

PROGRAMME SPECIFICATION

Course record information

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| Name and level of final award: | MA Specialised Translation Postgraduate Diploma Specialised Translation Postgraduate Certificate Specialised Translation |
| | The MA in Specialised Translation is a Masters degree that is Bologna FQ-EHEA second cycle degree or diploma compatible. |
| Name and level of intermediate awards: | Postgraduate Diploma Specialised Translation Postgraduate Certificate Specialised Translation |
| 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: | 1992 and 2016 |
| Date of programme specification approval: | July 2016 |
| Valid for cohorts: | From 2016 |
| Course Leader: | Alexa Alfer |
| Course URL: | westminster.ac.uk/courses/postgraduate |
| Westminster Course Code: | PMLAN06F (full-time) PMLAN06P (part-time) |
| JACS code: | Q910 (Translation Studies) |
| UKPASS code: | P004428 (FT) P004428 (PT) |

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 general aim of the MA in Specialised Translation is to offer advanced translator training within a broad-based educational and professional training programme. Students also have the opportunity to take related option modules depending on the areas in which they wish to specialise. 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 Thesis);
- to instil knowledge of appropriate research methods and how to apply them.

More specifically, the MA in 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.

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;
- 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.

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:** rationalise the translation process and evaluate and justify translation choices and strategies based on your knowledge and critical understanding of linguistic and translation theory;
- PPP3:** perform translation tasks with the aid of a range of translation memory software applications;
- PPP4:** perform glossary building and terminology management tasks;
- PPP5:** facilitate multilingual and cross-cultural communication in a range of professional contexts;
- PPP6:** 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; and/or produce translations from an additional, newly acquired source language studied on the course;
- PPP7:** conduct independent research into new specialised subject areas for the purposes of translation and/or scholarly inquiry;
- PPP8:** 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: The key transferable skills you will acquire on the MA in Specialised Translation 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 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 | All Translation modules, <i>and specifically</i> |
| | Analysing Spoken and Written Discourse |
| | MA Translation 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 environment | All Translation modules, <i>and specifically</i> |
| | Main Language Institutional Translation (Professional Development blended learning component) |
| | Audiovisual Translation |
| | Computer-assisted Translation |
| | Editing: Principles and Practices |
| | International Organisations and Institutional Discourse |
| | Project Management for Translators |

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| 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 industry 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 |
| | Audiovisual Translation |
| | Computer-assisted Translation |
| PPP2: rationalise the translation process and evaluate and justify translation choices and strategies based on your knowledge and critical understanding of linguistic and translation theory | Editing: Principles and Practices |
| | All Translation modules |
| | MA Translation Project |
| | MA Thesis |
| | Analysing Spoken and Written Discourse |
| PPP3: perform translation tasks with the aid of a range of translation memory software applications | Editing: Principles and Practices |
| | Project Management for Translators |
| PPP4: perform glossary building and terminology management tasks | Sociolinguistics |
| | Computer-assisted Translation |
| PPP5: facilitate multilingual and cross-cultural communication in a range of professional contexts | Main Language Institutional Translation (Professional Development blended learning component) |
| | All Translation modules, <i>and specifically</i> |
| | Computer-assisted Translation |
| | Project Management for Translators |
| PPP6: 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; and/or produce translations from an additional, newly acquired source language studied on the course | All modules, <i>and specifically</i> |
| | Intercultural Communication |
| | International Organisations and Institutional Discourse |
| | Sociolinguistics |
| PPP6: 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; and/or produce translations from an additional, newly acquired source language studied on the course | Translating Cultures |
| | Editing: Principles and Practices |
| | Project Management for Translators |
| | Audiovisual Translation |
| PPP6: 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; and/or produce translations from an additional, newly acquired source language studied on the course | Subsidiary Language |
| | |

| | |
|---|---|
| PPP7: conduct independent research into new specialised subject areas for the purposes of translation and/or scholarly inquiry | All modules, <i>and specifically</i> |
| | MA Translation Project |
| | MA Thesis |
| PPP8: 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 | All modules |
| KTS1: multilingual oral and written communication skills and the ability to tailor your communication strategies to a variety of audiences | All modules, <i>and specifically</i> |
| | Intercultural Communication |
| | 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, <i>and specifically</i> |
| | Editing: Principles and Practices |
| | MA Translation Project |
| | MA Thesis |
| 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, <i>and specifically</i> |
| | 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 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 Specialised Translation 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, PPP6, PPP7, PPP8, KTS2, KTS7 |
| Literate and effective communicator | KU1, KU3, KU4, PPP1, PPP2, PPP3, PPP6, PPP8, KTS1, KTS3, KTS4, |
| Entrepreneurial | KU2, KU4, PPP1, PPP3, PPP5, PPP6, PPP7, PPP8, KTS2, KTS5, KTS6, KTS7, KTS8 |
| Global in outlook and engaged in communities | KU1, KU2, KU4, PPP1, PPP5, PPP6, PPP7, PPP8, KTS1, KTS2, KTS4 |
| Socially, ethically and environmentally aware | KU1, KU2, KU4, PPP1, PPP5, PPP7, KTS1, KTS2 |

Graduates from the MA in Specialised Translation will be equipped to secure employment in a range of fields, from traditional translation 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, audio visual translation, or transcreation. The course stresses professionalism, innovation and entrepreneurship.

The MA in Specialised Translation'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 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.

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 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 Specialised Translation may be achieved by following one of the following three pathways:

- English native speakers with two foreign languages at degree level will take the **ENS 2-Language Pathway**;
- English native speakers with one foreign language at degree level will take the **ENS 1-Language Pathway**;
- non-native speakers of English studying translation into and out of their mother-tongue will follow the **NNS Pathway**.

| ENS 2-Language Pathway | | | | |
|--|---|---------------|-------------------|---------------------|
| Credit Level 7 | | | | |
| Award of Postgraduate Certificate | | | | |
| Module code | Module title | Status | UK credits | ECTS credits |
| various | Main Language (1) Institutional Translation <i>AND</i> | Core | 20 | 10 |
| various | Main Language (1) Technical Translation | Core | 20 | 10 |
| various | Option module | Option | 20 | 10 |
| <i>OR</i> | | | | |
| various | Main Language (2) Institutional Translation <i>AND</i> | Core | 20 | 10 |
| various | Main Language (2) Technical Translation | Core | 20 | 10 |
| various | Option module | Option | 20 | 10 |
| Award of Postgraduate Diploma | | | | |
| Module code | Module title | Status | UK credits | ECTS credits |
| various | Main Language (1) Institutional Translation | Core | 20 | 10 |
| various | Main Language (1) Technical Translation | Core | 20 | 10 |
| various | Main Language (2) Institutional Translation | Core | 20 | 10 |
| various | Main Language (2) Technical Translation | 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 |
| <i>OR</i> | | | | |
| 7TRSL017W | MA Thesis | Core | 60 | 30 |

| ENS 1-Language Pathway | | | | |
|---|---|---------------|-------------------|---------------------|
| Credit Level 7 | | | | |
| Award of Postgraduate Certificate | | | | |
| Module code | Module title | Status | UK credits | ECTS credits |
| various | Main Language Institutional Translation <i>AND</i> | Core | 20 | 10 |
| various | Main Language Technical Translation | Core | 20 | 10 |
| various | Option module | Option | 20 | 10 |
| Award of Postgraduate Diploma | | | | |
| Module code | Module title | Status | UK credits | ECTS credits |
| various | Main Language Institutional Translation | Core | 20 | 10 |
| various | Main Language Technical Translation | Core | 20 | 10 |
| 7TRSL006W | Editing: Principles and Practices | Core | 20 | 10 |
| 7TRSL002W | Computer-assisted Translation | 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 |
| <i>OR</i> | | | | |
| 7TRSL017W | MA Thesis | Core | 60 | 30 |

| NNS Pathway | | | | |
|--|--|---------------|-------------------|---------------------|
| Credit Level 7 | | | | |
| Award of Postgraduate Certificate | | | | |
| Module code | Module title | Status | UK credits | ECTS credits |
| various | Main Language Institutional Translation <i>AND</i> | Core | 20 | 10 |
| various | Main Language Technical Translation | Core | 20 | 10 |
| various | Option module | Option | 20 | 10 |
| <i>OR</i> | | | | |
| various | Second Language Institutional Translation <i>AND</i> | Core | 20 | 10 |

| various | Second Language Technical Translation | Core | 20 | 10 |
|--|---|---------------|-------------------|---------------------|
| various | Option module | Option | 20 | 10 |
| Award of Postgraduate Diploma | | | | |
| Module code | Module title | Status | UK credits | ECTS credits |
| various | Main Language Institutional Translation | Core | 20 | 10 |
| various | Main Language Technical Translation | Core | 20 | 10 |
| various | Second Language Institutional Translation | Core | 20 | 10 |
| various | Second Language Technical Translation | 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 |
| <i>As for Postgraduate Diploma above PLUS</i> | | | | |
| 7TRSL0 18W | MA Translation Project | Core | 60 | 30 |
| <i>OR</i> | | | | |
| 7TRSL0 17W | 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 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 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. Students¹ 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 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 1994. 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.

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

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 Specialised Translation course page](#)

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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