

INFORMATION GUIDE

MASTER'S PROGRAM IN CONFERENCE INTERPRETING

2021-22

Applying to the program

General information

This is a professionally oriented program intended for graduates who wish to specialize in conference interpreting, which is a branch of the translation profession requiring intensive training. The program is intended for full-time students: courses are given for part of the day, and students are expected to spend the rest of the day practicing. This program is not compatible with full-time work outside the program.

Descriptions of the program can be found here:

- **Program overview (EN):**
<https://arts.uottawa.ca/translation/Master-of-Conference-Interpreting>
- **Survol du programme (FR) :**
<https://arts.uottawa.ca/traduction/maitrise-interpretation-conference>
- **Catalogue (EN):**
<https://catalogue.uottawa.ca/en/graduate/master-conference-interpreting/>
- **Catalogue (FR) :**
<https://catalogue.uottawa.ca/fr/etudes-sup/maitrise-interpretation-conference/>
- **Program requirements (EN):**
<https://catalogue.uottawa.ca/en/graduate/master-conference-interpreting/#Requirementstext>
- **Exigences du programme (FR) :**
<https://catalogue.uottawa.ca/fr/etudes-sup/maitrise-interpretation-conference/#Requirementstext>

Languages

The aim of the program is to train interpreters primarily for the Canadian market. Therefore, all courses will be conducted in either English or French. All students are expected to interpret both from English into French and from French into English, although it is recognized that they may not achieve equal proficiency in both directions.

It is essential to note that this is not a language training program. Successful candidates are expected to have a very high level of fluency in both English and French at the time of admission.

Admission requirements

- An honours bachelor's degree
- An admission average of B (70%)
- Successful completion of the STI's entrance examination

Admission procedure

In addition to completing our online application and paying the application fee to the Ontario Universities Application Centre, students must also assemble all relevant documentation and forward the complete application package to the Faculty of Arts Graduate Office and School of Translation and Interpretation. Applications will not be processed without the application fee and complete file.

To find the application deadline, please check the "program-specific requirements" under **Application Procedures and Information** at the following address:

<https://www.uottawa.ca/graduate-studies/programs-admission/apply> (EN) or
<https://www.uottawa.ca/etudes-superieures/programmes-admission/admission> (FR).

For the 2022-23 academic year, the application package consists of the following:

- A letter of motivation outlining the reasons for applying and skills and background relevant for interpreting,
- An up-to-date CV that includes a complete educational background as well as professional experience (particularly any that is relevant to interpreting and interpreting-related skills),
- Transcripts from all post-secondary studies,
- Letters of reference from two referees who can speak to the candidate's potential as a graduate student and interpreter, and
- A short video (1 to 2 minutes in EACH of English and French), explaining a little bit about yourself, why you want to become an interpreter, why you have chosen the University of Ottawa for your studies, and what you expect to learn during the Masters in Conference Interpreting.

Entrance examination

After an initial evaluation of their admission files, eligible students will be invited to sit an entrance exam. This exam consists of two parts, although some students may be exempted from one part.

- **Part I**, a bilingual interview testing general knowledge and language skills, will be conducted online via Zoom during the month of April or May (exact dates to be confirmed). This interview, which lasts about 40 minutes, will include questions about the candidate and their background, as well as about general knowledge and knowledge of current events, as well as the Canadian political system and situation.

- For students who have passed or have been exempted from Part I, **Part II**, a skills test, evaluating aptitude for interpreting, will be held during the month of May (exact dates to be confirmed). The format (on-site in Ottawa or online) is to be confirmed. The test, which will last approximately 60 minutes, will consist of exercises such as presentations and shadowing.

Candidates wishing to prepare for the exam are invited to do so by:

- Following media (e.g., newspapers, news broadcasts) in both English and French to stay abreast of current events and learn bilingual vocabulary and expressions commonly used, particularly in areas relevant to Canadian politics and federal government activities;
- Practicing speaking and shadowing, particularly in their second language (see e.g., <https://nci.arizona.edu/resources/practical-audio-resources>).

The exam results are valid for one year. If applicants have not registered in the program by the end of this period (i.e., for September 2023 in the case of the exams in spring 2022), they will have to sit the entrance examination again.

Tuition fees, financial aid and funding

Unfortunately, as a short-term, professionalizing program, the MCI does not offer scholarship funding from the most common graduate scholarship programs (including uOttawa admission scholarships, Ontario Graduate Scholarships, Social Sciences and Humanities Research Council scholarships).

Candidates may wish to consult the following resources for financial assistance.

However, it is important to note that not all scholarships may be offered for the MCI.

- List of scholarships available to students at the School of Translation and Interpretation: <https://arts.uottawa.ca/translation/scholarships>
- Graduate Studies Financial Aid and Awards: <https://www.uottawa.ca/graduate-studies/students/awards>
 - Exonération partielle des droits de scolarité : <https://www.uottawa.ca/droits-universitaires/exoneration-partielle-des-droits-de-scolarite>
- Student jobs at uOttawa: <https://www.uottawa.ca/human-resources/jobs>
- Work-study program: <https://www.uottawa.ca/financial-aid-awards/work-study-program>
- Ontario Student Assistance Program (OSAP): <https://www.ontario.ca/page/osap-ontario-student-assistance-program>

Candidates can consult the schedule of tuition fees here:

<https://www.uottawa.ca/university-fees/> (EN) / <https://www.uottawa.ca/droits-universitaires/> (FR).

Studying in the program: Steps and requirements

Period of study

The program is designed to be completed in ten months and is therefore intended for full-time students only. Students are subject to a residence requirement of three sessions.

Program requirements

- Fall:
 - TRA5921 Conference Documentation I
 - TRA5951 Consecutive Interpretation from English to French
 - TRA5952 Consecutive Interpretation from French to English
 - TRA5970 Consecutive Interpretation Workshop from English to French
 - TRA5971 Consecutive Interpretation Workshop from French to English
- Winter:
 - TRA6907 Interpretation Theory¹
 - TRA6950 Simultaneous Interpretation from English to French
 - TRA6951 Simultaneous Interpretation from French to English
 - TRA6970 Simultaneous Interpretation Workshop from English to French II
 - TRA6971 Simultaneous Interpretation Workshop from French to English
- Spring (May/June)
 - TRA5972 Interpretation into French²
 - TRA5973 Interpretation into English
 - TRA6913 Special Topics (or a course deemed equivalent by the STI)³
 - TRA6910 Practicum⁴
 - TRA6998 Final examination⁵

¹ For Winter 2022, this course will be offered online through Glendon College, York University (course code INTE5700). Students will register for this course via the [Ontario Visiting Graduate Student](#) program.

² TRA5972 et TRA5973: Six jours de formation F-A et six jours de formation A-F. Les formateurs sont des interprètes indépendants justifiant de plusieurs d'années d'expérience professionnelle.

³ Lectures, analyse critique et travaux portant sur différents thèmes.

⁴ A minimum of five full working days (or equivalent time) as an interpreter at actual meetings or conferences approved by the practicum supervisor, with an attestation of satisfactory performance at each meeting. Prerequisite: a minimum grade of B in all simultaneous interpreting courses and workshops.

⁵ Examinations are conducted by a board of examiners appointed by the STI. Students are tested in simultaneous and consecutive interpretation and sight interpretation. Students must sit the final examination during the examination term that immediately follows the end of their practicum. Admission to the examination is conditional on having passed all courses and the practicum. Students who fail at the first attempt may retake the examination at the following examination term. Students who fail at the second attempt will be withdrawn from the program.

Calendrier des cours 2021-2022 et coordonnées des professeurs

Les cours se donnent en matinée, de 9 h 30 à 12 h 30. Les étudiant.e.s utilisent généralement le laboratoire pour leurs exercices le reste de la journée, sauf quand il est réservé pour un cours (notamment le TRA4966 les mardis de 14 h 30 à 17 h 20).

Session d'automne

Cote de cours	Jour ⁶	Professeur	Courriel
TRA5970	Lundi	Marie-Ève Racette	marie-eve.racette@parl.gc.ca
TRA5952	Mardi	Marie-Catherine Chiasson	Marie-Catherine.Chiasson@parl.gc.ca
TRA5951	Mercredi	Bastien Tremblay-Cousineau	Bastien.Tremblay-Cousineau@parl.gc.ca
TRA5921	Jeudi	Chris Rennie	Chris.Rennie@parl.gc.ca
TRA5971	Vendredi	Anton-Emmanuel deMarchi	Anton-Emmanuel.Demarchi@parl.gc.ca

Session d'hiver

Cote de cours	Jour	Professeur	Courriel
TRA6971	Lundi	Peter Douglas	Peter.Douglas@parl.gc.ca
TRA6950	Mardi	Krissi Michaud	Krissi.Michaud@parl.gc.ca
TRA6951	Mercredi	Gillian Misener	Gillian.Misener@parl.gc.ca
TRA6907 (INTE 5700)**	À confirmer		
TRA6970	Vendredi	Laure Hourdebaigt	Laure.Hourdebaigt@parl.gc.ca

** Il s'agit d'un cours en ligne offert par le Collège Glendon (York University). Les autres séminaires peuvent être ajustés pour accommoder l'horaire de ce cours au besoin.

Parcours : notes et étapes à franchir

- BARÈME DE NOTATION (FR) : <http://www.uottawa.ca/enbref/reglement-scolaire-10-systeme-de-notation>
- GRADING SYSTEM (EN): <https://www.uottawa.ca/administration-and-governance/academic-regulation-10-grading-system>

⁶ Consulter les [pages des dates importantes](#) pour les changements à l'horaire dûs aux congés, etc.

1. **Session d'automne** : Pour continuer normalement dans le programme, un.e candidat.e doit réussir tous ses cours avec une note minimale de **B (70 %)**

- Un.e candidat.e qui échoue un cours avec une note de C+ ne pourra pas effectuer le stage, suivre les cours de formation pratique en été ou passer l'examen final. Cependant, il/elle pourra suivre les cours de la session d'hiver et, s'il/elle les réussit tous, pourra reprendre l'année suivante le cours qu'il/elle a échoué.
- Un.e candidat.e qui échoue deux cours ou plus avec une note de C+ ou moins devra se retirer du programme et présenter une nouvelle demande d'admission.

2. **Session d'hiver** : Pour continuer normalement dans le programme, un.e candidat.e doit réussir tous ses cours avec une note minimale de **B (70 %)**.

- Un.e candidat.e qui échoue un cours avec une note de C+ ne pourra pas effectuer le stage, suivre les cours de formation pratique en été ou passer l'examen final. Cependant, il/elle pourra reprendre l'année suivante le cours qu'il/elle a échoué.
- Un.e candidat.e qui échoue deux cours ou plus avec une note de C+ ou moins devra se retirer du programme et présenter une nouvelle demande d'admission.

NOTA 1 : Un.e candidat.e qui échoue deux cours du programme (session d'automne, session d'hiver et/ou session printemps/été) devra se retirer du programme et présenter une nouvelle demande d'admission.

NOTA 2 : En vertu d'une politique de l'École, le professeur pourra imposer une pénalité et baisser la note attribuée à un travail que l'étudiant.e aura remis après le délai imparti.

3. **Session printemps/été**

Les candidat.e.s ayant réussi tous les cours de la session d'automne et de la session d'hiver effectueront un stage et suivront trois cours. Les candidat.e.s doivent réussir ces trois cours (note de passage : **B (70 %)**) et le stage pour être admissibles à l'examen final.

Final Examination (TRA6998)

Students must sit the final examination during the examination session that immediately follows the end of their spring practicum and course work. Students who fail at the first attempt may retake the examination at the following examination session. Students who fail at the second attempt must withdraw from the program.

The examination is marked by a board of examiners composed of two Translation Bureau interpreters (one English A and one French A) and one independent interpreter (either an English A or French A, according to the A booth of the student whose exam is being corrected).

Note

Lack of familiarity with candidates and their work is not a criterion for selecting examination board members. They are chosen on the basis of their experience and expertise in interpretation and assessment. Hence interpreters who taught a course during the year may well sit on the board.

Examination components

- Component 1 Simultaneous toward A language
- Component 2 Simultaneous toward A language
- Component 3 Simultaneous toward B language

Pass mark: The average mark for the two simultaneous components toward the A language must be at least 70%, and candidates must achieve at least 65% in each component to pass. The mark for the simultaneous exam toward the B language must be at least 70%.

Borderline cases

The examination board chair will have a file containing candidates' marks and professors' notes on progress, potential, etc. In borderline cases (after markers have scored all the candidates' exams), the chair will have authority to present the marks and notes to the board for consideration. In case of doubt, the chair and/or the board will also consult teachers.

Academic fraud policy

- Students who realize that they have previously been exposed to material presented during an exercise or exam must immediately report this fact to the instructor.
- Similarly, students who accidentally or deliberately discover what material will be used for an exam, or even the specific topic of an exam, and who bring written material into the booth covering that exam or topic, will be given a grade of 0%/FAIL.
- Electronic devices allowing outside communication such as (but not limited to) cellular telephones, tablet computers (iPad, Playbook, etc.) and regular or mini laptop computers are prohibited from the booths during exams. Students who bring such devices into the booth shall be given a grade of 0%/FAIL.⁷
- Students who attempt to communicate with each other during an exam by whatever means, be it spoken, written or electronic, shall be given a grade of 0%/FAIL.
- For further information on the University of Ottawa academic fraud policy, please refer to Academic Regulation I-14 (EN: <https://www.uottawa.ca/administration-and-governance/academic-regulation-14-other-important-information>; FR:

⁷ The use of a cell phone as a recording device will only be accepted if: 1) it is in airplane mode (and shown to be so to the instructor immediately before the exam begins); and 2) if it is propped screen outward on the inside ledge of the booth so that the instructor can see it at all times.

<https://www.uottawa.ca/administration-et-gouvernance/reglement-scolaire-14-autres-informations-importantes>).

Dates importantes 2021-2022

Les étudiant.e.s trouveront toutes les dates clés pour le programme ici :
<https://www.uottawa.ca/dates-importantes-et-echeances-scolaires/> (FR);
<https://www.uottawa.ca/important-academic-dates-and-deadlines/> (EN)

Les dates des stages dépendront des événements prévus au printemps et seront communiquées à chaque étudiant.e dès que possible. Les dates pour l'examen final seront fixées autour du mois d'avril 2022.

Coordonnées des responsables du programme

****Veillez noter que durant la pandémie, la majorité du personnel pourra être contacté par courriel seulement.****

Directeur de l'ÉTI

Salah Basalamah
Bureau : MHN 443
Dir.Traduction-Translation.Dir@uottawa.ca
613-562-5739

Responsable des études supérieures et de la MIC (uOttawa)

Rainier Grutman
Bureau : SMD 311
Dir.Etud.Sup.Traduction-Translation.Grad.Dir@uottawa.ca
613-562-5800 poste 1101

Interprète en résidence et Coordinatrice de la MIC (BT)

Marie-Catherine Chiasson
marie-catherine.chiasson@parl.gc.ca
613-290-7025

Adjointe scolaire aux études supérieures

Tiffany Carrière
artsgrad@uottawa.ca

Secrétaire (ÉTI)

Donna Desbiens
Bureau : MHN 401
Mme Desbiens sera au Secrétariat de 8 h 15 à 15 h 30 les mercredis du 23 juin jusqu'au 26 août.
Secretaire.Traduction-Translation.Secretary@uottawa.ca
613-562-5719

Appui technique

- Responsable des laboratoires : Jean-François Audet
jeanfrancois.audet@uottawa.ca, 613-462-3358
- Équipe des TI de la Faculté: Jocelyn Paquette jpaquet2@uottawa.ca 613-404-6932
- Soutien technique, uOttawa: 613-562-5800 poste 6555
- Entretien : 613-562-5800 poste 2222

Divers points utiles

Format des cours

Nous anticipons (et faisons tout notre possible pour assurer) un retour sur le campus et à l'enseignement en présentiel dès le mois de septembre 2021. Néanmoins, si les conditions et les consignes des services de santé publique ou de l'Université l'exigent, il est possible que les cours doivent passer en ligne, et ce, avec très peu de préavis. Dans cette situation, il serait important de prévoir un endroit tranquille, une bonne connexion Internet (idéalement éviter le sans fil), et une casquette avec micro pour vos cours et autres activités.

Communications et courriel uOttawa

Toutes les communications officielles de l'Université, de la Faculté et de l'École sont envoyées au courriel uOttawa des étudiants. Il faut vérifier régulièrement ce courriel ou bien le transférer automatiquement à un courriel que vous consultez plus souvent.

Notez aussi que votre courriel uOttawa et le mot de passe associé constituent votre login pour la majorité des ressources et services de l'Université. Il est donc essentiel de s'en souvenir et de le garder en sécurité.

Auditing courses

Students must ask the professor concerned for permission to audit a course.

Frais de scolarité

Voir les pages ici : <https://www.uottawa.ca/university-fees/> (EN) / <https://www.uottawa.ca/droits-universitaires/> (FR). Les étudiant.e.s doivent payer des frais de scolarité pour la session d'été, même si c'est de plus courte durée.

Keys and alarm codes

Every student may obtain a lab key and their alarm code from Donna Desbiens (MHN 401). Alarm codes are individual and are not to be shared with *anyone* else. You are required to return the key after receiving the results of your last examination.

Use of SMD504

The lab is available for student use almost all the time, except during TRA4966 and during occasional special events (e.g., Interpreting 101 promotional sessions). Students are welcome to keep their personal items in the lab, but are requested to keep them neatly stored, and to be aware that, from time to time, others may use the space.

Digital recording device

Students will often wish to record their practice sessions, and will be asked to make a backup copy of their exams in the (unlikely) event of a recording problem with the central system. Smartphones may not always be allowed in the booth during exams, so one alternative is to use an Olympus or similar digital recording device.

Changing your A language

It is possible, after consultation with your instructors, to change your A language. The deadline for changing is January 2022 (before the first winter midterm exam).

Other useful links

- School of Translation and Interpretation:
 - EN: <https://arts.uottawa.ca/translation/>
 - FR: <https://arts.uottawa.ca/traduction/>
- TRA Graduate Students' Handbook (principalement pour des étudiants de la MA et du doctorat, mais comporte des éléments plus généraux):
 - EN: <https://arts.uottawa.ca/translation/file/6594>
 - FR: <https://arts.uottawa.ca/translation/file/6595>
- Quick reference guide for TRA students:
 - EN/FR: <https://arts.uottawa.ca/translation/file/6596>
- uOttawa Academic Regulations:
 - EN: <https://www.uottawa.ca/administration-and-governance/policies-and-regulations#academic-regulations>
 - FR: <https://www.uottawa.ca/administration-et-gouvernance/politiques-et-reglements#reglements-academiques>