



Translation Studies Handbook

Informational guide



College of Languages and Translation

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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,

Dean of the College of Languages and Translation



1. Introduction

A number of internal and external factors stimulate the need for launching the new PhD program. First, the College of Languages and Translation offers undergraduate and graduate programs in Translation; therefore, building upon the levels of the existing programs expands the potential for graduate enrollment and simultaneously meets the goals of the university and college as outlined in the mission statement. Second, there is a national need for specialists to design postgraduate teaching curricula and conduct focused research in translation studies in Saudi public and private universities and training centers. Moreover, there is a market demand to increase translation academics, experts and consultants, and finally there is an urgent demand for localizing expertise in translation studies in educational setting and professional environments.

The Doctor of Philosophy in Translation Studies Program is one of the postgraduate programs offered by the College of Languages and Translation at Imam Mohammed Ibn Saud Islamic University, with its lofty message and promising goals centered around teaching, learning, scientific research and community service.

The primary objective of the Doctoral Program in Translation Studies is to prepare students for academic teaching and research in the field. This handbook offers an overview of the policies and requirements of the Doctoral Program and applies to all students currently enrolled in the program. The Doctoral Program will mostly focus on several topics that cover theories, history and pedagogy of translation as an interdisciplinary field. Other topics will include recent technologies in translation.

2. Program Vision, Mission, Goals, and Learning Outcomes

2.1. Program Vision:

A pioneering and sustainable postgraduate program that fosters academic excellence, cutting edge research, robust job prospects, intercultural communication and civic engagement.

2.2. Program Mission:

The program strives to equip graduates with a solid foundation of the theoretical and practical aspects of translation studies and teaching, a set of translation- geared research skills and cutting-edge technological tools to professionally participate in university teaching, rigorous research, and various forms of translation community services.



2.3. Program Goals:

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 (e.g., Computer-Aided Translation tools, Parallel Corpora Concordance)
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. 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.

Relationship between Program Mission and Goals and the Mission and Goals of the College

The PhD 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 agreement with our Program Vision:

A pioneering and sustainable postgraduate program that fosters academic excellence, cutting edge research, robust job prospects, intercultural communication and civic engagement.

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 PhD program in translation studies contributes to empowering



graduates in the four above-mentioned spheres. In the sphere of quality education, it provides “graduates with the opportunity to develop a full command of modern translation theories and models along with their applicability potential” (see *Goal 1*). For innovative IT-informed research, the program aspires to “equip 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” (see *Goal 5*). As to IT skills, the program requires that students be trained “to use cutting-edge electronic tools and software packages available to professional translators and translation researchers (e.g. Computer-Aided Translation tools, Parallel Corpora Concordancing)” (see *Goal 3*). In relation to Islamic values, the Program emphasizes that students should “demonstrate autonomous creativity, intellectual independence and proactive decision-making in complex academic and professional situations inspired by the university corporate culture and Islamic values.” 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”(see *Goal 4*).

2.4 Program Learning Outcomes:

Knowledge and Understanding:

K1	Recognize major perspectives on translation theories, models, and strategies.
K2	Identify the foundational interdisciplinary scope of translation studies (e.g., the interface between translation, semantics, pragmatics, semiotics, etc.)
K3	Describe the role of cutting-edge technology used in translation practice and research (e.g., CAT software packages and concordancers).
K4	Explain the various research paradigms in translation studies and their correlative methodological instruments used in doctoral projects.

Skills:

S1	Apply translation strategies and skills to a range of text types and genres in concord with internationally recognized professional standards in a multicultural environment
S2	Analyze translation output according to measurable benchmarking criteria with a view to generating a statement of quality assessment
S3	Evaluate translation theories, models, and strategies in educational settings (translation course design, teaching, and testing).
S4	Practice designing and executing research projects in translation studies independently and confidently, using higher-order critical faculties to reach innovative findings



S5	Perform a range of translation-related skills in the area of technology to undertake bilingual terminology management, use computer-assisted tools appropriately, and enrich the web content for the Arabic-English language pair.
Values, Autonomy, and Responsibility:	
V1	Conduct research in accord with the ethical standards and best practices of the discipline (e.g., ISO standards 9100 and 17100 pertaining to the core processes and methods required for the delivery of quality translation output), showing compliance with the university standards of academic integrity, ethical commitment, and professional dedication
V2	Work flexibly, collaboratively, critically, and creatively in teams to exchange theoretical knowledge, research proficiencies, and professional skills (either as translation teacher or translation)
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 inspired by the university corporate culture and Islamic values.

3. Curriculum

3.1. Curriculum Structure:

Program Structure	Required/ Elective	No. of courses	Credit Hours	Percentage
Course	Required	12	48	73%
	Elective	N/A	N/A	N/A
Graduation Project (if any)	-	-	-	-
Thesis (if any)	Required	1	18	27%
Field Experience(if any)	N/A	-	-	-
Others (Comprehensive Exam)	Required	1	0	0
Total		14	66	100%



3.2. Program Courses:

Level	Course Code	Course Title	Required or Elective	Pre- Requisite Courses	Credit Hours	Type of requirements (Institution, College, or Program)
Level 1	TRA7103	Research Methods in Translation Studies	Required	-	4	Program
	TRA 7180	History of Translation Theory	Required	-	4	Program
Level 2	TRA 7184	Advanced Translation Workshop	Required	TRA 7103 TRA 7180	4	Program
	TRA 7186	Lexical Semantics for Translation	Required	TRA 7103 TRA 7180	4	Program
Level 3	TRA 7185	Discourse Analysis for Translation	Required	TRA 7184 TRA 7186	4	Program
	TRA 7189	Contrastive Linguistics for Translation	Required	TRA 7184 TRA 7186	4	Program
Level 4	TRA 7281	Translation and Technology	Required	TRA 7185 TRA 7189	4	Program
	TRA 7288	Translation Pedagogy	Required	TRA 7185 TRA 7189	4	Program
Level 5	TRA 7283	Translation and Localisation	Required	TRA 7281 TRA 7288	4	Program
	TRA 7291	Corpora in Translation Studies	Required	TRA 7281 TRA 7288	4	Program
Level 6	TRA 7287	Translation Quality Assessment	Required	TRA 7283 TRA 7291	4	Program
	TRA 7292	Seminars in contemporary Translation Theory	Required	TRA 7283 TRA 7291	4	Program
Level 7	TRA 7301	Comprehensive Exam	Required	TRA 7287 TRA 7292	0	Program
Level 8	TRA 7399	Dissertation	Required	TRA 7301	18	Program

4. Thesis and Its Requirements

4.1. Registration of the Thesis:

After successfully completing all courses, students are allowed to register for TRA 7399 which is the Dissertation. The program follows the general guidelines and regulations for academic dissertations at higher studies programs articulated the Deanship of Higher studies at Imam Mohammad Ibn Saud Islamic University. The student is assigned an academic advisor who organizes regular meetings and academic advisory with the student until the topic of the dissertation is selected and a research proposal is submitted for approval. A scientific committee headed by the Chair of the Department with the College's Vice Dean for Higher Studies as a member sends professorship degree in the specialization of the students.



4.2. 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.

4.3. 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.

5- Learning Resources

1. The university operates two central university libraries in its campus, which are Prince Sultan Library for Science and Knowledge and the King Abdullah City's Central Library.
2. Subscriptions to paper and online periodicals are annually updated in accordance with emerging program needs.
3. 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 a list that includes more than thirty-five journals from a different publication.
4. Electronic Journals: E-Journals, full-text articles archives, and up to date databases are available at the University library.
5. Saudi Digital Library: Open Access to all articles, journals, books, etc. is available through the



6. Student Admission and Support

6.1. Student Admission Requirements and Fees:

University Enrolment Requirements:

1. Saudi nationality or an official grant on an exchange program if not a Saudi.
2. A university degree obtained from a Saudi or other recognized university.
3. Good behavior and medical fitness.
4. Two letters of recommendation delivered by the candidate's former instructors.
5. Employer's permission if applicable.
6. Paying the Program Fees. Yearly updated fees are available on university website.

NB: The candidate is not authorized to concurrently enroll in two programs.

- For more details about the required fees, please click on the following [link](#).

Department of English Enrolment Requirements:

1. Holding a BA and MA degrees in one of the following majors with a minimum GPA of (3.75 out of 5.00):
 - a. BA/MA in English Language
 - b. BA/MA in English Literature
 - c. BA/MA in English Language and Literature
 - d. BA/MA in English Language and Linguistics
 - e. BA/MA in English Language and Translation
2. At least 80 points in the Post-Graduate General Aptitude Test (Qiyas)
3. A minimum IELTS academic score equal to (7) or its TOEFL equivalent (especially in writing and reading skills)
4. A model of a student's research production, which can be either a paper presented to the MA courses or the MA thesis
5. A statement letter (written in English) on the purpose of the study
6. Passing the program admission test and admission interview
7. Selecting the best candidates having prior experience and training record in case of equal candidates' scores or excess in the number of applicants to the program
8. C.V.



Program Fees:

The following table presents the total fees for each program:

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 non refundable at all times, and is not calculated within the tuition fees
9	Payment Mechanism	Installments are paid 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).

- Non- Saudi students pay an extra 15% (VAT) with the tuition fees.
- Tuition fees are fully refunded in case of withdrawal before the student's full course registration, however, there is a 20% deduction for expenses and administrative procedures in the event of withdrawal during the first three weeks of course registration, and this right is forfeited if the withdrawal is submitted after that.
- A discount of (50%) of the tuition fees is granted to those admitted to the doctorate and master's degree from the university employees, their children and spouses.
- In each program, a maximum of two seats are allocated to outstanding students, according to the conditions and controls for obtaining free seats approved by the University Council for applicants for doctoral and master's degrees to view the criteria [here](#).
- Within the framework of social service, a discount of (50%) is granted to beneficiaries of social security and charities who are admitted to doctorate and master's programs.

6.2. 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 PhD Program of Literature 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

6.3. 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.



6.4. Student Counseling Services:

Academic Counselling:

In collaboration with the English department, the Quality of Assurance and Development Unit 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 the Student 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.

[Academic Guidance Handbook for Students](#)



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](#)

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 previous section: *Special Needs Unit*).

7- Student Rights and Duties

7.1. 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.
- ☐ [Student rights and duties manual](#)

7.2. 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.



8. Useful Links:

- 1- [Student rights and duties manual](#)
- 2- [E-services for students](#)
- 3- [Orientation guide for new students](#)
- 4- [Student Admission services](#)
- 5- [Transferring from another university](#)
- 6- [Microsoft office services](#)
- 7- [Student self-services website](#)
- 8- [Writing Thesis Manual](#)
- 9- [Complaints and Grievances](#)
- 10- [Academic Guidance for students](#)
- 11- [Handbook for Higher Studies Counseling](#)

9.Contact Information

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

Email: Translation.Dept@imamu.edu.sa