

## PROGRAMME SPECIFICATION

### Course record information

|   |   |
|---|---|
| Name and level of final award                     | <b>MA Specialised Translation</b><br>The MA in Specialised Translation is a Masters degree that is Bologna FQ-EHEA first cycle degree or diploma compatible   |
| Name and level of intermediate awards             | Postgraduate Diploma in Specialised Translation<br>Postgraduate Certificate in Specialised Translation  |
| Awarding body/institution                         | University of Westminster   |
| Teaching Institution                              | University of Westminster   |
| Status of awarding body/institution               | Recognised Body   |
| Location of delivery                              | Regent Street; Central London   |
| Language of delivery and assessment               | English   |
| Mode, length of study and normal starting month   | Full-time (1 year). January start.<br>Part-time (day) (2 years). January start.   |
| <a href="#">QAA subject benchmarking group(s)</a> | <a href="https://www.qaa.ac.uk/docs/qaa/subject-benchmark-statements/subject-benchmark-statement-languages-cultures-and-societies.pdf?sfvrsn=4ce2cb81_4">https://www.qaa.ac.uk/docs/qaa/subject-benchmark-statements/subject-benchmark-statement-languages-cultures-and-societies.pdf?sfvrsn=4ce2cb81_4</a> |
| Professional statutory or regulatory body         | n/a   |
| Date of course validation/Revalidation            | 2016  |
| Date of programme specification approval          | June 2020   |
| Valid for cohorts                                 | 2020/21 only  |
| Course Leader                                     | Alexa Alfer   |
| Course URL  | <a href="http://westminster.ac.uk/courses/postgraduate">westminster.ac.uk/courses/postgraduate</a>  |
| Westminster course code                           | PMLAN06F (FT)      PMLAN06P (PT)  |
| HECoS code  | 101130 Translation Studies  |
| UKPASS code                                       | P004428   |

## Admissions requirements

Applicants for the MA in Specialised Translation are normally required to have a good first degree or equivalent. Relevant degree-equivalent qualifications include awards such as the CIOL Diploma in Translation, or 3-year or 4-year full-time diplomas in translation and/or interpreting.

Applicants are required to take an entry test consisting of translations and an interview. Applications from mature candidates with demonstrable relevant work experience are also welcomed. Such non-graduate applicants are also required to undertake entry tests, attend an interview, and may be required to assemble a work-experience portfolio (testimonials, job descriptions, transcripts and/or recordings, etc.).

Where applicants do not have English as their first language, an IELTS certificate with an average score of at least 6.5 is generally required, with 7 in Writing.

## Recognition of Prior Learning

Applicants with prior certificated or experiential learning at the same level of the qualification for which they wish to apply are advised to visit the following page for further information: [westminster.ac.uk/recognition-of-prior-certified-learning](http://westminster.ac.uk/recognition-of-prior-certified-learning).

## Aims of the course

The MA Specialised Translation has been designed to offer advanced translator training within a broad-based educational and professional training programme, with professional development to enhance students' knowledge of the translation and interpreting professions. All modules provide a practical and theoretical foundation within a rigorous academic framework that builds on a graduate level of study to develop Masters level achievement and high-level foundation training to enable students to succeed as professional linguists and/or engage in further research, if they so wish.

At postgraduate level of studies, further aims are:

- To provide experience in the design, execution and presentation of a piece of original work (MA Translation Project or MA Dissertation);
- To instil knowledge of appropriate research methods and how to apply them.

More specifically, the MA Specialised Translation aims to:

- Train language specialists to a professional level in translation skills;
- Familiarise students with up-to-date information and terminology in relation to the various specialised fields covered by the core and option modules, both in the mother tongue and in the language(s) of study;
- Give insights at a practical level into the various aspects of a professional translation career and, at an academic level, into the processes and principles of translation.

## Employment and further study opportunities

Today's organisations need graduates with both good degrees and skills relevant to the workplace, i.e. employability skills. The University of Westminster is committed to developing employable graduates by ensuring that:

- Career development skills are embedded in all courses
- Opportunities for part-time work, placements and work-related learning activities are widely available to students

- Staff continue to widen and strengthen the University's links with employers in all sectors, involving them in curriculum design and encouraging their participation in other aspects of the University's career education and guidance provision
- Staff are provided with up-to-date data on labour market trends and employers' requirements, which will inform the service delivered to students.

### **Course learning outcomes**

Learning outcomes are statements on what successful students have achieved as the result of learning. These threshold statements of achievement are linked to the knowledge, understanding and skills that a student will have gained on successfully completing a course.

### **Knowledge and understanding (KU)**

- KU1: Have developed an advanced understanding of the principles, processes, and techniques of translation;
- KU2: Have developed a thorough and critical understanding of the professional translation environment;
- KU3: Have acquired professionally applicable skills such as analysis, synthesis, evaluation and application;
- KU4: Have developed the ability to confidently and critically combine the theoretical and practical skills acquired on the course and to apply these to a range of roles in the translation industry or the academy.

### **Specific skills (SS)**

- SS1: Produce accurate and commercially viable translations of a specialised nature across a wide range of text types and subject areas;
- SS2: Rationalise the translation process and evaluate and justify translation choices and strategies based on your knowledge and critical understanding of linguistic and translation theory;
- SS3: Perform translation tasks with the aid of a range of translation memory software applications;
- SS4: Perform glossary building and terminology management tasks;
- SS5: Facilitate multilingual and cross-cultural communication in a range of professional contexts;
- SS6: Depending on module combination, critically evaluate, revise, and edit translations to a professional standard; manage large, multilingual translation projects; perform audio-visual translation tasks to a professional standard using appropriate specialist software applications; use CAT tools proficiently in a realistic translation situation.
- SS7: Conduct independent research into new specialised subject areas for the purposes of translation and/or scholarly inquiry;
- SS8: Perform a wide range of professional roles in the translation industry or the academy based on the intellectual, linguistic, intercultural, and interpersonal competences acquired on the course.

### **Key transferable skills (KTS)**

- KTS1: Multilingual oral and written communication skills and the ability to tailor your communication strategies to a variety of audiences;
- KTS2: Application of appropriate problem-solving methods and strategies to a wide range of professional contexts;
- KTS3: Critical analysis of your own work as well as that of others;
- KTS4: The ability to work in a group of peers;
- KTS5: Information management and data retrieval skills, including specialist ICT skills;

KTS6: Time-management skills;  
 KTS7: Planning and managing large, self-directed research or translation projects;  
 KTS8: Personal development planning – taking responsibility for, and managing, your own learning and development, within time constraints, as well as recognising, outlining and executing steps required for your own development.

## Learning, teaching and assessment methods

### Learning:

Learning is be class-based but will also include independent study and research. The MA in Specialised Translation's focus on transferable skills is a key part of preparing you for the world of work and develops skills in multilingual and intercultural communication, critical thinking, and self-management.

The MA in Specialised Translation capitalises on the benefit of its international setting. You will be studying alongside students from around the world, and the course team routinely collaborates with industry professionals from a variety of international backgrounds, who directly contribute to teaching and learning on our modules.

### Teaching:

Teaching methods include lectures, tutorials, seminars, practical sessions and workshops, together with independent self-directed study (including work for the MA Translation Project or MA Dissertation).

### Assessment:

Assessment methods include coursework in the form of translations (including a CAT component and a set of annotations on the translation process), essays, reports and other task-based assignments, as well as a time-restricted open book exam and oral presentations.

## Course structure

This section shows the core and option modules available as part of the course and their credit value. Full-time Postgraduate students study 180 credits per year.

The award of MA Specialised Translation may be achieved by following one of the following two pathways:

1. English native speakers with two foreign languages at degree level will take the **ENS 2- Language Pathway**;
2. English native speakers with one foreign language at degree level, as well as non-native speakers of English will take the ENS/NNS 1-Language Pathway.

| ENS 2-Language Pathway            |   |                 |            |              |
|-----------------------------------|---|-----------------|------------|--------------|
| Credit Level 7                    |   |                 |            |              |
| Award of Postgraduate Certificate |   |                 |            |              |
| Module code                       | Module title                                | Status          | UK credits | ECTS credits |
| various                           | Specialised Translation 1 (Language 1 or 2) | Core            | 20         | 10           |
| various                           | Specialised Translation 2 (Language 1 or 2) | Core            | 20         | 10           |
| various                           | One further 20-credit module                | Core/<br>Option | 20         | 10           |
| Award of Postgraduate Diploma     |   |                 |            |              |
| Module code                       | Module title                                | Status          | UK credits | ECTS credits |
| various                           | Specialised Translation 1 (Language 1)      | Core            | 20         | 10           |

|   |   |               |                   |                     |
|---|---|---------------|-------------------|---------------------|
| various                                       | Specialised Translation 2 (Language 1)  | Core          | 20                | 10                  |
| various                                       | Specialised Translation 1 (Language 2)  | Core          | 20                | 10                  |
| various                                       | Specialised Translation 2 (Language 2)  | Core          | 20                | 10                  |
| 7TRSL079WOR<br>7LANS008W                      | Translation as Cultural Practice<br>OR<br>International Organisations and Institutional Discourse | Option        | 20                | 10                  |
| 7TRSL078W                                     | Professional Development  | Core          | 20                | 10                  |
| <b>Award of MA</b>                            |   |               |                   |                     |
| <b>Module code</b>                            | <b>Module title</b>   | <b>Status</b> | <b>UK credits</b> | <b>ECTS credits</b> |
| <i>As for Postgraduate Diploma above PLUS</i> |   |               |                   |                     |
| 7TRSL018W                                     | MA Translation Project  | Core          | 60                | 30                  |
| <i>OR</i>                                     |   |               |                   |                     |
| 7HUMS001W                                     | MA Dissertation   | Core          | 60                | 30                  |

|   |   |                 |                   |                     |
|---|---|-----------------|-------------------|---------------------|
| <b>ENS/NNS 1-Language Pathway</b>             |   |                 |                   |                     |
| <b>Credit Level 7</b>                         |   |                 |                   |                     |
| <b>Award of Postgraduate Certificate</b>      |   |                 |                   |                     |
| <b>Module code</b>                            | <b>Module title</b>   | <b>Status</b>   | <b>UK credits</b> | <b>ECTS credits</b> |
| various                                       | Specialised Translation 1   | Core            | 20                | 10                  |
| various                                       | Specialised Translation 2   | Core            | 20                | 10                  |
| various                                       | One further 20-credit module  | Core/<br>Option | 20                | 10                  |
| <b>Award of Postgraduate Diploma</b>          |   |                 |                   |                     |
| <b>Module code</b>                            | <b>Module title</b>   | <b>Status</b>   | <b>UK credits</b> | <b>ECTS credits</b> |
| various                                       | Specialised Translation 1   | Core            | 20                | 10                  |
| various                                       | Specialised Translation 2   | Core            | 20                | 10                  |
| 7TRSL076W                                     | Audiovisual and Computer-Assisted Translation   | Core            | 20                | 10                  |
| 7TRSL077W                                     | Quality Assurance and Project Management for Translators  | Core            | 20                | 10                  |
| 7TRSL079W<br>OR<br>7LANS008W                  | Translation as Cultural Practice<br>OR<br>International Organisations and Institutional Discourse | Option          | 20                | 10                  |
| 7TRSL078W                                     | Professional Development  | Core            | 20                | 10                  |
| <b>Award of MA</b>                            |   |                 |                   |                     |
| <b>Module code</b>                            | <b>Module title</b>   | <b>Status</b>   | <b>UK credits</b> | <b>ECTS credits</b> |
| <i>As for Postgraduate Diploma above PLUS</i> |   |                 |                   |                     |
| 7TRSL018W                                     | MA Translation Project  | Core            | 60                | 30                  |
| <i>OR</i>                                     |   |                 |                   |                     |
| 7HUMS001W                                     | MA Dissertation   | Core            | 60                | 30                  |

Please note: Not all option modules will necessarily be offered in any one year. In addition, timetabling and limited spaces may mean you cannot do your first choice of modules.

## Academic regulations

The current Handbook of Academic Regulations is available at [westminster.ac.uk/academic-regulations](http://westminster.ac.uk/academic-regulations). In some cases, course specific regulations may be applicable.

## How will you be supported in your studies?

## Course Management

The management structure supporting the course is as follows:

- **Professor Andrew Linn**, Head of College, holds overall responsibility for the course and for all other courses run by the College of Liberal Arts and Sciences.
- **Professor Alexandra Warwick**, Head of School, holds overall responsibility for all courses offered in the School of Humanities.
- **Alexa Alfer**, Course Leader for the MA in Specialised Translation, is responsible for the day-to-day running and overall management of the postgraduate language courses and development of the curriculum.

## Academic Support

Upon arrival, an induction programme will introduce you to the staff responsible for the course, the campus on which you will be studying, the Library and IT facilities, additional support available and to your Campus Registry. You will be provided with the Course Handbook, which provides detailed information about the course. Each course has a course leader or Director of Studies. All students enrolled on a full-time course and part time students registered for more than 60 credits a year have a personal tutor, who provides advice and guidance on academic matters. The University uses a Virtual Learning Environment called Blackboard where students access their course materials, and can communicate and collaborate with staff and other students. Further information on Blackboard can be found at [westminster.ac.uk/blackboard](http://westminster.ac.uk/blackboard).

## Learning Support

The Academic Learning Development Centre supports students in developing the skills required for higher education. As well as online resources in Blackboard, students have the opportunity to attend Study Skills workshops and one to one appointments. Further information on the Academic Learning Development Centre can be found at [westminster.ac.uk/academic-learning-development](http://westminster.ac.uk/academic-learning-development).

Learning support includes four libraries, each holding a collection of resources related to the subjects taught at that site. Students<sup>1</sup> can search the entire library collection online through the Library Search service to find and reserve printed books, and access electronic resources (databases, e-journals, e-books). Students can choose to study in the libraries, which have areas for silent and group study, desktop computers, laptops for loan, photocopying and printing services. They can also choose from several computer rooms at each campus where desktop computers are available with the general and specialist software that supports the courses taught at their College. Students can also securely connect their own laptops and mobile devices to the University wireless network.

## Support Services

The University of Westminster Student and Academic Services department provide advice and guidance on accommodation, financial and legal matters, personal counselling, health and disability issues, careers, specialist advice for international students and the chaplaincy providing multi-faith guidance. Further information on the advice available to students can be found at [westminster.ac.uk/student-advice](http://westminster.ac.uk/student-advice). The University of Westminster Students' Union also provides a range of facilities to support students during their time at the University. Further information on UWSU can be found at [westminster.ac.uk/students-union](http://westminster.ac.uk/students-union).

## How do we ensure the quality of our courses and continuous improvement?

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<sup>1</sup> Students enrolled at Collaborative partners may have differing access due to licence agreements.

The course was initially approved by a University Validation Panel in 1992 and revalidated in 2016. The panel included internal peers from the University, academic(s) from another university and a representative from industry. This helps to ensure the comparability of the course to those offered in other universities and the relevance to employers.

The course is also monitored each year by the College to ensure it is running effectively and that issues which might affect the student experience have been appropriately addressed. Staff will consider evidence about the course, including evidence of student achievement, reports from external examiners in order to evaluate the effectiveness of the course.

A Course revalidation takes place periodically to ensure that the curriculum is up-to-date and that the skills gained on the course continue to be relevant to employers. Students meet with Revalidation panels to provide feedback on their experiences. Student feedback from previous years is also part of the evidence used to assess how the course has been running.

### **How do we act on student feedback?**

Student feedback is important to the University and student views are taken seriously. Student feedback is gathered in a variety of ways.

- Through student engagement activities at Course/Module level, students have the opportunity to express their voice in the running of their course. Course representatives are elected to expressly represent the views of their peers. The University and the Students' Union work together to provide a full induction to the role of the course representatives.
- There are also School Representatives appointed jointly by the University and the Students' Union who meet with senior School staff to discuss wider issues affecting student experience across the School. Student representatives are also represented on key College and University committees.
- All students are invited to complete a questionnaire before the end of each module. The feedback from this will inform the module leader on the effectiveness of the module and highlight areas that could be enhanced.
- The University also has an annual Postgraduate Taught Experience Survey or PTES which helps us compare how we are doing with other institutions, to make changes that will improve what we do in future and to keep doing the things that you value.

**Please note:** This programme specification provides a concise summary of the main features of the course and the learning outcomes that a student might reasonably be expected to achieve and demonstrate if s/he takes full advantage of the learning opportunities that are provided. This specification should be read in conjunction with the Course Handbook provided to students and Module Handbooks, which provide more detailed information on the specific learning outcomes, content, teaching, learning and assessment methods for each module.

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