UAC Code: 700590
Course Code: 1519
Course Title: Bachelor of Arts (Interpreting and Translation)

Head of Program:
Dr Raymond Chakhachiro
r.chakhachiro@uws.edu.au
Phone: 4736 0447

Academic Advising Sessions:
Attendance at the academic advising session is not mandatory, however is advised.

Bankstown Campus
Date: 20 July,
Time: 10:00am
Venue: BA-01.1.105 (LT01)
Please refer to the online map http://www.uws.edu.au/campuses_structure/cas/campuses

IMPORTANT – READ THIS BEFORE COMPLETING YOUR ENROLMENT

Welcome to the University of Western Sydney. This information sheet is meant to provide you with the information you need to enrol in your course. If you have any further questions, please make an appointment to see the relevant Course Advisor by email. Contact details can be found on page 2 of this document.

Enrolment Details:

Full time students are to enrol in the following units:

Spring 2009

100194 Introduction to Interpreting (1 hour lecture + 2 hour language specific tutorial)*
101450 Sociolinguistics
101453 Text and Discourse in English
And one of the following units in the LOTE sequence 303-308
101454 Intercultural Pragmatics
100066 Chinese 305: Chinese Cinema
100096 Japanese 306: Japanese for Business

Suggested enrolment for part time students:

Spring 2009

101453 Text and Discourse in English
And one of the following units in the LOTE sequence 303-308
101454 Intercultural Pragmatics
100066 Chinese 305: Chinese Cinema
100096 Japanese 306: Japanese for Business

* You must register for the relevant language tutorial on Platform Web. Please take notice of the notes attached to each tutorial.
Additional Information:

Note on the unit Accreditation Studies

The unit "Accreditation Studies" is the only one linked to the NAATI accreditation examination. This unit must be completed in your last semester before graduating. You will have to choose whether you want to sit for the Interpreting, Translation into English or Translation from English examinations. You can choose to sit for all three of them, two of them or only one. You will be advised by your tutor regarding which one you should sit for based on your performance during the semester. You will receive accreditation only in the discipline/s for which you passed the examination with a minimum 70% mark, as per NAATI guidelines. For more information on this subject, please contact the unit coordinator.

If you are unable to reach the level required to pass the unit Accreditation Studies you can transfer to the BA and complete one extra subject in place of this so as to graduate. Should you decide to transfer to this degree, it is important that you APPLY FOR A COURSE TRANSFER AND GAIN APPROVAL FROM THE PROGRAM HEAD BACHELOR OF ARTS – Dr David Walton. You can find the relevant forms at the Student Centre or on-line.

NAATI Accreditation

Students have to apply directly to NAATI for their relevant accreditation after graduation. The unit coordinator will provide you with the relevant form to fill out at the end of the course.

Staff

The courses are run by the School of Humanities and Languages in the College of Arts of the University of Western Sydney.

Dean of the College:  
Professor Wayne McKenna

Head of School of Humanities and Languages:  
Professor Nancy Wright

Head of Program:  
Dr Raymond Chakhachiro

Course Advisor:  
Dr Xiangdong Liu - 9772 6425 x.liu@uws.edu.au

Unit Coordinators Spring 2009:

100194 Introduction to Interpreting  
Dr Xiangdong Liu – x.liu@uws.edu.au

101450 Sociolinguistics  
To be advised (TBA)

101453 English Text and Discourse  
TBA

101454 Intercultural Pragmatics  
Dr Mustapha Taibi – m.taibi@uws.edu.au

100066 Chinese 305  
Dr Guo Wu – g.wu@uws.edu.au

100096 Japanese 306  
TBA

Who Do You See?

• **Your tutor or lecturer**: For anything to do with academic requirements of your units.
• **The Unit Coordinator**: For any administrative query to do with particular units, e.g., end of semester results, special consideration, appeals, etc.
• **The Course Advisor**: For anything to do with course progression, general enquiries, credit transfer for elective units.
• **The Practicum Coordinator**: For anything to do with Interpreting and Translation Practice including exemptions for prior experience.
• **The Student Centre**: For anything to do with enrolments, change of program, coordinated examinations, timetable, results, appeals, withdrawals.
• **Course Administration Staff in Courses Administration area in building 7:** for lodgement of forms requiring approval of academic staff.

• **The Head of Program:** For any complaints about tutors or any issues referred by the Course Advisor.

**Academic Credit**

Academic Credit **MAY** be granted after consultation with the **Course Advisor** on the basis of:

- previous study at an approved tertiary institution and if the subjects are deemed to be equivalent in content
- previous study at an Australian University or TAFE
- work related experience

**Application for Academic Credit**

- Obtain an **Application for Advance Standing** from the Student Centre
- Fill the form in and make an appointment **by email** to see the Course Advisor (Dr Xiangdong Liu) to discuss the application

**Extensions**

If you need an extension for an assignment, you will need to contact your lecturer or tutor before the due date. Extensions cannot be applied for on the date the assignment is due. Only serious cases will be considered. Medical certificates are required in cases of illness. If you fall sick on the date an assignment is due, you should post it to the school - attention your tutor/lecturer. If you fall sick on the date an oral presentation is due, you should ring the secretary who will contact the tutor.

**Examination Times**

Examination times are not negotiable. Exceptions can only be made under special circumstances, which include documented illness and misadventure. Work commitments will not be considered. You should not make any arrangements for travel until the final examinations have been scheduled.

**IMPORTANT NOTE:**

Please make sure that you activate your UWS student email account as information regarding University business will be sent to this address and not to private email accounts.