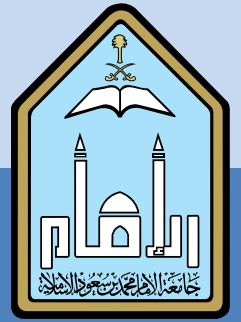


Translation Studies Handbook

Informational guide for (MA) students



Imam Muhammad Ibn Saud Islamic University

College of Languages and Translation

1445H/ 2023



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Welcome Message from the Dean

Learning and teaching languages is essential for understanding civilizations and facilitating communication between them. With the support of our government and the patronage of our university leaders, the College of Languages and Translation continues to achieve the goals of the College and University to assist the role of communication between nations and provide community service by offering integrated programs for the bachelor's, master's, and doctoral levels in the specializations of Translation, Linguistics, and English Literature.

The College of Languages and Translation welcomes everyone enrolled in the program. In this booklet, you will find answers to questions frequently submitted to the College. If there is any question with no answer, please do not hesitate to contact the college officials who will be happy to cooperate with you.

Best wishes,

Dr. Muhammad Abdullah Al-Rashed

Dean of the College of Languages and Translation



1-Introduction

The translation track in the M.A. program engages students into theoretical and applied contexts of translation alike. Written translation skills as well as oral interpretation skills are the focus of the program. The program also engages students in machine translation and other theoretically related topics.

The Department of English Language & Literature aspires to be a leading program in teaching and research related to the English language, literature and linguistics. It integrates Islamic and cultural values, taking into consideration the various intercultural dimensions, for the betterment of the community and recognition of the others.



2. The University Mission, Vision, and Values:

Imam Muhammad Ibn Saud Islamic University is one of the major state comprehensive academic institutions in Riyadh. It started offering Islamic and humanities programs, before expanding to areas of sciences, engineering, and medicine, to keep pace with the requirements and needs of the Saudi labour market, and to participate in supporting sustainable development in the Kingdom of Saudi Arabia. It offers, through its colleges and institutes, several programs in various fields and sciences across a wide range of educational levels: diplomas, undergraduate and graduate programs, while achieving academic and research excellence.

The University creates an ideal academic environment recruiting distinguished faculty members, nurturing knowledge and creativity in the light of Islamic teachings and values. It provides a full range of university facilities and integrated student services, to prepare competent graduates who are capable to cope with contemporary challenges while achieving social and economic development. It has paid attention to academic research and the breadth of research domains, nationally and internationally.

A. 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 labour market and contribute in building knowledge economy and serving the local and global community.

B. Vision :

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

C. Values:

Moderateness, Transparency, Proactivity, Excellence, Engagement, Sustainability
And Responsibility.

To know more about IMSIU.



3- The Program Mission and Goals

3.1 Program Mission:

The mission of the Master of Arts in Translation program is to prepare postgraduates, researchers, scholars and academics well versed for careers in translation through a rigorous curriculum, critical thinking, research, and community engagement.

3.2 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 sophisticated grasp and a critical awareness of modern translation modelling and practice.
2. To equip students with a thorough knowledge of translation-related disciplines, enhancing their conceptual, analytic, and research competencies in translation teaching, research, and practice.
3. To train students to use electronic tools and software packages available to professional translators.
4. To help students engage in translation projects undertaken for the realization of the KSA2030 vision in terms of intercultural communication within the framework of national identity and Islamic civilization.
5. To encourage students to develop patterns of ethically correct professional behavior combined with leadership skills to face the needs and expectations of translation/interpreting employers and commissioners.
6. To actively engage with local and international communities to address their translation needs and foster cultural mediation.



-The relationship between Program Mission and Goals and the Mission and Goals of the Institution/College

The MA Program vision is in perfect harmony with the vision of the College of Languages and Translation (CLT). Brief in wording as it were, the program vision strictly aligns with the four-item CLT vision:

- Promoting excellence in teaching, learning, and research
- Fostering strategic partnership for internationalization
- Enriching students' learning experience
- Providing sustainable community engagement

The CLT Vision above seems to be in unison with our MA Program Vision:

A reputable MA program in Linguistics internationally recognized for promoting quality education, interlingual and intercultural research, professional values, and active engagement in societal projects.

In the same vein, the mission and goals of the MA Program are in perfect alignment with those of the college. Here is a reproduction of the College Mission:

The Department of English Language and Literature strives to provide a learning environment capable of providing graduate students 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.

There are four focal dimensions in the college mission and goals which are clearly reflected in the Program Mission and Goals: quality education, IT-informed innovative research, Islamic values, and community engagement. The Master of Arts in Translation studies contributes to empowering graduates in four spheres. In the sphere of quality education, it “provides students with the opportunity to develop a sophisticated grasp and a critical awareness of modern translation modelling and practice” (*see Goal 1*). For innovative research, the program aspires to “prepare students to progress to autonomous study in the phase of proposal design and dissertation writing” (*see Goal 4*). As to IT skills, the program requires that students be trained “to use electronic tools and software packages available to professional translators” (*see Goal 5*). In relation to Islamic values, the Program emphasizes that students should “engage in 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” (*see Goal 6*). In addition, the Program seeks “to help students engage 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” (*see Goal 6*). Regarding community engagement, it prepares “students to engage 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” (*see Goal 6*).



4- Learning Outcomes:

4.1 Program Learning Outcomes (PLOs) Translation Studies Track*:

| Knowledge and Understanding: | |
|--|--|
| K1 | Show comprehensive awareness of translation theories, strategies, and skills |
| K2 | Identify the interface between translation per se and a number of related linguistic theories indispensable to cross-linguistic transfer (e.g. semantics, contrastive linguistics) |
| K3 | Recognize the intercultural scope of the translational act per se underlying the surface cross linguistic shift |
| K4 | Recognize the major research paradigms in translation and interpreting studies in |
| Skills: | |
| S1 | Apply translation methods and techniques in a range of linguistic registers and text types to make theory-informed decisions and produce high quality target texts |
| S2 | Evaluate parallel translational versions of the same source text using measurable benchmarking criteria from translation quality assessment models |
| S3 | Evaluate translation theories and their applications in different contexts (i.e. didactic, technological, and communicational) |
| S4 | Perform tasks with the aid of a range of specialized software packages for translation, glossary building, and terminology management |
| S5 | Conduct innovative independent research under supervisory guidance (proposal and thesis writing) |
| S6 | Perform a range of professional roles in the translation industry or the academy (e.g. prospective teaching career or freelance translation) |
| Values, Autonomy, and Responsibility: | |
| V1 | Conduct research in accord with the ethical standards and best practices of the discipline (ISO standards 9100 and 17100 in translation and ISO 20109 in interpreting). |
| V2 | Demonstrate a capacity to work flexibly, collaboratively, critically, and creatively in teams to exchange theoretical knowledge, research proficiencies, and professional skills, |
| V3 | Show individual responsibility to manage time, meet deadlines, and work effectively under pressure in both the academic and professional spheres |
| V4 | Demonstrate autonomous creativity, intellectual independence and proactive decision-making in complex academic and professional situations (drawing optimal benefit from the Interpreting Internship and designing the Internship Research Project with maximum personal input). |



4.2 Program Learning Outcomes for Interpreting Track*:

| Knowledge and Understanding: | |
|--|--|
| K1 | Show comprehensive awareness of interpreting models, strategies, and skills |
| K2 | Identify the interface between interpreting per se and a number of related disciplines indispensable to cross-linguistic transfer (e.g. memory theories, cognitive linguistics, speech segmentation, non-verbal communication) |
| K3 | Recognize the intercultural scope of the interpreting act underlying the surface cross linguistic shift as affected by dialectal, idiolectic, and other sociolinguistic variables of source speech |
| K4 | Recognize major research paradigms and norms of professional drafting in interpreting studies in preparation for designing the Interpreting Internship and the Internship Research Project. |
| Skills: | |
| S1 | Apply interpreting methods and strategies in a range of professional modes and settings (community, escort, simultaneous, consecutive, sight) |
| S2 | Produce accurate and commercially viable interpreting output across a wide range of text types and register varieties |
| S3 | Perform interpreting tasks in an ISO-compliant environment (e.g. 24019:2020 for simultaneous interpreting) |
| S4 | Perform tasks with the aid of a range of specialized software packages for interpreting, glossary building, and terminology management |
| S5 | Facilitate cross-linguistic and inter-cultural communication in a range of interpreting settings with the aid of a repertoire of problem-solving strategies and devices acquired during the formal training period |
| S6 | Conduct innovative independent internship and research activities under supervisory guidance (Interpreting Internship and Internship Research Project) |
| Values, Autonomy, and Responsibility: | |
| V1 | Conduct research in accord with the ethical standards and best practices of the discipline (ISO standards 9100 and 17100 in translation and ISO 20109 in interpreting). |
| V2 | Demonstrate a capacity to work flexibly, collaboratively, critically, and creatively in teams to exchange theoretical knowledge, research proficiencies, and professional skills, |
| V3 | Show individual responsibility to manage time, meet deadlines, and work effectively under pressure in both the academic and professional spheres |
| V4 | Demonstrate autonomous creativity, intellectual independence and proactive decision-making in complex academic and professional situations (drawing optimal benefit from the Interpreting Internship and designing the Internship Research Project with maximum personal input). |



5- Curriculum:

5.1 Study Structure Plan (Translation Studies Track)

| Program Structure | Required/ Elective | No. of courses | Credit Hours | Percentage |
|--|--------------------|--|--------------|------------|
| Courses | Required | 9 | 36 | 75% |
| | Elective | 2 to 4 (Depends on the credit hours of the chosen course) | 8 | 17% |
| Graduation project (if any) | | 1 | 4 | 8% |
| Thesis (if any) Field Experience (if any) Others | | - | - | - |
| Total | | 12 to 14 | 48 | %100 |

5.2 Study Structure Plan (Interpretation Track)

| Program Structure | Required/ Elective | No. of courses | Credit Hours | Percentage |
|-------------------------------|--------------------|----------------|--------------|------------|
| Courses | Required | 12 | 43 | 84% |
| | Elective | - | - | - |
| Interpreting Research Project | | 1 | 4 | 8% |
| Thesis (if any) | | - | - | - |
| Interpreting Internship | | 1 | 4 | 8% |
| Total | | 14 | 48 | %100 |



6- Program Courses:

6.1 Translation Studies Track

| Level | Course Code | Course Title | Required or Elective | Pre-Requisite Courses | Co-Requisite Hours | Credit Hours |
|---------|--|--|----------------------|----------------------------------|--------------------|--------------|
| Level 1 | TRA 6103 | Research Methods in Translation | Required | - | - | 4 |
| | TRA 6180 | Theories of Translation | Required | - | - | 4 |
| | TRA 6181 | Translation and Technology | Required | - | - | 4 |
| Level 2 | TRA6186 | Legal Translation | Required | TRA 6103 TRA 6180 TRA 6181 | - | 4 |
| | TRA 6186 | Translation Quality Assessment | Required | TRA 6103 TRA 6180 TRA 6181 | - | 4 |
| | TRA 6183 | Terminology and Localization in Translation | Required | TRA 6103 TRA 6180 TRA 6181 | - | 4 |
| Level 3 | TRA6182 | Medical Translation | Required | TRA 6183 TRA 6186 TRA 6187 | - | 4 |
| | TRA6188 | Translation Pedagogy | Required | TRA 6183 TRA 6186 TRA 6187 | - | 4 |
| | <u>Elective Courses</u> https://drive.google.com/drive/folders/11VA36D1y_Xw0jrr19zDg658tQ7gcrhaY | Electives https://drive.google.com/drive/folders/11VA36D1y_Xw0jrr19zDg658tQ7gcrhaY <i>* The student must complete eight elective credit hours approved by the English Department from courses available in the College of Languages and Translation or from courses of the College of Arabic.</i> | Electives | TRA 6183 TRA 6188 | - | 8 |
| Level 4 | TRA 6201 | Dissertation Proposal | Required | TRA 6182 TRA 6186 TRA 6187 | - | 4 |
| | | Electives <u>Elective Courses</u> | Elective | | - | 4 |
| Level 5 | TRA 6299 | MA Dissertation Project | Required | TRA 6201 | - | 4 |



6.2 Interpreting Track

| Level | Course Code | Course Title | Required or Elective | Pre-Requisite Courses | Credit Hours |
|---------|-------------|---|----------------------|----------------------------------|--------------|
| Level 1 | TRA 6180 | Theories of Translation | Required | - | 4 |
| | TRA 6181 | Translation and Technology | Required | - | 4 |
| | TRA6193 | Interpreting (Sight & Summary) | Required | - | 3 |
| Level 2 | TRA 6194 | Consecutive Interpreting | Required | TRA 6180 TRA 6181 TRA 6193 | 3 |
| | TRA6183 | Terminology and Localization in Translation | Required | TRA 6180 TRA 6181 TRA 6193 | 4 |
| | TRA 6186 | Legal Translation | Required | TRA 6180 TRA 6181 TRA 6193 | 4 |
| Level 3 | TRA 6195 | Discourse Analysis for Interpreting | Required | TRA 6183 TRA 6186 TRA 6193 | 3 |
| | TRA 6182 | Medical Translation | Required | TRA 6183 TRA 6186 TRA 6193 | 3 |
| | TRA 6182 | Research Methods in Interpreting | Required | TRA 6183 TRA 6186 TRA 6193 | 3 |
| | TRA 6296 | Simultaneous Interpreting | Required | TRA 6104 TRA 6182 TRA 6195 | 3 |
| Level 4 | TRA 6298 | Interpreting Pedagogy | Required | TRA 6104 TRA 6182 TRA 6195 | 4 |
| | TRA 6297 | Interpreting Quality Assessment | Required | TRA 6104 TRA 6182 TRA 6195 | 3 |
| Level 5 | TRA 6290 | Interpreting Research Project | Required | TRA 6296 TRA 6297 TRA 6298 | 4 |
| | TRA 6295 | Interpreting Internship | Required | TRA 6296 TRA 6297 TRA 6298 | 4 |



7- Thesis and Its Requirements

7.1 Registration of the Thesis:

(Requirements/conditions and procedures for registration of the thesis as well as controls, responsibilities and procedures of scientific guidance)

[Thesis registration By Law](#)

7.2 Scientific Supervision:

As part of the course, each student will be allocated a research supervisor who will provide academic support and supervisory advice until the ultimate completion of the research project. Supervisory work covers all the successive stages involved in the completion of the dissertation:

- 1) Documentation and data collection stage: The student is fully guided and supported by the supervisor in gaining official access to databases and library resources inside and outside the KSA.
- 2) Writing up stage: The student is expected to fix a clear completion schedule approved by the supervisor to meet official deadlines. The supervisor is legally required to provide period-timed reports on the student's progress.
- 3) Final submission stage: The student submits the final version of his dissertation. The supervisor writes an official declaration that the dissertation has been completed and that it meets accepted scientific standards. The letter entails an official request for organizing Dissertation defense.

[Supervision policy](#)

7.3 Thesis Defense/Examination:

The Scientific Committee works with the student's supervisor to establish a defense panel. At least one member of the defense panel must hold full-professorship degree. Furthermore, at least one member of the defense must be external (from a different university). All these guidelines are articulated by the Deanship of Higher Studies following the Unified Regulations Guide of Higher Studies in Saudi Arabia.

[Defense \(pages 8-48\)](#)



8- Learning Resources

[The online library catalogue](#) is accessible to all students on the program. In this respect, Prince Sultan Library for Science and Knowledge is affiliated with Al-Imam Mohamed ibn Saud Islamic University and contains a collection of about 500, 000 titles. Moreover, in a move to ensure the diversity of its digital resources, the university has signed an agreement with the Saudi Digital Library to allow all students enrolled in the program as well as faculty members to have access to a huge number of e-books, specialized periodicals, and research papers. Subscriptions to paper and online periodicals are annually updated in accordance with emerging program needs. Here is an indicative list of learning resources:

- Prince Sultan Library for Science and Knowledge is affiliated with Imam Mohamed ibn Saud Islamic University and contains a collection of about
- 500,000 titles.
- Subscriptions to paper and online periodicals are annually updated in accordance with emerging program needs.

- References such as Journals: a list of the academic journals has been developed and recommended by the faculty members. A comprehensive search of the available journals according to their scientific impact index has been carried out and the University subscribes to a list that includes more than thirty-five journals from a different publication.
- Electronic Journals: E-Journals, full-text articles archives, and up to date databases are available at the University library. Open Access to all journals is available through the Saudi Digital library.
- The University has partnerships with electronic platforms, for educational purposes, such as WEBEX, Blackboard, and Microsoft Office 365.
- The library consistently updates and tracks what comes new to the field in the form of books and journals.



9- Student Admission and Support

9.1 Student Admission Requirements:

General admission requirements pursuant to the university by-laws regulating higher studies in general:

The applicant to this program should fulfill the following requirements:

1. Saudi nationality or beneficiary of an official scholarship on an exchange program for non-Saudis
2. Holder of a university degree (Saudi or other recognized university)
3. Commendable ethical behavior and medically fit
4. Two letters of recommendation delivered by the applicant's former instructors
5. Employer's permission if applicable
6. The student is not authorized to simultaneously enroll in two programs

Department's admission requirements for enrolling in the English Literature MA program:

- a) BA degree in one of the following majors with GPA 3.75 (out of 5.00) and above:
 - BA in English Language
 - BA in English Literature
 - BA in English Language and Literature
 - BA in English Language and Linguistics
 - BA in English Language and Translation
- b) The applicant must have completed the following BA courses:
 - Introduction to translation
 - At least one course in written translation
 - At least one course in interpreting (for applicants to the interpreting track)
 - At least one course in Arabic language c) At least 80 points in the Post-Graduate General Aptitude Test (Qiyas).
- c) At least (6.5) general score in the IELTS academic test or its TOEFL equivalent with (6.5) special score in the writing and reading tests.
- d) The applicant must pass the department's admission test and interview.



- e) Selection of the best candidates having prior experience and training record in case of equal applicant scores or excess in number of applicants to the program.
- f) C.V

9.2 Guidance and Orientation Programs for New Students:

Before the start of classes, the academic advising team at the graduate studies office at the College of Languages and Translation arranges for an orientation program, which is scheduled for all new postgraduate students. The main goals of the orientation program are listed below: 1- Acquainting the newly admitted students with the general academic university regulations, policies, and services.

2- Familiarizing them with the specific regulations and the registration process of the MA Program of Translation at Imam Mohammad Ibn Saud Islamic University.

3- Introducing the students to their rights and responsibilities. The students are also oriented on adding and dropping classes and receiving refunds deadlines.

4- Introducing them to the University Life on the campus through making tours and visits to university facilities such as the library, parking lots, playgrounds students' activities centers, etc. during these tours, the advising team locates the classrooms for them before classes begin

[Handbook Guide for Postgraduate students at IMSIU](#)

Upon the completion of the orientation program, postgraduate students receive a package that includes:

- 1- The Student Handbook, The Student ID Card, with terms and conditions.
- 2- The Academic Calendar.
- 3- Location maps to the building facilities and classrooms.
- 4- A booklet on how to create an email, Banner, and blackboard accounts.
- 5- Security documents explaining to the students how to receive security stickers for their cars.
- 6- Healthcare booklet.



9.3 Student Counseling Services:

Academic Counseling:

In collaboration with the English department, the QADU prepares a yearly counseling calendar for students. The counseling program is meant to help students in matters related to students' diverse activities within the university and if need be to respond favorably to their psychological needs. The Unit uses digital means in its counseling mission; making thus relevant information and data available to students with easy and rapid access. Here are some hints about the functioning of the student counselling system in the program:

1. The General Academic Advisory office in both Male and Female Sections handles personal counseling case by case. For example, students requiring in-depth individual counseling are referred to Advising Unit office at male and female campuses, where they can receive social, psychological, and financial assistance.
2. In the student-mentoring unit, a faculty member is assigned to about 3-4 doctoral students as an academic advisor. Academic Advisors meet with the assigned students individually or in groups at least four times during the academic semester. These meetings provide valuable opportunities for information exchange and suggestions as to how the advisors can improve the student's educational experience.
3. Faculty members are also available two times a week to give consultations and advice to students during their office hours. The students may visit instructors in their offices or call them on the phone or other multimedia means. Accommodations for one-on-one consultations are also available if students need them.
4. The Special Needs Unit in the college is responsible for providing accommodations and facilities that fit students of disabilities. Committee members work with special needs students by identifying their individual problems and working on fulfilling his/her academic requirements.
5. Talented and gifted students are encouraged to participate in research activities, active seminars, community service, mentoring sessions and other activities available in the department.
5. Talented and gifted students are encouraged to participate in research activities, active seminars, community service, mentoring sessions and other activities available in the department.
6. Social and psychological consultation is provided for students through Enaya Unit under the deanship of Students' Affairs which arrange for confidential counselling appointments by certified specialists. For more details, [Enaya Unit](#)



9.4 Transfer inside the University:

The student may transfer from one major to another in the university on the recommendation of respective department and college councils and approval of Graduate Studies Deanship Council. The following regulations should be taken into account:

1. Current conditions for admission should apply to transfer students in addition to any further conditions relevant department may deem necessary.
2. Courses already studied at the university may be transferred if related departments find them corresponding to their programs; they will be included in computing students' cumulative average.
3. Student's registration in previous department should not for any reason have been repealed.
4. Time spent in the program transferred from shall be counted within the maximum time limit for obtaining the degree.
5. Transfer from one program to another is allowed only once during the period set for obtaining the degree.

9.5 Student Rights :

Academic Rights

- Creating the appropriate environment for teaching and learning.
- Obtaining a university ID card and benefitting from university services according to university rules and regulations.
- Obtaining course plans and syllabi along with academic schedules.
- Enabling course registration as per guidelines and due dates of the university calendar.
- Holding lectures at their scheduled times.
- Knowledge of references for academic courses.
- Obtaining adequate clarification of course elements.
- Inquiring about and discussing scientific matters.
- Assessing students' academic achievements through various means according to the executive rules and regulations of test and study.
- Obtaining mid-term grades before final exam.
- Maintaining confidentiality of student's personal and academic information.
- Acquiring a graduation certificate after completing all requirements according to the rules and regulations of the program.
- Enabling those with special needs with the required aid for education.
- Benefitting from academic counselling services.

Non-academic Rights

- Benefitting from student dorms according to rules and regulations.
- Providing medical care at university medical facilities.
- Benefitting from social services provided by the university according to rules and regulations.
- Benefitting from all university facilities according to rules and regulations.



9.6 Student Duties:

Academic Duties

- Adhering to university rules and regulations.
- Completing all academic procedures according to scheduled dates of the university.
- Attending all lectures and providing acceptable excuses (as per university rules and regulations) when absent.
- Abiding to academic integrity and ethical research rules.
- Avoid academic misconduct.
- Following academic announcements made on university website or on campus.
- Always carrying university ID and presenting it when needed.
- Maintaining university ID and returning it when no longer a student.
- Respecting exam regulations and not cheating or helping others cheat.

Non-academic Duties

- Maintaining university facilities and using the facilities for their intended purpose as per rules and regulations.
- Good conduct on campus and never violating the rules.
- Keeping university facilities clean.
- Respecting all employees and visitors of the university.
- Giving accurate personal information and updating the information when necessary.
- Abiding to all consequences.
- Following university traffic rules.



10- Special Support:

Students with special needs have been taken into consideration by the university and the college in a number of respects, most notably easy access to the premises, curriculum design and course delivery mode. Both remedial work and some particular tests are given to these students to improve their low achievement. Many efforts are made to help these students overcome what impedes their high achievement and take advantage of the learning process. *(For further details check again point 4 in the section: Special Needs Unit).*



11-Program Quality Assurance

Program quality monitoring procedures are done based on annual reviews and planning for improvement as follows:

The program committees consist of faculty members and administrators who play a major role in quality assurance. They are responsible for overseeing and maintaining the quality and integrity of academic programs. They are instrumental in establishing the standards and guidelines that define the quality benchmarks for academic programs. These standards include curriculum design, learning objectives, assessment methods, faculty qualifications, and program outcomes. Program committees work collaboratively to ensure that these standards align with industry requirements, accreditation criteria, and institutional goals. They are also involved in the development and periodic review of program curricula. They ensure that the curriculum is up-to-date, relevant, and aligned with the program's objectives, emerging trends, and industry needs.

The following procedures are followed to maintain the program quality:

- a) The program provides a unified course specification for each of the courses.
- b) The course specifications are written in view of the "National Qualification Framework."
- c) The course specifications are to be observed by all instructors of the different sections in both the male and female campuses.
- d) A subject coordinator and a course convener are appointed (from both the male and the female campuses) for each subject and each course to ensure that the new specification is followed.
- e) A unified policy concerning textbooks, scope, and depth of coverage of content, exams, and marking rubrics are established.
- f) Each instructor writes a course report for each course he/she is teaching.
- g) Teaching staff from the male and female sections have participation in monitoring program quality through surveys distributed to them to evaluate the program almost every semester or annually. Upon their evaluation plans for improvement, action plans are initiated for areas of weaknesses.



12- The Program Fees

| M | Program Type | Suggested Fees |
|---|--|---|
| 1 | Doctorate (scientific disciplines) | 90.000 SR |
| 2 | PhD (Sharia and Humanities Specialties) | 80.000 SR |
| 3 | Master's (Scientific Disciplines) | 70.000 SR |
| 4 | Master (Sharia and Humanitarian Disciplines) | 60.000 SR |
| 5 | Diploma | 30.000 SR |
| 6 | Failure Fee | 500 riyals per course |
| 7 | Supplementary courses or courses to raise the rate | 500 riyals per unit of study |
| 8 | Application Fees | 300 riyals is not refundable at all and is not calculated from the tuition fees |
| 9 | Payment Mechanism | Installments are paid from the total fees before the beginning of each semester (you have six semesters for the master's level, eight semesters for the doctoral level, and three semesters for the diploma level). |

13-Useful Links:

- [Student rights and duties manual](#)
- [E-services for students](#)
- [Orientation guide for new students](#)
- [Student Admission services](#)
- [Transferring from another university](#)
- [Microsoft office services](#)
- [Student self-services website](#)
- [Writing Thesis Manual](#)
- [Complaints and Grievances](#)
- [Academic Guidance for students](#)
- [Handbook for Higher Studies Counseling](#)
- [Financial Fees Mechanism](#)



13-Contact Information:

For further queries and support, students may email the Department on the following email:

Email: Translation.Dept@imamu.edu.sa