PROGRAMME SPECIFICATION

Course record information

Name and level of final award:	MA Translation and Interpreting Postgraduate Diploma Translation and Interpreting Postgraduate Certificate Translation and Interpreting The MA in Translation and Interpreting is a Masters degree that is Bologna FQ-EHEA second cycle degree or diploma compatible.
Name and level of intermediate awards:	Postgraduate Diploma Translation and Interpreting Postgraduate Certificate Translation and Interpreting
Awarding body/institution:	University of Westminster
Teaching Institution:	University of Westminster
Status of awarding body/institution:	Recognised Body
Location of delivery:	University of Westminster, Regent Street
Language of delivery and assessment:	English
Mode, length of study and normal starting month:	Full-time or part-time (day)
[QAA subject benchmarking group(](s):	n/a
Professional statutory or regulatory body:	n/a
Date of course validation/review:	2004 and 2016
Date of programme specification approval:	July 2016
Valid for cohorts:	From 2016
Course Leader:	Alexa Alfer
Course URL: Westminster Course Code: JACS code: UKPASS code:	westminster.ac.uk/courses/postgraduate PMLAN04F (full-time) PMLAN04P (part-time) Q910 (Translation Studies) P035829

Admissions requirements

There are standard minimum [entry requirements](#) for all undergraduate courses. Students are advised to check the standard requirements for the most up-to-date information.

[westminster.ac.uk/courses/postgraduate/how-to-apply](#)

For most courses a decision will be made on the basis of your application form alone. However, for some courses the selection process may include an interview to demonstrate your strengths in addition to any formal entry requirements.

More information can be found here: [westminster.ac.uk/courses/postgraduate/how-to-apply](#)

Aims of the course

The MA in Translation and Interpreting combines professional and applied language skills for the purpose of advanced communication skills training, with the opportunity for students to pursue complementary option modules. 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 MA level, further aims are:

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

More specifically, the MA in Translation and Interpreting aims to:

- train language specialists to a professional level in translation skills;
- train language specialists to a junior professional level in public service and conference interpreting;
- familiarise students with up-to-date information and terminology in relation to the various specialised fields covered by the core and modules, both in the mother tongue and in the language of study;
- give insights at a practical level into the various aspects of a professional translation and interpreting career, and at an academic level into the processes and principles of translation and interpreting.

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.

Learning outcomes

Learning outcomes are statements on what successful students have achieved as the result of learning. These threshold statements of achievement broadly fall into the following four categories:

- The overall **knowledge and understanding** you will gain from your course (KU)
- The **professional and personal practice** competences you will acquire, i.e. the specific skills you will be expected to have gained on successful completion of the course (PPP)
- The **key transferable skills** that you will be expected to have gained on successful completion of the course (KTS)
- The **graduate attributes** you will acquire, i.e. the characteristics you will have developed during the duration of your course (GA)

Knowledge and understanding: On successful completion of the course you will

KU1:	have developed an advanced understanding of the principles, processes, and techniques of translation and conference as well as public service interpreting;
KU2:	have developed a thorough and critical understanding of the professional translation and interpreting environments;
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 and interpreting industries or the academy.

Professional and personal practice: Upon successful completion of the course, you will have acquired the following specific skills and will be able to

PPP1:	produce accurate and commercially viable translations of a specialised nature across a wide range of text types and subject areas;
PPP2:	perform competent conference and public service interpreting assignments in a professional context;
PPP3:	rationalise translation and interpreting processes and evaluate and justify translation/interpreting choices and strategies based on your knowledge and critical understanding of linguistic as well as translation and interpreting theory;

PPP4: perform translation tasks with the aid of a range of translation memory software applications;

PPP5: perform glossary building and terminology management tasks;

PPP6: facilitate multilingual and cross-cultural communication in a range of professional contexts;

PPP7: depending on Option modules chosen, critically evaluate, revise, and edit translations to a professional standard; manage large, multilingual translation projects; perform audiovisual translation task to a professional standard using appropriate specialist software applications; produce translations from an additional, newly acquired source language studied on the course; and/or apply analytical and practical multilingual and intercultural skills to international liaison scenarios;

PPP8: conduct independent research into new specialised subject areas for the purposes of translation, interpreting, and/or scholarly inquiry;

PPP9: perform a wide range of professional roles in the translation and interpreting industries or the academy based on the intellectual, linguistic, intercultural, and interpersonal competences acquired on the course.

Key transferable skills: The key transferable skills you will acquire on the MA in Translation and Interpreting are as follows:

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/interpreting 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.

How Learning Outcomes relate to modules

LEARNING OUTCOMES MAPPING	
KU1: have developed an advanced understanding of the principles, processes, and techniques of translation and conference as well as public service interpreting	All Translation modules,
	All Interpreting modules, *and specifically*
	Analysing Conference and Public Speeches
	Analysing Spoken and Written Discourse
	MA Translation Project / MA Interpreting Project / MA Thesis (Principles and Concepts of Translation and Interpreting component)

	Sociolinguistics
	Translating Cultures
KU2: have developed a thorough and critical understanding of the professional translation and interpreting environments	All Translation modules
	All Interpreting modules, *and specifically*
	Main Language Institutional Translation (Professional Development blended learning component)
	Analysing Conference and Public Speeches
	Audio visual Translation
	Computer-assisted Translation
	Editing: Principles and Practices
	International Liaison
	International Organisations and Institutional Discourse
	Project Management for Translators
KU3: have acquired professionally applicable skills such as analysis, synthesis, evaluation and application	All modules
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 and interpreting industries or the academy	All modules
PPP1: produce accurate and commercially viable translations of a specialised nature across a wide range of text types and subject areas	All Translation modules
	MA Translation Project
	audio visual Translation
	Computer-assisted Translation
	Editing: Principles and Practices
PPP2: perform competent conference and public service interpreting assignments in a professional context	All Interpreting modules
	MA Interpreting Project
	Analysing Conference and Public Speeches
	International Liaison
PPP3: rationalise translation and interpreting processes and evaluate and justify translation/interpreting choices and strategies based on your knowledge and critical understanding of linguistic and translation and Interpreting theory	All Translation modules
	All Interpreting modules
	MA Interpreting Project
	MA Translation Project
	MA Thesis
	Analysing Conference and Public Speeches
	Analysing Spoken and Written Discourse
	Editing: Principles and Practices
	Project Management for Translators
	Sociolinguistics
	Computer-assisted Translation

PPP4: perform translation tasks with the aid of a range of translation memory software applications	Main Language Institutional Translation (Professional Development blended learning component)
PPP5: perform glossary building and terminology management tasks	All Translation modules
	All Interpreting modules, *and specifically*
	Computer-assisted Translation
	Project Management for Translators
PPP6: facilitate multilingual and cross-cultural communication in a range of professional contexts	All modules, *and specifically*
	Analysing Conference and Public Speeches
	International Liaison
	Intercultural Communication
	International Organisations and Institutional Discourse
	Sociolinguistics
	Translating Cultures
PPP7: depending on Option modules chosen, critically evaluate, revise, and edit translations to a professional standard; manage large, multilingual translation projects; perform audio visual translation task to a professional standard using appropriate specialist software applications; produce translations from an additional, newly acquired source language studied on the course; and/or apply analytical and practical multilingual and intercultural skills to international liaison scenarios	Editing: Principles and Practices
	Project Management for Translators
	audio visual Translation
	Subsidiary Language
	International Liaison
PPP8: conduct independent research into new specialised subject areas for the purposes of translation, interpreting, and/or scholarly inquiry	All modules, *and specifically*
	MA Interpreting Project
	MA Translation Project
	MA Thesis
PPP9: perform a wide range of professional roles in the translation / interpreting industries or the academy based on the intellectual, linguistic, intercultural, and interpersonal competences acquired on the course	All modules
KTS1: multilingual oral and written communication skills and the ability to tailor your communication strategies to a variety of audiences	All modules, *and specifically*
	Analysing Conference and Public Speeches
	Intercultural Communication
	International Liaison
	International Organisations and Institutional Discourse
	Sociolinguistics

	Translating Cultures
KTS2: application of appropriate problem solving methods and strategies to a wide range of professional contexts	All modules
KTS3: critical analysis of your own work as well as that of others	All Translation modules
	All Interpreting modules, *and specifically*
	Analysing Conference and Public Speeches
	Editing: Principles and Practices
	MA Interpreting Project
	MA Translation Project
	MA Thesis
	Project Management for Translators
KTS4: the ability to work in a group of peers	All modules
KTS5: information management and data retrieval skills, including specialist ICT skills	All modules, *and specifically*
	Computer-assisted Translation
	Project Management for Translators
KTS6: time-management skills	All modules
KTS7: planning and managing large, self-directed research or translation projects	MA Interpreting Project
	MA Translation Project
	MA Thesis
	Project Management for Translators
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	All modules

Graduate Attributes

Graduates of the MA Translation and Interpreting will be able to demonstrate the following five attributes:

- Critical and creative thinker
- Literate and effective communicator
- Entrepreneurial
- Global in outlook and engaged in communities
- Social, ethically and environmentally aware

Graduate Attribute	**Evidenced in Course Learning Outcomes**

Critical and creative thinker	KU1, KU2, KU3, KU4, PPP1, PPP2, PPP3, PPP7, PPP8, PPP9, KTS2, KTS7
Literate and effective communicator	KU1, KU3, KU4, PPP1, PPP2, PPP3, PPP4, PPP7, PPP9, KTS1, KTS3, KTS4,
Entrepreneurial	KU2, KU4, PPP1, PPP2, PPP6, PPP7, PPP8, PPP9, KTS2, KTS5, KTS6, KTS7, KTS8
Global in outlook and engaged in communities	KU1, KU2, KU4, PPP1, PPP2, PPP6, PPP7, PPP8, PPP9, KTS1, KTS2, KTS4
Socially, ethically and environmentally aware	KU1, KU2, KU4, PPP1, PPP2, PPP6, PPP8, PPP9, KTS1, KTS2

Graduates from the MA in Translation and Interpreting will be equipped to secure employment in a range of fields, from traditional translation and interpreting work in commercial and organisational settings to a variety of roles in interlingual and intercultural communication as well as in specialised fields such as project management, international liaison and mediation, or transcreation. The course stresses professionalism, innovation and entrepreneurship.

The MA in Translation and Interpreting's focus on transferable skills is also a key part of preparing you for the world of work. By developing your skills in multilingual and intercultural communication, critical thinking, and self-management, you will be well placed to pursue a wide range of employment avenues or further study at doctoral level.

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

Learning, teaching and assessment methods

Learning: Learning will be class-based but will also include independent study and research.

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

Assessment: Assessment methods include submitted coursework in the form of translations, essays, reports and other task-based assignments as well as time-restricted open book tests/exams 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 in Translation and Interpreting may be achieved by following one of the following two pathways:

- English native speakers with one language at degree level will take the **ENS Pathway**;
- non-native speakers of English with one language at degree level will follow the **NNS Pathway**.

Credit Level 7				
Award of Postgraduate Certificate				
Module code	**Module title**	**Status**	**UK credits**	**ECTS credits**
	For NNS Pathway, EITHER:			
Various	Main Language Institutional Translation; PLUS	Core	20	10
Various	Second Language Institutional Translation; PLUS	Core	20	10
Various	Public Service Interpreting; OR	Core	20	10
Various	Conference Interpreting	Core	20	10
	OR:			
Various	Main Language Institutional Translation; OR	Core	20	10
Various	Second Language Institutional Translation; PLUS	Core	20	10
Various	Public Service Interpreting; PLUS	Core	20	10
Various	Conference Interpreting	Core	20	10
	For ENS Pathway, EITHER:			
Various	Main Language Institutional Translation; PLUS	Core	20	10
Various	Main Language Technical Translation; PLUS	Core	20	10
Various	Public Service Interpreting; OR	Core	20	10
Various	Conference Interpreting	Core	20	10
	OR:			
Various	Main Language Institutional Translation; OR	Core	20	10
Various	Main Language Technical Translation; PLUS	Core	20	10
Various	Public Service Interpreting; PLUS	Core	20	10
Various	Conference Interpreting	Core	20	10
Award of Postgraduate Diploma				
Module code	**Module title**	**Status**	**UK credits**	**ECTS credits**
	For NNS Pathway:			
Various	Main Language Institutional Translation	Core	20	10
Various	Second Language Institutional Translation	Core	20	10
Various	Public Service Interpreting	Core	20	10
Various	Conference Interpreting	Core	20	10
Various	Option Module	Option	20	10
Various	Option Module	Option	20	10
	For ENS Pathway:			
Various	Main Language Institutional Translation	Core	20	10
Various	Main Language Technical Translation	Core	20	10
Various	Public Service Interpreting	Core	20	10
Various	Conference Interpreting	Core	20	10
Various	Option Module	Option	20	10
Various	Option Module	Option	20	10
Award of MA				

Module code	Module title	Status	UK credits	ECTS credits
	As for Postgraduate Diploma above PLUS			
7TRSL018W	MA Translation Project	Core	60	30
	OR			
7INTR012W	MA Interpreting Project	Core	60	30
	OR			
7TRSL017W	MA Thesis	Core	60	30

Please note: Not all option modules will necessarily be offered in any one year.

Academic regulations

The current Handbook of Academic Regulations is available at westminster.ac.uk/academic-regulations

How will you be supported in your studies?

Course management: The management structure supporting the course is as follows:

- **Professor Andrew Linn**, Dean of Faculty, holds overall responsibility for the course and for all other courses run by the Faculty of Social Sciences and Humanities (SSH).
- **Dr Gerda Wielander**, Head of Department, holds overall responsibility for all courses offered in the Department of Modern Languages and Cultures (DMLC).
- **Alexa Alfer**, Course Leader for the MA in Translation and Interpreting, 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 Faculty Registry Office. 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

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.

Learning support includes four libraries, each holding a collection of resources related to the subjects taught at that site. Students[1] can search the entire library collection online through

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[1] Students enrolled at Collaborative partners may have differing access due to licence agreements.

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 Faculty. Students can also securely connect their own laptops and mobile devices to the University wireless network.

Support Services

The University of Westminster Student Affairs 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. The University of Westminster Students' Union also provides a range of facilities to support students during their time at the University.

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

The course was initially approved by a University Validation Panel in 2004. 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 Faculty 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 the outcomes from Course Committees, evidence of student progression and achievement and the reports from external examiners, to evaluate the effectiveness of the course. Each Faculty puts in to place an action plan. This may for example include making changes on the way the module is taught, assessed or even how the course is structured in order to improve the course, in such cases an approval process is in place.

A Course review 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 review panels to provide feedback on their experiences. Student feedback from previous years e.g. from Course Committees 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 Course Committees students have the opportunity to express their voice in the running of their course. Student representatives are elected to Committee to expressly represent the views of their peer. The University and the Students' Union work together to provide a full induction to the role of the student representatives.

- Each Faculty also has its own Faculty Student Forum with student representatives; this enables wider discussions across the Faculty. Student representatives are also represented on key Faculty 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.

For more information about this course, please contact the Course Leader, Alexa Alfer, RS 555, ext 69118, *A.Alfer01@westminster.ac.uk*, or visit the *MA Translation and Interpreting course page.*