

Program Operational Plan

Doctor of Philosophy in Translation Studies 1444H

Introduction

The Doctor of Philosophy in Translation studies program is one of the postgraduate programs offered by the College of Languages and Translation at Imam Mohammad Ibn Saud Islamic University, with its lofty message and promising goals centered around teaching, learning, scientific research and community service. The College of Languages and Translation, represented by the Department of Translation and the Department of English language and Literature, has sought to employ all human and material resources to achieve its goals.

Plan development procedures:

The Dean of the College of Languages and Translation has appointed three members of the department to devise and follow the execution of the operational plan of the Doctor of Philosophy in Translation Studies.

1) Constructing a committee to prepare the operational plan for the program and its tasks:

This committee is formed as follows:

	Name	Position
1.	Dr. Ameerah Al-Thunayan	Head of the Translation Department
2.	Dr. Bayan Alyousef	Head of the Development and Quality Unit
3.	Dr. Asma Alsahil	Assistant professor of Applied Linguistics
4.	Mrs. Ameerah Alsubaie	Lecturer of Translation
5.	Mrs. Areej Alduniawi	Lecturer of Applied Linguistics

2) Committee job tasks:

- Preparation of the program's operational plan.
- Follow up the implementation of the proposed plan.
- Preparation of the annual report of the plan.

3) Sources for building the operational plan:

1. Strategic plan of Imam Mohammad Ibn Saud Islamic University. [Click here](#)
2. Strategic plan of the College of the Languages and Translation [Click here](#)
4. The annual report of the Doctor of Philosophy in Translation Studies [Click here](#)

4) Determining the plan goals:

The program's operational plan goals were determined based on the vision, mission, and goals of the University, College, Department, and the program. The following is an explanation of that:

Vision, Mission and Goals of Imam Mohammad Ibn Saud Islamic University

University Vision:

Excellence in teaching and research and dissemination of knowledge to serve the homeland, Islam and humanity.

University Mission:

Offering high-quality academic programs and conducting high-impact research through a stimulating environment, well-governed administrative systems, advanced technology, sustainable resources, and effective partnerships to achieve competitive outputs that would meet the needs of the labor market and contribute in building knowledge economy and serving the local and global community.

University Goals:

1. Competitive, skilled and cognitively - qualified educational outputs that would meet the needs of the labor market.
2. Rigorous research that contributes in advancing knowledge and fulfilling the requirements of national development.
3. Innovative and pioneering outputs that enhance the economy of knowledge and achieve sustainable development.
4. Effective social partnerships and contributions.
5. Distinguished international partnerships of high impact.
6. Institutional excellence that achieves efficient and effective performance.
7. Sustainable financial resources and high levels of expenditure efficiency.
8. A national and Islamic icon characterized of moderation.

Vision, Mission and Goals of the College of Languages and Translation

College Vision:

To be a leading department in teaching and research related to the English language and literature, adhering to the Islamic values while recognizing and interacting with the other cultures.

College Mission:

Providing outstanding educational programs for students of high quality that equip them with the necessary cognitive and research skills in the fields of English language, literature, linguistics, and translation, supported by Islamic values to assist them in developing the community in academic, research, and professional fields.

College Goals:

1. Offer diverse cultural educational services that meet the needs of students.
2. Educating students of linguistic diversity through the study of various fields.
3. Enabling students to learn the fields in modern language; its linguistic, and literary domains and the skills in translation.
4. Encourage authorship, research and investigation in the fields of linguistics, translation, literary and critical studies alongside holding training sessions, and educational and scientific meetings.
5. Prepare scientific cadres specialized in English language, literature and translation by honing their skills in translation, critical thinking, literary appreciation, and knowledge of theoretical concepts.
6. Provide students with the foundations of language and knowledge of concepts, theories and modern trends in the field of English.
7. offer technical and practical guidance in the area of teaching language, and translating from English and to it
8. Strengthen the relationship between the college and community by offering programs and specialized courses that are in line with the development plans to improve the competency of society in English.
9. to prepare cadres with a good knowledge of English to enter the workforce efficiently and effectively whether in the field of education, translation or other relevant fields in public or private institutions where proficiency in English language is a requirement.
10. Enhance the cooperation of the college with research and study centers and with other similar colleges both locally and globally.

Vision, Mission and Goals of the Department of English Language and Literature

Department Vision:

Based on the analysis of the current situation of the ELL program at the CLT, the following Strategic goals have been identified to enable the Program to achieve its mission and vision:

1. Promoting excellence in teaching, learning, and research
2. Fostering strategic partnership for internationalization
3. Enriching students' learning experiencing
4. Providing sustainable community engagement

Department Mission:

The department of English language and literature strives to provide a learning environment capable of providing graduate student with excellent research skills and all skills of learning the English language, to be well-acquainted with aspects of its Islamic culture and literature, and ready to transfer the cognitive, interpersonal and IT skills they have acquired in the program to provide sustainable community engagement and apply these skills to whatever sphere of employment they occupy in domestic or international arenas.

Department Goals:

1. To enhance students' intellectual, personal, professional, and research abilities.
2. To professionally develop faculty, administrative staff, and students.
3. To provide students with necessary English language and communication skills.
4. To propagate a culture of competitiveness and effective partnership in the field of English language learning.

5. To provide students with the required proficiency in English (the linguistic, literary, translation and research skills) to succeed in different professions.
6. To foster students' positive attitudes towards learning English and a willingness to share ideas with different people in different cultures.
7. To commit to deliver the highest standards of teaching English to boost students' language skills so that they can present and explain Islamic concepts and issues in the future and participate in spreading Islam.

Mission and Goals of Doctor of Philosophy in Translation Studies Program

Program Mission:

To equip graduates with a solid foundation of the theoretical and practical aspects of translation studies, geared research skills and cutting-edge technological tools to professionally participate in translation community services.

Program Goals:

By the end of the program study, the following goals are expected to be achieved:

1. To provide students with the opportunity to develop a full command of modern translation theories and models along with their applicability potential.
2. To equip students with an academically accurate interdisciplinary background enhancing their conceptual, analytic, and research competencies in translation teaching, research, and practice.
3. To train students to use cutting-edge electronic tools and software packages available to professional translators and translation researchers
4. To engage students in national translation projects undertaken for the realization of the KSA 2030 vision in terms of intercultural communication within the framework of national identity and Islamic civilization.
5. To provide students with up-to-date knowledge of research paradigms in translation studies to help them progress to autonomous study in the phase of proposal design and dissertation writing.

6. Foster the development of ethically correct professional behavior among students, equipping them with essential teaching, consultancy, and leadership skills.

Matrix Table Showing the Consistency Between Goals of the Program, University, and College

Strategic goals of the University	Strategic goals of the College	Program goals	Integration and consistency between goals
IMSIU -1 Competitive, skilled, and cognitively-qualified educational outputs that would meet the needs of the labor market.	<p>CLT -1 Offer diverse cultural educational services that meet the needs of students.</p> <p>CLT -2 Educating students of linguistic diversity through the study of various fields.</p> <p>CLT -3 Enabling students to learn the fields in modern language; its linguistic, and literary domains and the skills in translation.</p> <p>CLT -6 Provide students with the foundations of language and knowledge of concepts, theories and modern trends in the field of English.</p>	<p>1. To provide students with the opportunity to develop a full command of modern translation theories and models along with their applicability potential.</p>	Completely aligned.
IMSIU -1 Competitive, skilled, and cognitively-qualified educational outputs that would	CLT -1 Offer diverse cultural educational services that meet the needs of students.	<p>2. To equip students with an academically accurate interdisciplinary background</p>	Completely aligned.

<p>meet the needs of the labor market.</p> <p>IMSIU -2 Qualitative research that contribute to knowledge advancement and meet the needs for national development</p>	<p>CLT -2 Educating students of linguistic diversity through the study of various fields.</p> <p>CLT -3 Enabling students to learn the fields in modern language; its linguistic, and literary domains and the skills in translation.</p> <p>CLT -4 Encourage authorship, research and investigation in the fields of linguistics, translation, literary and critical studies alongside holding training sessions, and educational and scientific meetings.</p> <p>CLT -10 Enhance the cooperation of the college with research and study centers and with other similar colleges both locally and globally.</p>	<p>enhancing their conceptual, analytic, and research competencies in translation teaching, research, and practice</p>	
<p>IMSIU -1 Competitive, skilled, and cognitively-qualified educational outputs that would</p>	<p>CLT -6 Provide students with the foundations of language and knowledge of concepts, theories and modern trends in the field of English.</p>	<p>3. To train students to use cutting-edge electronic tools and software packages available to professional translators and translation researchers (e.g., Computer-Aided</p>	<p>Completely aligned.</p>

<p>meet the needs of the labor market.</p> <p>IMSIU -4 Effective social partnerships and contributions</p>	<p>CLT -9 to prepare cadres with a good knowledge of English to enter the workforce efficiently and effectively whether in the field of education, translation or other relevant fields in public or private institutions where proficiency in English language is a requirement.</p>	<p>Translation tools, Parallel Corpora Concordance)</p>	
<p>IMSIU -3 Innovative and pioneering outputs that enhance economy knowledge and achieve sustainable development.</p> <p>IMSIU -4 Effective social partnerships and contributions</p> <p>IMSIU -8 A national and Islamic icon characterized with moderation.</p>	<p>CLT -5 Prepare scientific cadres specialized in English language, literature and translation by honing their skills in translation, critical thinking, literary appreciation, and knowledge of theoretical concepts.</p>	<p>4. To engage students in national translation projects undertaken for the realization of the KSA 2030 vision in terms of intercultural communication within the framework of national identity and Islamic civilization</p>	<p>Completely aligned.</p>
<p>IMSIU -2 Qualitative research that contribute to knowledge advancement and meet the needs for national development</p>	<p>CLT -4 Encourage authorship, research and investigation in the fields of linguistics, translation, literary and critical studies alongside holding training sessions, and educational and scientific meetings.</p>	<p>5. To provide students with up-to-date knowledge of research paradigms in translation studies to help them progress to autonomous study in the phase of proposal design and dissertation writing.</p>	<p>Completely aligned.</p>

<p>IMSIU -4 Effective social partnerships and contributions</p> <p>IMSIU -5 Distinguished international partnerships of high impact</p> <p>IMSIU -8 A national and Islamic icon characterized with moderation.</p>	<p>CLT -3 Enabling students to learn the fields in modern language; its linguistic, and literary domains and the skills in translation.</p> <p>CLT -7 offer technical and practical guidance in the area of teaching language, and translating from English and to it</p> <p>CLT -8 Strengthen the relationship between the college and community by offering programs and specialized courses that are in line with the development plans to improve the competency of society in English.</p>	<p>6. To encourage students to develop patterns of ethically correct professional behavior combined with teaching, consultancy, and leadership skills to meet the requirements of the various practical fields and community services.</p>	<p>Completely aligned.</p>
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Program Operational Plan

1. To provide students with the opportunity to develop a full command of modern translation theories and models along with their applicability potential.							
Initiatives	Activities/implementation mechanisms	Agencies/ Entities		Implementation period		KPIs	Target
		Responsibility of Achievement	Partnership	From	To		
Curriculum Design: the insurance of providing advanced courses covering both the theoretical aspects and their practical application.	Reviewing and updating courses and resources to reflect the latest trends and development in translation.	Curriculum committee at the department.	N/A	1444	1445	No. of reviewed and updated courses in the program.	12
Offer professional development opportunities	Organize seminars to discuss the current issues in the fields with professionals in translation.	Scientific research committee at the department.	N/A	1444	1445	No. of seminars	2 per-semester
						Students' satisfaction survey.	4
						Percentage of students attended.	80%

2. To equip students with an academically accurate interdisciplinary background enhancing their conceptual, analytic, and research competencies in translation teaching, research, and practice.							
Initiatives	Activities/implementation mechanisms	Agencies/ Entities		Implementation period		KPIs	Target
		Implementation	Partnership	From	To		
Strengthen students' awareness of the interdisciplinarity of translation studies with other fields.	Conducting workshops and seminars with other disciplines that can lead to new insights and approaches to translation teaching, research and practice.	Training and development unit and scientific research committee.	N/A	1444	1445	Percentage of students attended.	80%
						Students' satisfaction survey.	4
						No. of workshops and seminars.	4

3. To train students to use cutting-edge electronic tools and software packages available to professional translators and translation researchers (e.g., Computer-Aided Translation tools, Parallel Corpora Concordance)							
Initiatives	Activities/implementation mechanisms	Agencies/ Entities		Implementation period		KPIs	Target
		Implementation	Partnership	From	To		
Integrating of technology into the curriculum	Providing students with hands-on training on electronic tools and software packages led by faculty members or industry professionals.	Training and development units and scientific research committee.	N/A	1444	1445	No. of training sessions offered.	3
						Percentage of students attended	80%
	Revising and updating technological-related courses to reflect the newest tools used in the field.	Curriculum committee.	N/a	1444	1445	No. of courses updated and revised.	4
Establishment of high-tech labs that provide access to electronic tools and software packages	requesting labs that are equipped with acoustic and high-tech equipment and providing access to electronic tools and software packages used by professional translators and researchers.	Educational equipment, facilities and resources unit.	N/A	1444	1445	No. of acoustic and computers labs.	2
						No. of subscription to electronic tools and software packages.	2

4. To engage students in national translation projects undertaken for the realization of the KSA 2030 vision in terms of intercultural communication within the framework of national identity and Islamic civilization							
Initiatives	Activities/implementation mechanisms	Agencies/ Entities		Implementation period		KPIs	Target
		Implementation	Partnership	From	To		
Collaborative translation projects that contribute to the realization of the KSA 2030 vision	a forum of translators	Higher studies committee	N/A	1444	1445	Percentage of students subscribe	50%
	Publish students' research papers and translation projects on the College website	Higher studies committee and Scientific research committee and Program's faculty members committee,	N/A	1444	1445	No. of projects	4
	Providing internship opportunities that allows students to work with professional translator and gain hands on experience in translation project related to the KSA vision 2030 vision	The Translation department	King Abdullah institution for translation and Arabization	1444	1445	Percentage of students who participated in those internships	60%

5. To provide students with up-to-date knowledge of research paradigms in translation studies to help them progress to autonomous study in the phase of proposal design and dissertation writing.							
Initiatives	Activities/implementation mechanisms	Agencies/ Entities		Implementation period		KPIs	Target
		Implementation	Partnership	From	To		
Research supervision and guidance.	Provide students with experienced and knowledgeable research supervisors and mentors who are familiar with the latest research trends and be able to provide constructive feedback on proposal design and dissertation writing.	Academic Advising committee and Higher studies committee at the Translation Department	N/A	1444	1445	Percentage of students who are provided with supervision and mentorship during their thesis writing	90%
Provide students with research resources and opportunities.	Organizing regular training courses and workshops in research methodology, research writing and publishing	Higher studies committee and Scientific research committee and Academic Advising committee	N/A	1444	1445	No. of training courses and workshops offered	4
						Percentage of students attended	70%
	Encourage faculty members to publish research articles with graduate students	The Program faculty members and scientific research committee	Deanship of Scientific Research	1444	1445	No. of co-authored research papers	2

	Encourage active professional participation in national and regional conferences and forums	Higher studies committee and Scientific research committee	The Translation Department	1444	1445	Percentage of students participated/attended	30%
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6. To encourage students to develop patterns of ethically correct professional behavior combined with teaching, consultancy, and leadership skills to meet the requirements of the various practical fields and community services.							
Initiatives	Activities/implementation mechanisms	Agencies/ Entities		Implementation period		KPIs	Target
		Implementation	Partnership	From	To		
Offer different Professional development opportunities and volunteering services.	Encourage students to provide tutoring service at the translation center and participate in the volunteering opportunities offered by the national volunteering platform	Students Clubs Unit	Translation Club at the Translation Department.	1444	1445	No of students participate in volunteering opportunities	5
	Offer leadership development workshops that focus on developing skills such as communication, collaboration, decision-making, and problem-solving skills.	Training and Development Unit.	N/A	1444	1445	No. of training and development opportunities	2
						Percentage of students attended	40%

Monitoring and Evaluation of the Plan

Implementation Progress of the Plan

	Activities	Implemented	Not Implemented	Implementation Percentage	Implemented At the Planned Time	Delayed in Implementation	Implementation Outputs
1.	Reviewing and updating courses specifications and resources to reflect the latest trends and development in translation.	Yes		100%	Yes		The course specification revised twice at the mid and end of 1444 following the Future Curricula Projects and using NACCC latest form and requirements.
2.	Organizing seminars to discuss the current issues in the fields with professionals in translation.		No	0%			
3.	Surveying students' satisfaction of the courses.	Yes		100%	Yes		Quality and Development Deanship has established Eval System in which they send the link to students to fill it in before getting their grade in each course.
4.	Ensuring that the curriculum covers range of subjects relevant to translation studies that covers the theoretical and	Yes		100%	Yes		The program plan includes five updated interdisciplinary courses.

	practical aspects such as linguistics, information technology, cultural and communication studies by annual review and update of courses.						
5.	Conducting workshops and seminars with other disciplines that can lead to new insights and approaches to translation teaching, research and practice.	Yes		50%			The program didn't conduct workshops, but they sent announcements on Official WhatsApp business group that were conducted by other universities and encouraged students to attend.
6.	Providing students with hands-on training on electronic tools and software packages led by faculty members or industry professionals.		No	0%			
7.	Revising and updating technological-related courses to reflect the newest tools used in the field.	Yes		100%	Yes		2 courses are specifically developed targeting students' needs in technological aspects of Translation.
8.	Requesting access to electronic tools and software packages used by professional translators and researchers in labs.		No	0%			
9.	A forum of Translators.		No	0%			

10.	Publish students' research papers and translation projects on the College website		No	0%			
11.	Establish partnership with industry leaders in translation and localization to provide students with exposure to real world translation practice and consulting (e.g., internships, mentorship programs, and collaborative research projects).		No	0%			The program is in progress of establishing partnerships. However, no official agreement is assigned yet.
12.	Provide students with experienced and knowledgeable research supervisors and mentors who are familiar with the latest research trends and be able to provide constructive feedback on proposal design and dissertation writing.	Yes		100%	Yes		By the end of the second semester of 1444, one faculty member (associate professor and above) was assigned as a mentor for three to four students.
13.	Organizing regular training courses and workshops in research methodology, research writing and publishing.	Yes		50%	Yes		The Deanship of Scientific Research is conducting a series of research- related workshops every semester and posted all the announcements on their official twitter account. The program coordinator forwarded these to the students via the official emails as well as the WhatsApp Business Group

							for graduate students at the department. Yet, the program didn't follow with the students' attendance.
14.	Encourage faculty members to publish research articles with graduate students.		No	0%			
15.	Encourage active professional participation in national and regional conferences and forums.		No	0%			
16.	Encourage students to provide tutoring service at the translation center and participate in the volunteering opportunities offered by the national volunteering platform.		No	0%			
17.	Offer leadership development workshops that focus on developing skills such as communication, collaboration, decision-making, and problem-solving skills.		No	0%			
18.	Creating official channels of communication between students-program/department to send announcements such as announcements about PhD defense and encourage students to attend. And to keep students updated.	Yes		100%	Yes		The program coordinator sent announcements regularly and encouraged students to attend but there is no clear evidence about students' attendance. It became more efficient to keep in touch with graduate students to

							1- keep them updated about program/department regulation and rules 2- send them announcements and updates 3- to learn about any academic issues they have
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Overall Evaluation of the Operational Plan

Strengths

- Program and courses specification are up to date.
- A focus on research courses and research elements in all courses.
- A focus on providing students with mentorship at early stage of their studies.
- A focus on equipping students with interdisciplinary knowledge of their field.
- A focus on facilitating communication between the students and the department.

Areas and Priorities for Improvement

- More focus is needed on providing students with professional development opportunities (workshops, training sessions, volunteering).
- Unavailability of a specialized lab that equipped with technological tools for translators.
- No partnerships are assigned with other industry partners that could provide students with enriching experience.

Difficulties and Obstacles

	Activities and procedures	Difficulties	Actions taken to overcome difficulties	The expected time for completion of the delayed targets
1.	Conducting workshops and training courses on various aspects of the program.	<ul style="list-style-type: none"> - There is no clear communication between program coordinators and faculty members to offer workshops. - Faculty members didn't know about the topics needed to be offered for graduate student 	<ul style="list-style-type: none"> 1- Encourage experienced faculty members to conduct workshop relevant to their areas of expertise 2- Acknowledge and appreciate faculty members' effort 3- Offer students' certificate of attendance 	1445
2.	Conduct a technology needs analysis for students and faculty	<ul style="list-style-type: none"> - Creating a well-articulated survey that covers all the aspects needed 	<ul style="list-style-type: none"> - Asking expert faculty members to construct a well- designed Technology needs Survey - Encourage students and faculty to fill it in 	1445
3.	Requesting access to electronic tools and software packages used by professional translators and researchers.	<ul style="list-style-type: none"> - The department has not surveyed the students and faculty about the required electronic tools needed for the program - Limited resources (funding, staff and expertise) 	<ul style="list-style-type: none"> - Surveying students and faculty about their needs - Write official request to Deanship of information technology about their needs of these packages and electronic tools 	1445
4.	Publish students' research papers and translation projects on the College website.	<ul style="list-style-type: none"> - Since the program re-opened in 1444, there are not enough projects to publish 	<ul style="list-style-type: none"> -The Vice dean of the College assigns a faculty member to be responsible for monitoring and updating the College website 	1445
5.	Establish partnership with industry leaders in translation and localization to provide students with exposure to real world translation practice and consulting (e.g., internships, mentorship programs, and collaborative research projects).	<ul style="list-style-type: none"> -Establishing partnerships needs many resources (including time, staff and expertise) which were not applicable during the last year 	<ul style="list-style-type: none"> - The department needs to form a committee to discuss potential partnership with faculty members as well as the regulatory requirement - After compiling a list of partnership, the department needs to form a committee to arrange and establish agreement with those partnership 	1445

Action Plan

	Action/Task	Responsibility of Implementation	KPIs	Target	Time of Implementation
1.	Encourage experienced faculty members to conduct workshops relevant to their areas of expertise	Training and Development Unit	No. of faculty members who attend the workshops	15	1445
2.	Offer students certificate of attendance	Training and Development Unit	No. of students who attend the workshops	20	1445
3.	Construct a well-designed technology needs survey for faculty members and students	Quality Unit	Satisfaction rate for faculty members and students	70%	1445
4.	The Vice Dean of College assigns a faculty member to be responsible for monitoring and updating the College website	Higher Studies Committee, Scientific Research Committee and Program's Faculty Members Committee	No. of translation projects and research papers published online on the College website	4	1445
5.	The department needs to form a committee to discuss potential partnership with faculty members as well as the regulatory requirement and establish an agreement with those partnerships	Scientific Research Committee and Quality Unit	No. of agreements and partnerships achieved	2	1445