

Royal Holloway, University of London
Course specification for an undergraduate award
BA Translation Studies (French and German) (Qg10) and with a Year Abroad (Qg11)

Section 1 – Introduction to your course

This course specification is a formal document, which provides a summary of the main features of your course and the learning outcomes that you might reasonably be expected to achieve and demonstrate if you take full advantage of the learning opportunities that are provided. Further information is contained in the College prospectus, and in various handbooks, all of which you will be able to access online. Alternatively, further information on the College's academic regulations and policies can be found [here](#). Further information on the College's Admissions Policy can be found [here](#).

BA Translation Studies courses are delivered in three or four years. In the three-year course, years one, two and three each comprise one year of full-time study during each of which the student must follow modules to the value of 120 credits. In the four-year course, years one, two and four each comprise one year of full-time study during each of which the student must follow modules to the value of 120 credits. Year three consists of a Year Abroad spent in a country or countries speaking the language of the student's specialism. The Year Abroad (YA) contributes a further 60 credits to each student's total, half of which are based on a report written in the source language and the other half on an oral examination on the student's return to test linguistic skills and intercultural awareness. Both the three-year and the four-year courses provide structures in which students are able to gain ever-wider knowledge and understanding, and appropriate skills. The courses contain a combination of mandatory core modules to introduce students to the techniques and theories of translation and to enable them to achieve fluency in their chosen language. In years two, three (and four if applicable) students may choose from a range of specialist options to develop their own interests. In the final year, all students are required to complete a translation project.

While Royal Holloway keeps all the information made available under review, courses and the availability of individual modules, especially optional modules are necessarily subject to change at any time, and you are therefore advised to seek confirmation of any factors which might affect your decision to follow a specific course. In turn, Royal Holloway will inform you as soon as is practicable of any significant changes which might affect your studies.

The following is a brief description for some of the most important terminology for understanding the content of this document:

Degree course – May also be referred to as 'degree programme' or simply 'programme', these terms refer to the qualification you will be awarded upon successful completion of your studies.

Module – May also be referred to as 'course', this refers to the individual units you will study each year to complete your degree course. Undergraduate degrees at Royal Holloway comprise a combination of modules in multiples of 15 credits to the value of 120 credits per year. On some degree courses a certain number of optional modules must be passed for a particular degree title.

Section 2 – Course details			
Date of specification update	July 2022	Location of study	Egham Campus
Course award and title	BA Translation Studies (French and German) and with a Year Abroad	Level of study	Undergraduate
Course code	3246, 3256	UCAS code	Q910, Q911
Year of entry	2023/24		
Awarding body	Royal Holloway, University of London		
Department or school	Department of Languages, Literatures and Cultures.	Other departments or schools involved in teaching the course	N/A
Mode(s) of attendance	Full-time	Duration of the course	Three or four years
Accrediting Professional, Statutory or Regulatory Body requirement(s)	N/A		
Link to Coursefinder for further information:	https://www.royalholloway.ac.uk/studying-here/	For queries on admissions:	https://royalholloway.ac.uk/applicationquery

Section 3 – Degree course structure					
3.1 Mandatory module information					
The following table summarises the mandatory modules which students must take in each year of study					
Year	Module code	Module title	Credits	FHEQ level	Module status (Mandatory Condonable MC or Mandatory Non-Condonable MNC)
All pathways					
1	ML1400	Introduction to Translation: Professional Skills	15	4	MC
1	FR1400	French Language: Culture and Translation	15	4	MC
1	GM1400	German Language: Culture and Translation	15	4	MC
2	ML2400	Questions of Translation and Transcultural Communication	15	5	MC
2	FR2410	Advanced French Translation: Skills and Practice	15	5	MC
2	GM2400	Advanced German Translation: Skills and Practice	15	5	MC
3*	ML2999	Year Abroad Placement: Intercultural Competency and Professional Skills	30	5	MC
3/ 4	ML3400	Advanced Translation: Professional Practice	30	6	MC
3/ 4	GM3009	German Language III	30	6	MNC
3/ 4	FR3009	Pratique du Français III	30	6	MNC
Post A-level					
1	FR1701	French Advanced Written I	15	4	MNC
1	FR1702	French Advanced Oral I	15	4	MC
1	GM1701	German Advanced Written I	15	4	MNC
1	GM1702	German Advanced Oral I	15	4	MC

2	FR2009	Pratique du Français II	30	5	MNC
2	GM2009	German Language II	30	5	MNC
Native speaker					
1	ML1000	Critical Analysis for Linguists	15	4	MNC

This table sets out the most important information for the mandatory modules on your degree course. These modules are central to achieving your learning outcomes, so they are compulsory, and all students on your degree course will be required to take them. You will be automatically registered for these modules each year. Mandatory modules fall into two categories: 'condonable' or 'non-condonable'.

In the case of mandatory 'non-condonable' (MNC) modules, you must pass the module before you can proceed to the next year of your course, or to successfully graduate with a particular degree title. In the case of mandatory 'condonable' (MC) modules, these must be taken but you can still progress or graduate even if you do not pass them. Please note that although Royal Holloway will keep changes to a minimum, changes to your degree course may be made where reasonable and necessary due to unexpected events. For example: where requirements of relevant Professional, Statutory or Regulatory Bodies have changed and course requirements must change accordingly, or where changes are deemed necessary on the basis of student feedback and/or the advice of external advisors, to enhance academic provision.

Modules marked with an asterisk apply only to students taking the Year Abroad.

3.2 Optional modules

In addition to mandatory modules, there will be a number of optional modules available during the course of your degree. Although Royal Holloway will keep changes to a minimum, new options may be offered or existing ones may be withdrawn. For example where reasonable and necessary due to unexpected events, where requirements of relevant Professional, Statutory or Regulatory Bodies (PSRBs) have changed and course requirements must change accordingly, or where changes are deemed necessary on the basis of student feedback and/or the advice of External Advisors, to enhance academic provision. There may be additional requirements around option selection; please contact the Department for further information.

Year one:

Students who are native speakers in one of the languages in which they wish to specialise take ML1000 (Critical Analysis for Linguists) and one module from the options available in their language. Students may take modules to the value of 15 credits as an elective which can be freely chosen from those offered by other departments in accordance with College Regulations.

Year two:

Students who are native speakers in one of the languages in which they wish to specialise should take two modules from the options available in their language. Students must also choose options equal to the value of 15 credits from a list of year two modules offered by the Department.

(Year 3 - Please see Section 4.)

Year four

Students must choose options equal to the value of 30 credits from a list of Year Four modules offered by the Department.

Section 4 - Progressing through each year of your degree course

For further information on the progression and award requirements for your degree, please refer to Royal Holloway's [Academic Regulations](#).

Progression throughout the year/s is monitored through performance in summative or formative coursework assignments. Please note that if you hold a Student Visa and you choose to leave (or are required to leave because of non-progression) or complete early (before the course end date stated on your CAS), then this will be reported to UKVI.

All first year students on single, joint or combined honours courses offered all or in part by the School of Humanities, School of Performing and Digital Arts, or department of Politics, International Relations and Philosophy are required to pass a Moodle-based writing skills quiz in order to progress into the second year of study. The pass mark for the test is 60%. Certificates of Distinction are awarded to students who achieve at least 80% in the quiz. Students may attempt the quiz as often as they wish with no penalties or capping. Students who meet the requirements for progression as stipulated in the [College's Undergraduate Regulations](#) (Section: Conditions for progression to the next stage) but fail to pass the Moodle-based quiz will not be permitted to progress into their second year of academic study at the College.

Year 3 (Year Abroad)

If you are taking a single language, in addition to ML2999, you must take the following **mandatory** module in your chosen language:

FR2501 Oral Examination in French (30 credits)
GM2501 Oral Examination in German (30 credits)
SN2501 Oral Examination in Spanish (30 credits)
IT2501 Oral Examination in Italian (30 credits)

If you are taking two or more languages you should split the year between countries speaking two different languages. In addition to ML2999 must take the following mandatory modules in each of their chosen languages:

FR2502 Oral examination in French (15 credits)
GM2502 Oral examination in German (15 credits)
SN2502 Oral examination in Spanish (15 credits)
IT2502 Oral examination in Italian (15 credits)

Students must pass the year 2 mandatory language module(s) to progress into the Year Abroad. In order to qualify for an award in the field of study, the final-year language module (FR3009/GM3009/SN3001/IT3009) must be passed in the final year of study. Students who pass the final-year language module will have this language included in brackets in the degree title: e.g. BA Modern Languages (French) and History. Students who do not pass the mandatory language modules(s) in their final year will be awarded a degree in Modern Languages without references to language(s) in brackets.

It is a College requirement that students **complete** their YA in order to be able to progress into the final year. Following agreed university modules to their conclusion, including the sitting of examinations, carrying out agreed work placements and completing YA reports (where appropriate) constitute the completion of the YA.

PLEASE NOTE that students who **fail to complete** their YA as defined above will **NOT** normally be permitted to progress into the final year of their studies.

Section 5 – Educational aims of the course

The aims of this course are:

- To develop an appreciation of the techniques and terminology of translation and the ability to apply these in the translation of a range of source-text types into English.
- To develop an understanding of the role and function of the professional translator and the nature of work in a professional translating context
- To develop an understanding of key terms and debates in theories of communication and translation and the ability to apply these to a range of texts and cultural products.
- To develop advanced skills in understanding, speaking and writing authentically in at least one of the modern languages offered by the Department.
- To provide a learning environment in which students from all backgrounds will be able to develop intellectually.
- To provide experience and opportunity for developing a range of transferable skills.
- To introduce all students to the methods of independent research, both in a general sense and in relation to those approaches specific to research in modern languages, literatures and cultures.
- To broaden and deepen students' knowledge and understanding of key aspects of the societies and cultures of their chosen language(s).
- To encourage students to take responsibility for their own study through negotiating subject areas of specialism with each other in seminars, through the informed choice of options and an extended piece of writing in the final year.
- To encourage students to think proactively about their future career development through exposure to the experience of professional translation via experiences such as seminar and take-home activities, micro-placements and work shadowing.

Section 6 - Course learning outcomes

In general terms, the courses provide opportunities for students to develop and demonstrate the following learning outcomes. (Categories – Knowledge and understanding (K), Skills and other attributes (S), and Transferable skills (*))

<ol style="list-style-type: none"> 1. the techniques and terminology of translation; (K) 2. the role and function of the professional translator, the nature of work in a professional translating context and how to find paid or unpaid employment as a translator; (K) 3. the phonetics, grammar, structure and vocabulary of the principal varieties of their chosen language(s); (K) 4. the similarities and differences between their chosen language(s) and English; (K) 5. the culture of the country or countries speaking their chosen language(s); (K) 6. the resources and techniques available to students and researchers in the field of Translation Studies and in wider applications; (K) 7. the critical discourse which surrounds all of these, and the resources available in these fields; (K) 8. critical skills in close reading, the analysis and critical interpretation of text and data; (S) 9. fluency in their chosen language(s); (S) 10. sensitivity and responsiveness to language and form and an understanding of generic conventions; (S) 11. the ability to conduct research independently using traditional and electronic resources, and develop habits of reflection on study, reading, learning and research; (S) * 12. command of a wider vocabulary and appropriate critical and theoretical terminology; (S) 13. planning and execution of essays and project-work, bibliographical skills, developing a reasoned argument; (S) * 	<ol style="list-style-type: none"> 14. advanced written and oral communication skills, including the ability to present logical and coherent written and oral arguments of varying lengths; (S) * 15. the ability to organise and interpret complex information in a structured and systematic way, and to comprehend and develop sophisticated concepts; (S) * 16. the capacity for independent thought and judgement, along with skills in critical reasoning; (S) * 17. information technology skills (including word processing, email, WWW, information handling and retrieval), and the ability to engage with the textual use of new media, video, TV, DVD and electronic; (S) * 18. interpersonal skills, involving recognising and respecting the viewpoints of others; (S) * 19. time management and organisational skills including working to deadlines, prioritising tasks, organising work-time; (S) * 20. the ability to think reflectively about their own translations and critically compare them with other published and unpublished translation work; (S) 21. the ability to proactively plan their future career development and gain experience of a range of professional translation situations; (S) 22. in addition, this course fosters the development of a range of personal attributes that are important in the world of work, and that strengthen the graduates' abilities to engage in lifelong learning and contribute to the wider community. These include personal motivation; the ability to work autonomously and with others; self-awareness and self-management; empathy and insight; intellectual integrity; awareness of responsibility as a local, national and international citizen; interest in lifelong learning; flexibility and adaptability; creativity. (S)
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Section 7 - Teaching, learning and assessment

Teaching and learning is mostly by means of lectures, seminars, workshops, language classes, tutorials, oral presentations and guided independent study. Assessment of knowledge and understanding is typically by formal examinations, coursework, examined essays, translation and language exercises, oral presentations and the translation project. Full details of the assessments for individual modules can be obtained from the Department.

Contact hours come in various forms and may take the form of time spent with a member of staff in a lecture or seminar with other students. Contact hours may also be laboratory or, studio-based sessions, project supervision with a member of staff, or discussion through a virtual learning environment (VLE). These contact hours may be with a lecturer or teaching assistant, but they may also be with a technician, or specialist support staff.

The way in which each module on your degree course is assessed will also vary, however, the assessments listed above are all 'summative', which means you will receive a mark for it which will count towards your overall mark for the module, and potentially your degree classification, depending on your year of study. On successful completion of the module you will gain the credits listed. 'Coursework' might typically include a written assignment, like an essay. Coursework might also include a report, dissertation or portfolio. 'Practical assessments' might include an oral assessment or presentation, or a demonstration of practical skills required for the particular module

More detailed information on modules, including teaching and learning methods, and methods of assessment, can be found via the online [Module Catalogue](#). The accuracy of the information contained in this document is reviewed regularly by the university, and may also be checked routinely by external agencies, such as the Quality Assurance Agency (QAA).

Section 8 – Additional costs

The fee for your year abroad will be 15% of the tuition fee for that academic year if you study at an International University (including Europe) as part of the [Study Abroad Scheme](#), or if you complete an international work-based placement.

The cost of your year abroad will vary by country. Typical living costs to consider will be accommodation, food and household items, entertainment, travel, books and bills (including your mobile phone). You'll also need to budget for travel to and from your country of study. Additional costs compared to studying in the UK will also depend on personal choices and it is important to research the cost of living before the year commences.

These estimated costs relate to studying this particular degree course at Royal Holloway. General costs such as accommodation, food, books and other learning materials and printing etc., have not been included, but further information is available on our website.

Section 9 – Indicators of quality and standards	
QAA Framework for Higher Education Qualifications (FHEQ) Level	4-6
Your course is designed in accordance with the FHEQ to ensure your qualification is awarded on the basis of nationally established standards of achievement, for both outcomes and attainment. The qualification descriptors within the FHEQ set out the generic outcomes and attributes expected for the award of individual qualifications. The qualification descriptors contained in the FHEQ exemplify the outcomes and attributes expected of learning that results in the award of higher education qualifications. These outcomes represent the integration of various learning experiences resulting from designated and coherent courses of study.	
QAA Subject benchmark statement(s)	http://www.qaa.ac.uk/quality-code/subject-benchmark-statements
Subject benchmark statements provide a means for the academic community to describe the nature and characteristics of courses in a specific subject or subject area. They also represent general expectations about standards for the award of qualifications at a given level in terms of the attributes and capabilities that those possessing qualifications should have demonstrated.	

Section 10– Intermediate exit awards (where available)		
You may be eligible for an intermediate exit award if you complete part of the course as detailed in this document. Any additional criteria (e.g. mandatory modules, credit requirements) for intermediate awards is outlined in the sections below.		
Award	Criteria	Awarding body
Diploma in Higher Education (DipHE)	Pass in 210 credits of which at least 90 must be at or above FHEQ Level 4 and at least 120 of which must be at or above FHEQ Level 5	Royal Holloway and Bedford New College
Certificate in Higher Education (CertHE)	Pass in 120 credits of which at least 90 must be at or above FHEQ Level 4	Royal Holloway and Bedford New College