

In order to demonstrate proficiency in a language related to his/her dissertation research, the student must show reading knowledge of that language in one of the following ways:

- a) The student may take an examination at Garrett-Evangelical. There are two formats available for this examination:
 - i) The student may translate an excerpt from a chapter of a book and an excerpt from an article in that language in the student's field of research. The student will be given 1 hour for each translation and will be allowed to use a dictionary.
 - ii) The student may take a one-hour exam consisting of 2 parts:
 - **Part 1** (40 min, 75%) is based on 3 "seen texts," articles or chapters of books relevant to the students' research chosen in consultation with the advisor. The student must answer 3 questions on this reading that test both broad and precise comprehension.
 - **Part 2** (20 min, 25%) is based on an "unseen text" of 12-15 lines read with the aid of a dictionary. The student must answer 2 brief comprehension questions in writing or orally. Part 2 may include oral translation of part of the unseen text.
- b) The student may take a one-quarter course in a language for graduate level research at Northwestern University, the University of Chicago, or an equivalent course at any other major university. The student must demonstrate proficiency & satisfactory completion of the course.
- c) The student may document that they have completed an intermediate level course in the language within the last five years with a grade of "B" or better. ("Intermediate" is the equivalent of two years of a language at the college level.) If it has been longer than 5 years, the student may take the exam (see option a.) or have their proficiency certified by an approved tutor.
- d) A student whose native language(s) is (are) not English may count their native language as a research tool if the student has at least a BA level education in this language. The director of the PhD program may certify a student's completion of the research tool in this case.
- e) The student may document that they have completed at least one semester of general university coursework *taught in the foreign language* with a grade of "B" or better while studying abroad.

For all tools not taken at ACTS, NU, or GETS, a transcript or a letter from the instructor will be required to document proficiency in these research tools. Then the *Documentation of Research Tool* form must also be completed for each research tool and returned to the PhD coordinator.