with the evaluation grids for each answer and each evaluator.
* The results are recorded in the student’s file.
* Students who fail the comprehensive exam can take it one more time, a year later (i.e. the next Fall term). Students who fail a second time will be asked to leave the program.

**4.4.2. Part II: (TRA9997) DEFENCE OF THESIS PROPOSAL**

* Near the end of the fifth session (winter of the second year), the candidate should have completed the comprehensive exam and be ready to register in (**TRA9997)** – DEFENCE OF THESIS PROPOSAL. This means that the student will submit a written thesis proposal that has been approved for submission by the supervisor.
* The goal of this exercise is to ensure that the student has identified a research project that is reasonable and feasible in the context of a doctoral thesis, meets the standards of research in the field, has a solid grasp of the necessary concepts and literature, and will make a significant and original contribution to the field of Translation Studies. It also constitutes an opportunity to gather feedback from scholars in the field to help guide the next steps and assure the student that they are ready to undertake the thesis research.The thesis proposal is structured as described below.

*Guidelines for the Presentation of Thesis Proposal*

The thesis proposal consists of a detailed proposal outlining an original research project (30–40 pages) accompanied by a properly formatted bibliography (10–15 pages). The proposal should cover the objectives, hypotheses, general methodology and anticipated results of the project, and give an idea of the state of advancement of the project, as ell as its originality. Each section of the project is described below.

*Content of the research project*

**1. Introduction**

In this section, the topic is presented and contextualized in the field of Translation Studies.  A brief outline of the content of the project is presented.

**2. Review of the Related Literature**

In this section, the literature on the subject is summarized and described, with particular attention to the elements which show that the project will constitute an original contribution to knowledge in the field.

**3. Research Question**

One or more questions addressed by the research are clearly identified.

**4. Hypotheses**

The working assumptions which constitute the probable answers to the research question(s) are identified. The presentation must be based at least in part on an analysis of the literature.

**5. Objective(s) of the Thesis**

One or more objectives of the thesis, which generally allow the student to test the hypotheses and thus answer the research questions, are outlined. If necessary, objectives can be divided into general and specific objectives, or primary and secondary goals.

**6. Methodology**

In this key section, the methods that will be used to achieve the objectives and to test the hypotheses are outlined.

It is important to demonstrate that the methodology is well aligned with the research questions and objectives and that it is feasible in the context of a doctoral thesis.

**N.B.** In some cases (depending on the topic chosen), it may also be appropriate to include the results of a pilot study in the research project.

**7. Anticipated Results**

These results should be clearly linked to the hypotheses and research questions.

***Bibliography***

The bibliography may not be exhaustive at this stage, but it must include the key works relating to all aspects of the research.

It is not necessary for the student to have already read *all* of the works listed, but they should have read many of them.

Presentation of the Bibliography

* Order of References:
	+ Alphabetic Presentation (most common): The references are presented in alphabetical order by author.
	+ Thematic Presentation: Alternatively, the bibliography may be divided according to the aspects covered by the thesis. Within each theme, the references are presented in alphabetical order.
* Format: In English and in French, an [accepted bibliographic format](https://www2.uottawa.ca/library/writing-citing/citation-styles) for the Humanities must be used consistently.
* Labelling: The titles already read are labeled, for example, with an asterisk (\*).

*Procedures for the Defense of Thesis Proposal*

As soon as the Graduate Studies Committee receives the thesis proposal, they will name a jury. Generally, the jury consists of two internal examiners, plus the thesis supervisor. Examiners for the thesis proposal may be suggested by the student and supervisor but are ultimately chosen by the Graduate Studies Committee.

Members of the jury have approximately three weeks to familiarize themselves with the thesis proposal. They are *not* required to submit a written report before the oral examination, as is required for the thesis. However, they may submit their comments to the candidate after the examination. Jury members may use the form (in appendix) to structure their feedback.

The candidate and the examiners decide whether to have the doctoral exam in private or to open it to the public. If any of the participants wishes to hold the exam privately, this will be the case. For public defences, the faculty and graduate students will be invited (e.g via email and/or posters).

The room, the date, the time of the oral examination and the names of the members of the review committee are communicated to the persons concerned at least one week before the examination.

*Oral Examination Procedures*

1. The Graduate Director will normally chair the exam. If they cannot, the Graduate Studies Committee (or the Chair of the School) will appoint another chair. The thesis supervisor cannot chair the defence.
2. The candidate has 15 to 20 minutes to present their research project, covering the essential elements of the project as described above. The candidate must also clearly outline the current stage of the research and the aspects that make it original.
3. A free discussion follows, during which the members of the jury ask questions and share their observations and recommendations. The evaluation focuses on the general objective of the research project (relevance and originality), the relevance of the working hypotheses, the methodology (acceptability, thoroughness, feasibility) and the comprehensiveness of the literature review.
4. The oral examination completed, the candidate and the public leave the room during the jury deliberations. The jury does not give a mark but delivers a verdict of Satisfactory or Not satisfactory to the candidate and provides a list of points to be considered.
5. The candidate is invited to return to the room and informed of the result. The president and members of the jury sign the second part of the doctoral exam result form. A candidate who receives a “Not satisfactory” result for the exam can try only one more time, during the calendar year following the first exam.

#### **4.5. Doctoral Thesis**

Once the student has passed both parts of the doctoral examination, normally in the sixth session (summer session), the student must enroll in the thesis (**THD9999**).

Each student must submit a thesis consisting of results of original research carried out under the direction of a member of the School’s faculty who is authorized to direct theses.

*Course Enrollment while Writing Thesis*

Students must register for **THD9999** for each session until the thesis is submitted for evaluation. For more information on theses, consult the documents below:

* Guide for doctoral theses:  <https://ruor.uottawa.ca/submit-thesis.jsp#submit-thesis-step2>
* Thesis regulations: <https://www2.uottawa.ca/about-us/policies-regulations/academic-regulation-ii-7-theses>

#### **4.6. Annual Progress Report**

Each spring, students must submit an [annual progress report](https://www.uottawa.ca/graduate-studies/sites/www.uottawa.ca.graduate-studies/files/esup5189_e.pdf). The student begins by downloading and completing the first part of the form, and then makes an appointment with their supervisor to discuss it. The report is then submitted via a uoZone service request and approved by the thesis supervisor and the Graduate Director.

If the progress report reveals concerns with the progress, the student may be required to file progress reports more often, and to submit a study plan outlining their plans, so that they can be monitored more closely. Permission to continue in the program depends on satisfactory progress reports. After two unsatisfactory progress reports, the student must withdraw from the program.

#### **4.7. Conference Presentations**

Students are encouraged to participate in conferences and to present their work at appropriate points in their programs. Students are strongly encouraged to consult their thesis supervisor (or the Graduate Director, if they do not yet have one) before submitting to conferences. The thesis supervisor is likely to provide guidance in both presentation content and form (e.g., PowerPoint presentations).

Students must be aware that any research presentation or publication involving human participants in any way, whether or not it is related to the student’s thesis research, *must* receive [Research Ethics Board approval](https://www2.uottawa.ca/research-innovation/ethics/ethics-review).

### **Section 5: Registration and Course Enrollment**

#### **uoZone and uOttawa Email**

The uoZone platform (<https://uozone2.uottawa.ca/?language=en>) provides students with all the information they require for their registrations and other activities. Students should check this account regularly to ensure that they are aware of all important notices.

All email communications from the School, its professors, and the University are sent to students’ uOttawa email. It is essential to check this address frequently or to forward it to a reliable email address that is checked frequently.

#### **Registration/Course Enrollment**

Registration is required in for all semesters, whether for coursework, preparing for the doctoral exam, writing the thesis, or major paper. Scholarship students must enroll in all sessions to continue to receive their scholarships. Minimum requirements also exist for other students. Students can contact the Academic Assistant for details of their specific requirements.

Students may not be registered in more than one program concurrently, at any university or combination of universities. (This includes taking a leave from one program to register in another.) To change programs, students must either transfer or withdraw from their program and reapply later.

#### **Dates and Deadlines**

Students are responsible for keeping up with [important dates and deadlines](http://www.uottawa.ca/important-academic-dates-and-deadlines/) for registration, course changes, and other operations and must check their file (in uoZone, especially the to-do section) for every session before the registration deadline. If errors are noted, the student must notify the Academic Assistant and the Graduate Director as soon as possible.

#### **Choosing Seminars**

Students must register for seminars online via their uoZone. In case of problems or questions about their degree requirements, they can contact the Academic Assistant. The graduate Director and/or the thesis supervisor can guide students in choosing seminars and responding their questions on program requirements.

#### **Adding and Dropping Courses**

It is possible to add or to drop seminars via uoZone. In case of difficulty, contact the Academic Assistant.

#### **Registering as an Auditor**

It is possible to register for a course as an auditor. As an auditor, a student does not receive a grade but the course will be listed on their transcript with the mention AUD. It is important to note that these courses may not be counted as part of the program and cannot replace credit courses. As an auditor, the student must comply with the requirements of attending the course.

Students wishing to audit a course should complete a [course attendance form](https://www.uottawa.ca/graduate-studies/sites/www.uottawa.ca.graduate-studies/files/formulaire_de_frequentation_dans_un_cours.pdf) from the Academic Assistant and have it signed by the supervisor and Graduate Director prior to registering with the Academic Assistant.

#### **Courses Outside the Program**

With the permission of the School, students can take one seminar outside the program, i.e. given by another department, and count it towards their program. To do this, students should start by consulting the professor for the course and the Graduate Director of the two programs. Students enrolled in a graduate program may request permission to enroll in a maximum of two courses (six units) not required for their program, provided they have obtained prior permission from the School and the Faculty. These courses are identified in the registration as being outside the program and they cannot count towards the program. Additional fees apply.

#### **Leaves**

For information about leaves, consult [Administrative Policies and Regulations](https://www2.uottawa.ca/about-us/policies-regulations) (Policy 9a, 9b, 9c).The request for leave must be approved by the supervisor and Graduate Director and ideally will be submitted as a service request six weeks before the intended beginning of the leave (i.e. a month before the end of the preceding semester). For the last date to submit a request for leave, see the [Important dates and deadlines page](http://www.uottawa.ca/important-academic-dates-and-deadlines/).

Leaves may be approved only on medical or compassionate grounds, or upon the birth/adoption of a child. Leaves are granted for no more than a year at a time, and the student must re-register for the session following their leave. It is understood that the student will be completely inactive as regards their studies during the period of leave.

The approval of a leave does *not* extend the time limits set by the Faculty of Graduate and Postdoctoral Studies for completing the program requirements, except in the case of a parental leave.

In addition, a leave does not automatically allow an admission scholarship to be deferred. Only medical or parental leaves allow students to defer scholarships, and this deferral is only offered upon request. In other cases, the funding for the semester in question is lost.

#### **Deadlines and Requests for Deadline Extension**

M.A. candidates must meet all the requirements of the master's degree in the **four** years following the initial registration in the program. Doctoral candidates must submit their thesis within the **six** years following their initial enrollment in the PhD program (or in the seven years following their initial enrollment in the Master’s program in the case of transfers). See the time limits [here](https://www2.uottawa.ca/about-us/policies-regulations/academic-regulation-ii-6-time-limits-completion-graduate-degrees-and-diplomas).

Students who are unable to meet these deadlines may make a formal request for extension. Requests for extensions must be approved by the supervisor and Graduate Director and submitted via a service request at least a month before the end of the last session normally allowed in the program. Extensions are *not* guaranteed, except in cases when a student has taken parental leave during the program. The request form must be accompanied by an updated progress report and a detailed plan of study/schedule which explains how the new deadline will be reached.

### **Section 6: Course Offering (2022-2023)**

For more information on the courses and scheduling, consult the [Course Timetable page](https://www.uottawa.ca/course-timetable/) and launch the Class Search Tool.

* Compulsory courses for the M.A. are marked with \*.
* Compulsory courses for the PhD are marked with \*\*.
* Please note that some students may have required courses added or substituted for optional courses in their offer of admission. It is very important for each student to verify their own requirements as well as standard program requirements.

#### **6.1. Fall 2022**

**TRA5901/TRA4950E History of Translation**

The main trends in translation in the West from Antiquity to the present. Analysis of the most significant approaches to the task of translation. Discussion of representative translators from different schools of thought and periods. Research projects.

**\*TRA5902 Theories of Translation**

A critical and comparative survey of the various theories that have been devised to describe what goes on in translation. Structuralist models, utterance-oriented models, etc.

**TRA5903/TRA4950A Computers and Translation**

Overview of advanced computational aids for human translation, with some hands-on practice (e.g. terminology management, desk-top publishing, grammar checking). Survey of machine and machine-aided translation. Analysis of machine translation output.

**\*TRA6902 Discourse and Translation**

A survey of conceptual models for the production, interpretation and reception of discourse as applied to translation. Enunciation, narration, argumentation. Pragmatics and sociocultural aspects of discourse.

**TRA6111-1 Research Methods in Translation Studies**

*\*\*This course is given every two weeks from September to April.\*\**

General research methods in Translation Studies. Literature surveys. Planning and stylistics of research papers.

#### **6.2. Winter 2023**

#### *\*\*Exceptionally,* ***TRA5906*** *will be replaced for M.A. students by* ***TRA6111****.\*\**

**TRA5909 Didactics of Translator Training**

History of the teaching of professional translation throughout the world. Survey of curricula in various translation schools. Comparative analysis of teaching manuals and methods. Examination of testing principles and test evaluation. Practical exercises.

**TRA5912/TRA4950B Literary Translation**

*\*\*This course is compulsory for students in the Concentration in Literary Translation\*\**

Literary translation as practiced for different genres, periods and cultures. Theories of literary translation. Comparison and analysis of translations. Practical exercises.

#### **TRA5917/4950F Workshop in Specialized and Technical Translation**

#### A forum in which students present and explain their own translations for criticism by their peers and by experts. Planning and carrying out a specialized or technical translation (English-French-Spanish) in the domain and language pair of the student’s choice. Investigation of the relevant literature. Use and evaluation of technologies integrated into translation and terminology work.

**TRA6111-2 Research Methods in Translation Studies**

General research methods in Translation Studies. Literature surveys. Planning and stylistics of research papers.

*\*\*Note: This course is given every two weeks from September to April.\*\**

#### **TRA6980 Translation and interculturality**

Study of the notions linking interculturality and translation (culture, otherness, representations, ideology, dialogism, etc.) in an interdisciplinary perspective (translatology, philosophy, anthropology, sociology, cognitive psychology). Applications to the analysis of historical and current practices through the development of individual or group research projects.

#### **\*\*TRA6984 Current Developments in Translation Studies I**

#### Exploration of the most recent developments in Translation Studies in the double perspective of the human sciences and of intercultural studies.

#### **\*\*TRA6985 Current Developments in Translation Studies II**

#### Trends in Translation Studies, with a focus on developments in terminology, lexicology, technology and related fields.

#### **Final Grades**

An electronic report card is issued via [uoZone](http://uozone.uottawa.ca/en/frontpage%22%20%5Ct%20%22_blank) after the end of each session. This report indicates all courses and all activities during the session. The results shown are those that the School has provided to the Faculty. The date on which the final marks will be published on website and will be considered official is announced on the [site](http://www.uottawa.ca/important-academic-dates-and-deadlines/).All the course marks are listed according to the alpha-numeric scale except if the course description in the calendar explicitly indicates otherwise. The scale is as follows:

A+  90 – 100%  10 Points

A  85 – 89%  9 Points

A-  80 – 84%  8 Points

B+  75 – 79%  7 Points

B  70 – 74%  6 Points

C+  65 – 69%  5 Points

Any mark below a C+ is considered to be a failure at the graduate level.

C  60 – 64%  4 Points

D+  55 – 59%  3 Points

D  50 – 54%  2 Points

E  40 – 49%  1 Point

F  0 – 39%  0 Point

*Marks for comprehensive and doctoral examinations, applied research, theses and internships are usually Satisfactory (S) or Not satisfactory (NS).*

* DFR (deferred): Used when, in the judgment of the competent authority, the requirements of the course were not met for a valid reason (see [Academic regulation I-9](https://www2.uottawa.ca/about-us/policies-regulations/academic-regulation-i-9-evaluation-student-learning) for details)
* EIN (incomplete): Used when at least one of the mandatory requirements has not been met. This symbol is equivalent to a failing grade (F).
* ABS (absent, no work submitted): used when a student has not attended the course and has not advised the University in writing, within the time limits provided for dropping the course. This symbol is equivalent to a failing grade (F).
* DR (dropped): used when the Faculty was notified within the time limits provided for in the university calendar. The "DR" for a dropped course does not appear on the official transcript issued by the Office of the Registrar except in the case of theses, thesis proposals, research papers, and comprehensive exams.
* NNR (mark not received by the Faculty):  used when the mark has not been received by the Faculty in time for the transcript to be issued.
* NTC (continued):  used when the activity continues in the next session.
* AUD (auditor): used when the student has attended a course as an auditor.
* S (satisfactory): used to indicate a passing grade in second language tests, comprehensive examinations, research projects, theses, internships, etc.
* NS (not satisfactory): used to indicate a failure in second language tests, comprehensive examinations, research projects, theses, internships, etc.

#### **Transcripts**

Transcripts (including those required for external scholarship applications) can be ordered through the online service Docunet via uoZone or in person at Infoservice. The School can no longer obtain free transcripts for external scholarship applications.

#### **Letters of Confirmation**

For letters of confirmation of registration and attendance, progress, and requirements completed, students can contact [InfoService](https://www.uottawa.ca/academic-documents/).

### **Section 7: Student Life**

#### **School of Translation and Interpretation Graduate Students’ Association (STIGSA)**

*\*\*STIGSA is currently seeking members for its executive! Please contact* tradir@uottawa.ca *to participate. \*\**

STIGSA represents the graduate students at the School of Translation and Interpretation. It is affiliated with and funded by the uOttawa Graduate Students’ Association (GSAÉD).

The Association’s mandate is to respond to the questions and concerns of the students, to inform them and also to organize academic and social activities. Given the high percentage of international students in graduate studies at the STI, the Association reflects this variety in its activities and its approach.

STIGSA maintains a mailing list that is essential reading to keep up to date with special events (both academic and social), calls for papers, new publications, conferences, and other important news in the world of TS and the School. Students can request to be added to the mailing list by emailing AEDETI.STIGSA@uottawa.ca. You can also follow STIGSA on Facebook and Instagram.

#### **Offices**

**\*\*Please note that access to student offices is restricted during the pandemic. Students will be notified when these restrictions are lifted.\*\***

A shared office in Hamelin Hall (or occasionally Simard Hall) is made available to full-time M.A. students for two years, and to PhD students for four years. Offices are assigned to each graduate student at the beginning of the school year.

The key to the office is available from the Secretariat (MHN401). At the end of the two- or four-year period, students must be sure to remove personal belongings and return the office key to the Secretariat. Students who need workspace on campus after this time can consider using the Brian Harris room (MHN506), the various spaces open to all students at the Faculty of Arts, or the library (which offers study spaces specifically reserved for graduate students).

Please keep in mind that the offices (and in fact all the 5th floor) are shared workspaces and keep noise to a reasonable level.

#### **Mailbox**

**\*\*Please note that while access to campus is limited, these mailboxes will not be used.\*\***

A mailbox is assigned to each graduate student and is where professors and administrative staff may leave corrected assignments, forms and other documents as required. The mail room is MHN 452. The Administrative Officer (MHN444) or Secretary (MHN401) may provide the door code. It is important to check this mailbox regularly.

#### **Monet Lounge**

**\*\*Please note that while access to campus is limited, use of the lounge is prohibited.\*\***

Graduate students at the School have access to the Monet Lounge and to all its facilities (e.g. refrigerator, microwave, tables and chairs) (The Secretary at MHN401 can provide the access code). We ask all users to help keep the room and appliances clean (e.g. by removing food from the refrigerator and doing dishes promptly).

#### **Research topics**

A list of some of the School’s recent students and their research topics can be found here: <https://arts.uottawa.ca/translation/research/research-of-students>

#### **CERTT - Collection of Electronic Resources in Translation Technologies**

Contacts: Lynne Bowker, Jean Quirion

The research group CERTT was formed in 2007 at the School of Translation and Interpretation.

The decision to form this group arose from a recognition of the importance of integrating information technology tools in the training of translators, and to allow trainers, researchers, translators and students who do not necessarily have specialized computer training to integrate them into their teaching and learning activities. The CERTT project was developed to fill this gap and to allow these stakeholders to learn how to use and evaluate a wide range of computing tools intended for language professionals by providing an efficient and user-friendly collection of resources.

Currently CERTT is integrated into the LinguisTech site ([http://linguistech.ca/CERTT% 20- % 20home](http://linguistech.ca/CERTT%20-%20home)), and provides tutorials and documentary resources for about thirty tools (e.g., translation memories, terminology management systems, concordancers).

#### **Continuing Colloquia**

The continuing colloquium is a series of presentations by specialists in various fields of Translation Studies or other relevant disciplines. This series of research presentations encourages a dynamic and mutual exchange of ideas between the professors and students in graduate studies. All faculty and students of the School are invited to attend the presentations. To suggest potential speakers, communicate with the Graduate Director.

#### **Brown Bag Lunch Presentations**

Brown bag lunch presentations, organized by STIGSA, offer students (and particularly those wrapping up their theses) an opportunity to present their research and receive feedback from professors and other students. The experience is excellent preparation for conferences and for the thesis defence.

#### **Conferences and Research Presentations**

Students are encouraged to present their work during their program. It is strongly recommended that students consult their thesis supervisor (or, for new students, the Graduate Director) prior to submitting an abstract for a conference. The thesis supervisor will be able to provide input on both presentation content and form (PowerPoint presentation, for example).

#### **University Resources**

The University and Faculty of Arts offer a number of useful resources for graduate students to help with various aspects of student life. Below is a table of some of these resources. You can also consult an up-to-date version [online](https://arts.uottawa.ca/translation/news/quick-reference-students).

|  |  |
| --- | --- |
| The **Arts Bistro**, which provides a technical support desk, mentorship, wellness resources, and more. | <https://m.facebook.com/uOArtsBistro>. |
| The **Academic GPS**, which guides students to resources they need | <https://gps-uottawa.ca/en/> |
| **Career corner**, a resource for experiential learning online | <https://www.uottawa.ca/shape-your-experience/students>  |
| **The Faculty of Arts Student Hubug** | <https://www2.uottawa.ca/faculty-arts/student-life-services> |
| The **Student Access Success Service**, which manages accommodations for anyone who needs them | <https://www2.uottawa.ca/study/academic-support>. |
| The **International Office**, which provides services for international students and those interested in going abroad | <https://international.uottawa.ca/en>  |
| The **Academic Writing Help Centre**, which provides assistance with paper writing and research strategies, among other things | <https://arts.uottawa.ca/writingcentre/en> |
| **Health Services**, which provides both physical and mental health services for the uOttawa community | <https://www.uottawa.ca/health/>  |
| The **Wellness Hub**, which centralizes resources for mental health and wellbeing | <https://www.uottawa.ca/wellness/>  |
| **Altitude**, a resource for workshops and more on professional and academic career development for graduate students | <https://www2.uottawa.ca/current-students/career-experiential-learning/career-development/virtual-workshops/altitude>. |

Updates on the COVID-19 situation can be found here: <https://www.uottawa.ca/coronavirus/en>

### **Section 8: On-Campus and Online Services**

#### **Student Portal**

Most key services online can be accessed through your Student portal: <https://www.uottawa.ca/en/students>.

#### **uoZone**

Most of the services offered by the university are available via a uoZone account, including most administrative transactions. Students can check their account status, update their address, obtain transcipts and course results, check registration and schedules, manage computer and e-mail accounts (including changing passwords), obtain tax forms, etc.

#### **Virtual Campus**

Courses and seminar sites are typically hosted on the Virtual Campus (<https://uottawa.saea-tlss.ca/en/virtual-campus>), which uses [Brightspace](https://saea-tlss.uottawa.ca/en/teaching-technologies/virtual-campus-brightspace-for-instructors). You can access the Virtual Campus from uoZone. Students are automatically added as users of the course site once they are registered in a course that uses Brightspace. It is important to check course sites regularly or to configure the system to send update notifications automatically to keep up to date on the latest news.

#### **Student Card**

New students can obtain a [student card](https://www.uottawa.ca/uottawacard/) from InfoService after registration. This card can be used as a library and photocopy card and access card at the sports center. The cards are renewed automatically at each registration. Students must keep this card for the duration of their studies at the University of Ottawa. A $20 fee applies to replace a lost card.

#### **UPass**

Registered students can obtain their UPass for [OCTranspo](https://www.octranspo.com/en/) public transit at the university during the fall registration period. Consult the [U-Pass page](https://www2.uottawa.ca/current-students/upass) for details.

#### **uOttawa e-Mail**

A uOttawa email account is created at a student’s first registration and is used for official communications from the university, the Faculty, professors, etc. It is vitally important for students to check this account regularly and/or to forward it to an active account that is checked often. The procedures to activate the e-mail account are available in the offer of admission. In case of difficulties students can consult the IT site at <https://it.uottawa.ca/>*.*

#### **Computers and Internet Access**

Students have access to the web site of the University of Ottawa, their uoZone account, Internet and some software through computers and computer labs available on campus. A list of the laboratories is available at [Computers and Technology page](https://www2.uottawa.ca/library/services/computers-technology).

It is important to note that specialized translation software (e.g., translation memory and terminology management tools) are only available in some labs (e.g., DMS2175 and MRT0036). These labs are often used for courses. Consult the schedule posted at the lab doors or the online lab list above for more details.

During the COVID-19 pandemic, remote access to some labs has been made available. To access the labs, visit <https://www2.uottawa.ca/about-us/information-technology/remote/lab>.

#### **Library**

**\*\*During the COVID-19 pandemic, in-person access to some library resources may be restricted. Please consult the** [**library website**](https://biblio.uottawa.ca/en) **for details and updates.\*\***

The Morisset Library (MRT) offers a very good collection of books and other resources in Translation Studies and related areas. Many resources are also available online (journal databases, ebooks, etc.). A very good guide specifically for Translation students is available at <http://uottawa.libguides.com/Translation-en>. Suggestions for acquisitions may be made to the thesis supervisor or to the librarian responsible for the domain,Téa Rokolj (trokolj@uottawa.ca).

Graduate students are automatically entitled to a loan period of 28 days for a book. Loans of "old" periodicals last two days and current periodicals one day.

The University also offers an [interlibrary loan service](https://www2.uottawa.ca/library/services/interlibrary-loan). Students can borrow a book or an article online or in person on the 1st floor of the Morisset Library. Library holdings in the library annex can also be delivered to the library, or in some cases scanned and emailed directly to students. To make a request, click the “Get it” link in the library catalogue and choose the “Scan on demand” option. Students of the University of Ottawa also have access to the library at Carleton University.

The Library offers workshops specifically for graduate students. See the page [here](https://www2.uottawa.ca/library/workshops-orientations-tours).

#### **Multimedia Equipment**

As of 2021-22, the seminar room MHN523 will be equipped with a computer and digital projector, as well as a microphone and webcam for videoconferencing. Students can also borrow multimedia equipment (e.g., cameras, microphones, tripods) from the Multimedia Distribution Service (613-562-5900, Morisset 06, <https://tlss.uottawa.ca/site/en/loans-and-rentals>). The equipment should never be left unattended.

#### **Photocopying and Scanning**

Photocopiers are available at various locations on campus (SMD basement, Tabaret Hall 1st floor, Morisset Library). Money can be added to a student card to pay for copying. Students can scan, free of charge, from the copiers to the Morisset Library and store the file on a USB key or send it by email.

#### **Campus Map**

For a map of the campus, consult the site here: <https://maps.uottawa.ca/>.

#### **Food Services**

For the food options on campus, consult <http://foodservices.uottawa.ca/>.

#### **Bookstore**

Bookstore of the University of Ottawa: University Center, ground floor: <https://www.bkstr.com/ottawastore/home>

#### **Health Services (ByWard Family Health Team) and Pharmacy**

Both are located at 100 Marie Curie on campus, with some doctors’ offices also at a second clinic at 316 Rideau St. near King Edward. A walk-in clinic is open to students on campus.

* Health Services: <http://www.uottawa.ca/health/>
* Campus Pharmacy: <https://campuspharmacy.com/>

#### **Sports Services**

**\*\*During the COVID-19 pandemic, access to some sports services may be restricted.\*\***

Students at the University of Ottawa have access to sports facilities at Montpetit Hall and the Sports Complex Sports Services (<http://www.geegees.ca/>) offers a range of services such as personal training, a gym, a swimming pool, two ice rinks, soccer and football fields, a dance and martial arts studio, basketball, squash and badminton facilities, etc. A student card provides access to the facilities.

#### **ATMs**

There are several ATMs (CIBC, Royal Bank, National Bank, Desjardins, Scotiabank, Alterna) on campus. You’ll find them marked on the [campus map](https://maps.uottawa.ca/).

#### **On- and off-campus Housing**

For housing information visit <http://www.uottawa.ca/housing/>.

#### **International Students**

The International Office (<http://international.uottawa.ca/en>) organizes events for international students in September and January. It is MANDATORY to participate in one of these sessions that offer a look at the essential services of the University, the procedures to be followed for the verification and the renewal of immigration documents, and general information to facilitate a better integration in the community. The International Office also sends regular email communications and updates with the latest news.

### **Section 9: Financial Aid and Awards**

#### **Working during your Studies**

Full-time students are allowed to work a maximum of 10 hours per week (on average) during their studies. Permission to work more may be granted, during a given semester, if the work contributes directly to the student’s research. To request an exception, students must obtain the approval of their supervisor and the Graduate Director and apply via a service request. The request should be submitted at least four weeks before the beginning of the semester in question. Working more than 10 hours per week *will not* be accepted as justification if you need to request an extension on the time limit for your studies.

#### **Assistantships**

Students who receive an admission scholarship are guaranteed assistantships providing at least a set salary (found in the scholarship offer) each year for the duration of their scholarship. These assistantships may come from the School or elsewhere in the University, and usually involve 120 hours of work at the rates set out in the [CUPE 2626](https://2626.ca/) collective agreement, at about 10 hours per week (the maximum graduate students are allowed to work under the regulations governing graduate studies). Assistantships are offered in fall and winter sessions *only*. Assistantships are not offered by the School in the summer. Assistantship positions accepted in other departments will replace the School’s guaranteed assistantship for the semester in question.

Positions are generally posted a few weeks before the session begins, on the uOttawa site at <http://www.uottawa.ca/human-resources/jobs>. Even students who are guaranteed an assistantship must apply for the position(s) that interest them. The School does its best to accommodate these choices, although it is not always possible. Students are not required to accept an assistantship position that is offered, but if they choose to refuse a job that is offered, they are not guaranteed another one.

Students may also wish to consult the list of courses available to part-time professors to decide if they might be interested in teaching. Part-time teaching also replaces the guaranteed assistantship for the semester in question.

Students offered an assistantship must consult the Administrative Assistant (MHN 444, traadm@uottawa.ca) to sign the contract and accept the position. They must provide a void check for direct deposit. It is essential to do this as soon as possible to be paid promptly.

#### **Scholarships and Financing**

Each year, the Faculty of Arts offers information sessions on external scholarships. Make sure you attend; It is a good opportunity to ask questions about application procedures and to learn more about the scholarships available and their deadlines. For more information consult [the Awards and Financial Support page.](https://www2.uottawa.ca/faculty-arts/awards)

Please consult the [Awards and financial support page](https://www2.uottawa.ca/study/graduate-studies/funding-financing/awards) for information about the other scholarships or funds available, for example for conference attendance and travel. Be sure to choose the appropriate level of studies and student status, and to explore all of the various sources of support (external, uOttawa, and associations).

#### **Tuition Fees**

You can view the approximate fees for your program n this page: <https://www.uottawa.ca/university-fees/>.

Accepted methods of payment are indicated on the University site: <http://www.uottawa.ca/financial-resources/student-accounts/method-payment>

The deadline for payment of tuition varies with each session. Please consult the calendar: <http://www.uottawa.ca/important-academic-dates-and-deadlines/>

It is the students’ responsibility to know the deadlines for payment.

Note that the University no longer sends statements of account by mail. Students must consult their uoZone account to find out the balance due.

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### **Section 10: Websites and Important Telephone Numbers**

**\*\*Please note that during the COVID-19 pandemic, most University staff are working from home. It is preferable to communicate by email.\*\***

#### **Websites**

* Website of the University of Ottawa: <http://www.uottawa.ca>
	+ From the home page of the University, students can quickly access their accounts by clicking on the link "Student - uoZone".
* Website of the School of Translation and Interpretation: <http://arts.uottawa.ca/translation/>
* Graduate and Postdoctoral Studies: <https://www.uottawa.ca/graduate-studies/>
	+ Consult this web page to learn more about regulations, scholarships, financial aid, payment of tuition fees, health insurance for  international students, the calendar, convocation, etc.
* GSAÉD (Graduate Student Association des Étudiant.e.s Diplômé.e.s): <http://www.uottawa.ca/gsaed/> https://gsaed.ca/en/home/
	+ The site provides information on the health insurance program for students, the services offered to graduate students  and Cafe Nostalgica.
* OC Transpo (public transportation in Ottawa): <http://www.octranspo.com/>
* STO (public transportation in Gatineau): <http://www.sto.ca/>

#### **Emergencies**

**Protection services at the University of Ottawa**

* Emergencies: (613) 562-5411  (on campus, extension 5411)
* Information: (613) 562-5499  (on campus, extension 5499)

**In case of emergency on campus, do NOT call 911**

In addition to knowing the campus from top to bottom, Protection Services agents have first aid training and access to a defibrillator. Their response to an emergency call is very quick and they are able to assess the severity of the emergency and to communicate information to emergency services. An agent is always available to accompany the emergency services on campus, so that the they will quickly find their destination.

**Foot Patrol walk-home service**

A walk-home service is available every night from 8 pm to 2 am for students who do not wish to walk or take buses alone on campus and in the neighborhood. For more information, see <https://www.seuo-uosu.com/services/foot-patrol/>.

### **Appendix: Milestone Checklists**

#### **1. Milestone checklist for graduate students and directors: MA**

Almost all the steps below require a service request to be submitted through uoZone, and/or one or more forms to be filled out. All forms required can be found on the uOttawa site at <http://www.uottawa.ca/graduate-studies/students/forms>. If in doubt, contact the Academic Assistant well before the deadlines indicated below and on the University’s site at <http://www.uottawa.ca/important-academic-dates-and-deadlines/>.

#### **2. Milestone checklist for graduate students and directors: M.A. with applied research option**

|  | **Done by end of Session** | **Milestone** | **Done by** |
| --- | --- | --- | --- |
|  | 1 | Potential directors have been approached | Student |
|  | 1 | First session of course work completed |  |
|  | 2 | Director and provisional title chosen, approved by the Graduate Director, and registered with the Faculty | Student & Director |
|  | 2 | Second session of course work completed |  |
|  | 3 | One examiner chosen, contacted, proposed to GSC and approved | Student, Director & GSC |
|  | 3 | Commented translation or terminology/lexicography file or major research paper approved by the director, submitted, evaluated, corrected and final version submitted | Student& Director |
|  | 3 | Student is registered for graduation and to receive his/her degree | Student |

#### **3. Milestone checklist for graduate students and directors: M.A. with thesis (including concentration in literary translation option)**

|  | **Done by end of Session** | **Milestone** | **Done by** |
| --- | --- | --- | --- |
|  | 1 | Potential directors have been approached | Student |
|  | 1 | First semester of course work completed | Student |
|  | 2 | Director and provisional title chosen and registered with the Faculty  | Student & Director |
|  | 2  | Second semester of course work completed | Student |
|  | 2 | First progress report filled out, discussed with the supervisor and submitted to the Graduate Director  | Student, Director & GSC |
|  | 5 | Second progress report filled out, discussed with the supervisor and submitted to the Graduate Director  | Student, Director & GSC |
|  | 6 | Two potential examiners for the thesis chosen, contacted, submitted to and approved by the GSC | Director, Student & GSC |
|  | 6 | Thesis submitted to and approved by directorSubmission form signed by the director Thesis submitted for evaluation | Student & Director |
|  | 7 | Thesis defended | Student |
|  | 7 | Corrections made and approved by the director and/or the jury | Student & Director |
|  | 7 | Final version of the thesis submitted electronically to the Faculty on [this page](https://ruor.uottawa.ca/submit-thesis.jsp) | Student |
|  | 7 | Student registered for graduation and to receive his/her degree  | Student |

#### **4. Milestone checklist for graduate students and directors: PhD**

|  | **Done by end of Session** | **Milestone** | **Done by** |
| --- | --- | --- | --- |
|  | 1 | Potential directors approached to discuss the proposed project | Student |
|  | 1 | Optional courses completed | Student |
|  | 2 | Director and provisional title chosen and registered with the Faculty | Student & Director |
|  | 2 | Doctoral seminars (**TRA6984**, **TRA6985**) completed | Student |
|  | 3 | First progress report filled out, discussed with the supervisor and submitted to the Graduate Director | Student, Director & GSC |
|  | 4 | **TRA9996** Comprehensive exam successfully completed | Student |
|  | 5 | Second progress report filled out, discussed with the supervisor and submitted to the Graduate Director  | Student, Director & GSC |
|  | 6 | Potential examiners for Doctoral Exam Part II chosen, contacted and submitted to the GSC | Director & Student |
|  | 6 | Doctoral Exam Part II read and approved by the directorPermission to submit signed by the director Document submitted to the Academic Assistant for distribution to the examiners | Student & Director |
|  | 7 | **TRA9997** Defence of thesis project successfully completed | Student |
|  | 8 | Third progress report filled out, discussed with the supervisor and submitted to the Graduate Director  | Student, Director & GSC |
|  | 11 | Five potential examiners for the thesis (including two externals) chosen, contacted, submitted to and approved by the Graduate Studies Committee and the Faculty Submit a properly completed conflict of interest form and up-to-date CVs for the externals (the Faculty will choose one of the two proposed) | Director, Student & GSC |
|  | 11 | Fourth progress report filled out, discussed with the supervisor and submitted to the Graduate Director  | Student, Director & GSC |
|  | 12 | Thesis submitted to and approved by directorSubmission form signed by the director and thesis submitted  | Student & Director |
|  | 13 | Thesis defended | Student  |
|  | 13 | Corrections made and approved by the director and/or the jury  | Student & Director |
|  | 13 | Student registered for graduation and to receive his/her degree  | Student |
|  | 13 | Final version of the thesis submitted electronically to the Faculty on [this page](https://ruor.uottawa.ca/submit-thesis.jsp).  | Student |

1. Professor Grutman is cross-appointed from the *Département de Français*. [↑](#footnote-ref-1)
2. Note that any research involving human participants (e.g. interviews, surveys, experiments) will require approval from the uOttawa Research Ethics Board (<http://research.uottawa.ca/ethics/>). It is essential to file the application and allow at least 8 weeks to obtain this approval *before* recruiting any of the participants. [↑](#footnote-ref-2)
3. The student may have a supervisor, a supervisor, and a co-supervisor, or—in the case of a PhD only—a thesis advisory committee (TAC), depending on the project and the preferences of the student and the supervisor(s). For simplicity, in this document we will refer simply to the supervisor. [↑](#footnote-ref-3)
4. Note that any research involving human participants (e.g., interviews, surveys, experiments) will require approval from the uOttawa Research Ethics Board (<http://research.uottawa.ca/ethics/>). It is essential to file the application and allow at least 8 weeks to obtain this approval *before* contacting any of the participants. The application *cannot* be filed until the thesis proposal has been successfully defended. [↑](#footnote-ref-4)