

**PROGRAMME SPECIFICATION**

<b>1</b>	<b>Awarding Institution</b>	Newcastle University
<b>2</b>	<b>Teaching Institution</b>	Newcastle University
<b>3</b>	<b>Final Award</b>	MA
<b>4</b>	<b>Programme Title</b>	Professional Translating for European Languages
<b>5</b>	<b>UCAS/Programme Code</b>	4071
<b>6</b>	<b>Programme Accreditation</b>	n/a
<b>7</b>	<b>QAA Subject Benchmark(s)</b>	n/a
<b>8</b>	<b>FHEQ Level</b>	Masters
<b>9</b>	<b>Date written/revised</b>	July 2007

**10 Programme Aims**

To provide a grounding in the professional practice and academic theory of translating between English on the one hand and French, German or Spanish on the other. This will prepare students for employment in the field of translation by providing a qualification for the translation profession. The programme's thorough base in translating and interpreting principles and research methods, based on staff research interests, will also prepare students for a research degree at higher level. More specific aims are:

- To develop practical translation skills to a high level whilst integrating practical with professional and theoretical insights.
- To enable participants to develop an expert knowledge and understanding of professional principles concerning translation and interpreting.
- To give participants a thorough understanding of cutting-edge theories, debates and research methods in translating and interpreting studies world-wide.
- To foster particular cognitive skills, such as research design and methodology skills, synthesis, and analysis.
- To foster a range of key skills, including oral and written communication, oral presentation, organisation, adaptability, IT and self-study skills – all of which are crucial to translation as a profession.

The programme conforms to University policies and to QAA codes of practice, and fully meets the requirements of the Higher Education Qualifications Framework at Masters level.

**11 Learning Outcomes**

The programme provides opportunities for students to develop and demonstrate knowledge and understanding, qualities, skills and other attributes in the following areas.

**Knowledge and Understanding**

On completing the programme students should:

Have systematic understanding of knowledge, and a critical awareness of current problems and new insights, at the forefront of the academic discipline of translation studies. In particular:

- A1. A detailed and systematic understanding of translating and interpreting processes, based on integration of current research data with personal insights.
- A2. A systematic and critical understanding of concerns, concepts and issues in translation theory and criticism, both "cutting-edge" and traditional, Western and non-Western.
- A3. A detailed and critical understanding of the norms and debates concerning

<p>professional practice, interpersonal relationships and ethics in key areas of the translating and interpreting profession.</p> <p>A4. Expert, systematic and critical knowledge in two or more self-chosen sub-areas of theory and/or practice relating to translating, interpreting and/or entrepreneurship.</p> <p>A5. Conceptual understanding that enables the student to evaluate critically current research and advanced scholarship in translating and interpreting.</p>
<p><b>Teaching and Learning Methods</b></p> <p>The primary means of imparting knowledge and understanding is a mix of lectures and seminars. Lectures provide students with key concepts and a framework for knowledge, and enable them briefly to discuss and consolidate key concepts through peer input. Seminars provide opportunities for discussion, often inspired by sample translations or simulated professional tasks; the stress is on self-reflection and peer input as sources of knowledge and understanding, with peer input also enabled by poster and oral mini-presentations of group findings. Handouts direct students towards independent reading and study material which they use to consolidate and develop their knowledge and understanding. More formal poster and oral presentations prepared beforehand enable students to share independently-acquired knowledge and understanding with peers.</p>
<p><b>Assessment Strategy</b></p> <p>Formative oral and written feedback by lecturers and peers for Skills A1-A5 is built into poster and oral presentation tasks. Skills A1-A5 are assessed summatively by means of independently researched written assignments (titles chosen from lists of topics), and by written commentaries on assessed translation work. With entrepreneurship (an option under Skill A4), the written assignment is backed up by an assessed group presentation. If students choose to do the Dissertation (rather than the Translation Project), this will also enable summative assessment of one or more of Skills A1-A5, depending on the topic chosen by the student.</p>
<p><b>Intellectual Skills</b></p> <p>On completing the programme students should have:</p> <p>B1. Generic skills appropriate to advanced study in the arts and humanities at Master's level, such as the ability to gather, analyse, synthesise and evaluate complex information, to identify key issues, organise and present ideas convincingly, and to draw well-reasoned conclusions.</p> <p>B2. Advanced skill in using IT-based tools for research, both in translation tasks and academic work.</p> <p>B3. The ability to select appropriate academic research methodologies, and to design, evaluate and write up an academic research project based on one's own or others' translating and/or professional experience.</p>
<p><b>Teaching and Learning Methods</b></p> <p>Skills B1-B3 are presented and practised through lectures, seminars and workshops. These skills are developed through formally-set independent tasks (attending and reporting on seminar presentations, etc.) and through assessed work involving bibliographic and/or empirical research, culminating in the final Dissertation or Translation Project. Students are also directed towards a range of independent on-line study and information materials developing these skills. IT-based translation research (B2) is also developed through independent translation tasks.</p>
<p><b>Assessment Strategy</b></p> <p>Formative feedback on Skills B1 and B3 is given through lecturer feedback on statements of intent and first-draft proposals for the Dissertation or Translation Project, and through peer feedback on poster presentations. Skills B1-B3 are assessed summatively by independently researched written assignments, by translation commentaries, and by the Dissertation or the commentary section of the Translation Project.</p>
<p><b>Practical Skills</b></p> <p>On completing the programme students should have:</p> <p>Skill and expertise enabling students to perform as fully-fledged translation professionals</p>

(underpinned by a systematic and critical knowledge of translation and professional processes as outlined above). In particular:

- C1. Professional level ability to analyse B-language<sup>1</sup> texts in a wide range of text-types (based on techniques at the forefront of translation textual analysis scholarship), and to translate them into one's A-language<sup>2</sup>.
- C2. The awareness and ability to choose from and use a wide range of professional working strategies and textual solutions to tackle different translating tasks (informed by cutting-edge research and scholarship into professional practice in these areas).
- C3. Expert ability to critically analyse one's own and others' translating and professional processes, and to draw implications for translation tasks and one's development as a professional.
- C4. The ability to use the help of fellow-translators and informants to improve translation output, and to manage these relationships in accordance with professional principles, norms and ethics.
- C5. Expertise in using a range of IT-based translation tools.
- C6. The career-management skills suitable for entry to the translating profession.
- C7. Starter-professional level skills in one or two self-chosen areas from the following: liaison/consecutive interpreting, literary translating, accounting, marketing.
- C8. Near-bilingual receptive skills (reading and, depending on module choice, listening) in one's 'B' language.

#### **Teaching and Learning Methods**

Skills C1-4 and C8 are developed through translation tasks set by lecturers and peers: these tasks are prepared independently, discussed in translation practicals and further developed in groupwork sessions. Sample translations and simulated professional tasks in seminars and hands-on workshops also develop Skills C1-3 and C6-7. IT skills (C5) are developed through workshops and through independent work.

#### **Assessment Strategy**

Formative feedback on Skills C1-5 and C8 is given by lecturers and peers during practicals and groupwork, and by lecturers during homework feedback. Summative assessment for Skills C1-4 and C8 takes the form of hand-in translation+commentary tasks (solo or team-based), and unseen timed written exams using networked computers linked to the internet to ensure authenticity of translation task. Assessment of IT-based translation tool skills (C5) is by an IT project and an independently researched written assignment. Direct assessment of career management skills (C6) is non-obligatory: it is one of the range of potential topics assessed summatively by independently researched written assignments and/or by a Dissertation. Summative assessment for the self-chosen skills under C7 involves (depending on the modules chosen) one or more of: oral live interpreting assessment, independently researched written assignments, hand-in translation+commentary, and group presentation.

#### **Transferable/Key Skills**

On completing the programme students should have:

- D1. The ability to manage one's time, make plans, and set priorities to achieve a complex objective.
- D2. The ability to identify and deal with complex issues both systematically and creatively, and make sound judgements in the absence of complete data.
- D3. The ability to present complex ideas clearly to specialist and non-specialist audiences, articulately and to a professional level of quality, in a variety of written and spoken genres.
- D4. Self-direction and originality in tackling and solving problems; decision-making in complex and unpredictable situations; and the ability to act autonomously in planning and implementing tasks at a professional level.
- D5. Personal organisation and responsibility, initiative, adaptability, flexibility.
- D6. Good IT skills.
- D7. Good self-study and independent research skills.
- D8. The ability to work with others as part of a team to formulate and achieve a joint aim.

<sup>1</sup> A translator's or interpreter's second or other working language.

<sup>2</sup> A translator's or interpreter's strongest working language (usually the mother tongue).

D9. The potential to continue to advance one's knowledge and understanding, and to develop new skills to a high level; the independent learning ability required for continuing professional development.

#### **Teaching and Learning Methods**

These skills, which are also crucial professional skills for trainee translators, are developed through the seminars, workshops, groupwork, presentations, independent learning tasks and assessed work described above. Written and oral presentation skills (D3) are also developed by on-line study and information materials.

#### **Assessment Strategy**

Formative feedback on Skills D1-D8 is given through lecturer feedback on translation work, on statements of intent and first-draft proposals for the Dissertation or Translation Project, and on oral presentations; through supervisor feedback during the Dissertation or Translation Project; and through peer feedback on poster presentations and during teamwork tasks. Skills D1-D8 are summatively assessed through written assignments, solo and team-based translation+commentary tasks, exams, and the Dissertation or Translation Project. D9, the potential to develop, is assessed at various points, e.g. via students' translation commentaries, Dissertation conclusions, and in determining (on the basis of taught-course marks) whether students are suitable to proceed from the taught programme to the Dissertation/Translation Project.

### **12 Programme Curriculum, Structure and Features**

#### **Basic structure of the programme**

This is a 1 year MA, comprising 180 credits:

#### **Key features of the programme (including what makes the programme distinctive)**

This MA enable students to gain either high-level practical experience ready for entry into the translating profession, academic grounding in translation studies, or both. Innovative features are the stress on reflective practice, on independent group work (including group assessment), and on integration of IT into both translation practicals and exams.

#### **Programme regulations (link to on-line version)**

<http://www.ncl.ac.uk/regulations/programme/2007-2008/programme/4071.php>

### **13 Criteria for admission**

#### *Entry qualifications*

The programme is open to those with native-level writing skills in English, French, German and/or Spanish.

#### **1. Native-level writers of English:**

**Either:** a good first degree (at least upper second class or equivalent) with French, German and/or Spanish language as a major component, from a recognised higher education institution.

**Or:** a good first degree (at least upper second class or equivalent) in another field from a recognised higher education institution, **plus** degree-level ability in French/German/Spanish. As evidence for the latter and for translation aptitude, such applicants may be asked to submit samples of professional translation work done, or to write a test translation.

#### **2. Native-level writers of French, German or Spanish:**

**Either:** a good first degree (at least upper second class or equivalent) with English language as a major component, from a recognised higher education institution.

**Or:** a good first degree (at least upper second class or equivalent) in another field from a recognised higher education institution **plus** an IELTS test score of at least IELTS 7.0. As evidence for translation aptitude, such applicants may be asked to submit samples of professional translation work done, or to write a test translation.

#### *Admissions policy/selection tools*

All applications will be scrutinized by the Admissions Office on the basis of the above guidelines, who will admit/reject where it is clear that applicants meet / fail to meet the above criteria. All borderline and non-standard applications will be scrutinized by the Degree Programme Director together with specialist staff teaching on the course and/or the Director of Postgraduate Studies at the School of Modern Languages (SML).

#### *Non-standard Entry Requirements*

Applicants with sub-degree qualifications, but with translating experience or otherwise attested degree-level foreign/second language ability, will be considered on merit, in discussion with the Admissions Office, specialist staff teaching on the course and/or the Director of Postgraduate Studies at the School of Modern Languages. As evidence for translation and academic aptitude, such applicants may be asked to submit samples of professional translation work done, to write a test translation, and/or to write an essay set by the Degree Programme Director.

#### *Additional Requirements*

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#### *Level of English Language capability*

See above.

## **14 Support for Student Learning**

### *Induction*

During the first week of the first semester students attend an induction programme. New students will be given a general introduction to University life and the University's principle support services and general information about the School and their programme, as described in the Degree Programme Handbook. New and continuing students will be given detailed programme information and the timetable of lectures/practicals/labs/ tutorials/etc. The International Office offers an additional induction programme for overseas students (see [http://www.ncl.ac.uk/international/coming\\_to\\_newcastle/orientation.phtml](http://www.ncl.ac.uk/international/coming_to_newcastle/orientation.phtml))

### *Study skills support*

Students will learn a range of Personal Transferable Skills, including Study Skills, as outlined in the Programme Specification. Some of this material, e.g. time management is covered in the appropriate Induction Programme. Students are explicitly tutored on their approach to both group and individual projects. Students will also attend a study skills seminar, will be given access to on-line study skills materials via Blackboard, and will be encouraged to use the Library's study skills resources. More specific study and research skills will be provided by the two Research Methods modules (HSS8000 and SML8009). Non-native writers of English who are unconfident about their extended academic writing skills will be encouraged to follow English for Academic Purposes classes (e.g. in dissertation writing) at the Language Centre.

### *Academic support*

The initial point of contact for a student is with a lecturer or module leader, or their tutor (see below) for more generic issues. Thereafter the Degree Programme Director or Head of School may be consulted. Issues relating to the programme may be raised at the Staff-Student Committee, and/or at the Board of Studies.

### *Pastoral support*

All students are assigned a personal tutor whose responsibility is to monitor the academic performance and overall well-being of their tutees; s/he and the SML's Director of Postgraduate Studies are available for consultation if needed. Details of the personal tutor system can be found at <http://www.ncl.ac.uk/undergraduate/support/tutor.phtml>  
In addition the University offers a range of support services, including the Student Advice Centre, the Counselling and Wellbeing team, the Mature Student Support Officer, and a Childcare Support Officer, see <http://www.ncl.ac.uk/undergraduate/support/welfare.phtml>

#### *Support for students with disabilities*

The University's Disability Support Service provides help and advice for disabled students at the University - and those thinking of coming to Newcastle. It provides individuals with: advice about the University's facilities, services and the accessibility of campus; details about the technical support available; guidance in study skills and advice on financial support arrangements; a resources room with equipment and software to assist students in their studies. For further details see <http://www.ncl.ac.uk/disability-support/>

#### *Learning resources*

The University's main learning resources are provided by the Robinson and Walton Libraries (for books, journals, reference materials and dictionaries, and online resources), and Information Systems and Services, which supports campus-wide computing facilities, see <http://www.ncl.ac.uk/undergraduate/support/acfacilities.phtml>

The Open Access Centre also holds a rich collection of language resources in English, French, German and Spanish. The SML's Translating and Interpreting Resource Room contains a dedicated cluster of computers and dictionaries for students' self-study of translating and interpreting.

All new students whose first language is not English are required to take an English Language test in the Language Centre. Where appropriate, in-session language training can be provided. The Language Centre houses a range of resources for learning other languages which may be particularly appropriate for those interested in an Erasmus exchange. See <http://www.ncl.ac.uk/undergraduate/support/facilities/langcen.phtml>

### **15 Methods for evaluating and improving the quality and standards of teaching and learning**

#### *Module reviews*

All modules are subject to review by questionnaires which are considered by the Board of Studies. Changes to, or the introduction of new, modules are considered at the School Teaching and Learning Committee and at the Board of Studies. Student opinion is sought at the Staff-Student Committee and/or the Board of Studies. New modules and major changes to existing modules are subject to approval by the Faculty Teaching and Learning Committee.

#### *Programme reviews*

The Board of Studies conducts an Annual Monitoring and Review of the degree programme and reports to Faculty Teaching and Learning Committee.

#### *External Examiner reports*

External Examiner reports are considered by the Board of Studies. The Board responds to these reports through Faculty Teaching and Learning Committee. External Examiner reports are shared with institutional student representatives, through the Staff-Student Committee.

#### *Student evaluations*

All modules, and the degree programme, are subject to review by student questionnaires. Informal student evaluation is also obtained at the Staff-Student Committee, and the Board of Studies. The National Student Survey is sent out every year to final-year undergraduate students, and consists of a set of questions seeking the students' views on the quality of the learning and teaching in their HEIs. Further information is at [www.thestudentsurvey.com/](http://www.thestudentsurvey.com/) With reference to the outcomes of the NSS and institutional student satisfaction surveys actions are taken at all appropriate levels by the institution.

#### *Mechanisms for gaining student feedback*

Feedback is channelled via the Staff-Student Committee and the Board of Studies.

#### *Faculty and University Review Mechanisms*

The programme is subject to the University's Internal Subject Review process, see [http://www.ncl.ac.uk/aqss/qsh/internal\\_subject\\_review/index.php](http://www.ncl.ac.uk/aqss/qsh/internal_subject_review/index.php)

*Accreditation reports*

*Additional mechanisms*

## **16 Regulation of assessment**

### *Pass mark*

The pass mark is 50

### *Course requirements*

Progression is subject to the University's Undergraduate Progress Regulations (<http://www.ncl.ac.uk/calendar/university.regs/ugcont.pdf>) and Undergraduate Examination Conventions (<http://www.ncl.ac.uk/calendar/university.regs/ugexamconv.pdf>). In summary, students must pass, or be deemed to have passed, 120 credits at each Stage. Limited compensation up to 40 credits and down to a mark of 35 is possible at each Stage and there are resit opportunities, with certain restrictions.

Progression is subject to the University's Masters Degree Progress Regulations, Taught and Research (<http://www.ncl.ac.uk/calendar/university.regs/tpmdepr.pdf>) and Examination Conventions for Taught Masters Degrees (<http://www.ncl.ac.uk/calendar/university.regs/tpmdeprexamconv.pdf>). Limited compensation up to 40 credits of the taught element and down to a mark of 40 is possible and there are reassessment opportunities, with certain restrictions.

### *Weighting of stages*

n/a

### *Common Marking Scheme*

The University employs a common marking scheme, which is specified in the Taught Postgraduate Examination Conventions, namely:

<50	Fail
50-59	Pass
60-69	Pass with Merit
70 or above	Pass with Distinction

### *Role of the External Examiner*

Three External Examiners (one for each language pair), all distinguished members of the subject community, are appointed by Faculty Teaching and Learning Committee, after recommendation from the Board of Studies. The External Examiners are expected to:

- See and approve examination papers
- Moderate examination and coursework marking
- Attend the Board of Examiners
- Report to the University on the standards of the programme

In addition, information relating to the programme is provided in:

The University Prospectus (see <http://www.ncl.ac.uk/undergraduate/>)

The School Brochure (contact [enquiries@ncl.ac.uk](mailto:enquiries@ncl.ac.uk))

The University Regulations (see <http://www.ncl.ac.uk/calendar/university.regs/>)

The Degree Programme Handbook

Please note. This specification provides a concise summary of the main features of the programme and of the learning outcomes that a typical student might reasonably be expected to achieve if she/he takes full advantage of the learning opportunities provided. The accuracy of the information contained is reviewed by the University and may be checked by the Quality Assurance Agency for Higher Education.



## Mapping of Intended Learning Outcomes onto Curriculum/Modules

Units of Study	Credits	Learning outcomes	Comp(ulsory) / Core / Opt(ional)
<b><u>Compulsory/core taught modules</u></b>			
HSS8000 Arts Research Methods	10	B1-B3, D1, D2, D4-D7, D9	Com
SML8009 Research Methods in Translating and Interpreting	10	B1-B3, D1-D9	Com
SML8010 Professional Issues in Translating and Interpreting	10	A3, B1-B3, C3, C4, C6, D1-D8	Core
SML8012 Translation Practice and Principles	30	A1-A2, A5, B1-B3, C1-C5, C8, D1-D9	Core
SML8013 Translation Workshop	20	A1, B1-B3, C1-C5, C8, D1-D9	Com
<b><u>Optional taught modules (to a total of 40 credits):</u></b>			
LCE3001 Researching and Writing your Dissertation (French/ German/Spanish native users only)	20	B1, B3, D3, D9	Opt
SML7000 Information Technology for Translators and Interpreters	10	B2, C5, D4-D6	Opt
SML8014 Liaison Interpreting	10	A1, A4, C1-C4, C7, C8, D2-D5, D7-D9	Opt
SML8015 Consecutive Interpreting	10	A1, A4, B2, C1- C4, C7, C8, D1-D5, D7-D9	Opt
SML8017 Translation Practice from Second Foreign Language (English native users only)	30	A1, B1-B3, C1-C5, C8, D1-D9	Opt
SML8008 Translation Studies 2	10	A1-A5, B1-B3, C3, D1-D8	Opt
SEL8013 Poetry and Translation	10	A1-A5, B1, C1-C4, C7, C8, D1-D5, D7, D9	Opt
SML8004 Literary Translation	10	A1-A5, B1, C1-C4, C8, D1-D5, D6-D7	Opt
NBS8043 Accounting for Managers	10	A4, B1, C6-C7, D1-D5, D7, D9	Opt
NBS8088 Marketing	10	A4, B1, C6-C7, D1-D5, D7, D9	Opt
<b><u>Progression requirements:</u></b> Students must pass the taught element of the course (the modules listed above) in order to proceed to one of the following:			
<b>Either</b> SML8098 Dissertation	60	A1-A5, B1-B3, D1-D7, D9.	Core

<b>Or</b> SML8016 Translation Project	60	A1-A5, B1-B3, C1-C4, C8, D1-D7, D9.	Core
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