Welcome to the University of Western Sydney and the Interpreting and Translation Program. This information sheet is meant to provide you with information about your program of study for your first semester. If you have any further questions, please request an appointment with the relevant course advisor by emailing courseadvicehal@uws.edu.au

**Enrolment Details:**

Full time students are to enrol in the following units.

**Spring 2009**

- 100921 Interpreting and Translation Theory
- 100927 Interpreting and Translation Skills
- 100917 Specialised Translation (your relevant language)*

**Autumn 2010**

- 101482 Accreditation Studies
- 100192 Interpreting and Translation Professional Practicum
- 100924 Community Translation (your relevant language)*

**Additional Information:**

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

**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 receive accreditation only in the discipline/s for which you passed the examination with a **1 of 3**
minimum 70% mark, as per NAATI guidelines. For more information on this subject, please contact the Unit Coordinator.

**NAATI Accreditation**

**Students have to apply directly to NAATI for their relevant accreditation after graduation.**

**Note on the unit Interpreting & Translation Professional Practicum**

Although you will have to enrol in Interpreting and Translation Professional Practicum in session 2 of your study, you may do your practice during the inter semester break, in November to February. This unit requires you to go out into the workforce to observe interpreters and translators at work and do some work yourself. Check with the unit coordinator for approved work experience. The unit coordinator will convene a meeting with all those enrolled in the unit at the beginning of the semester. If you have practised as an interpreter and/or translator, you may be entitled to some credit.

**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 Advisors:**
- *On campus* – Dr Mustapha Taibi -97726629- m.taibi@uws.edu.au
- *Distance* –Dr Ignacio Garcia - i.garcia@uws.edu.au

**Unit Coordinators:**
- I&T Theory – Ms Margot Seligmann – m(seligm@uws.edu.au
- Legal Interpreting – Associate Professor Sandra Hale - s.hale@uws.edu.au
- I&T Skills – Associate Professor Paulin Djite - p.djite@uws.edu.au
- Community Translation – Dr Guo Wu g.wu@uws.edu.au
- Accreditation Studies – Ms Jeni Ryde j.ryde@uws.edu.au
- I & T Professional Practicum - Dr Ignacio Garcia - i.garcia@uws.edu.au
- Specialised Translation – Dr Guo Wu – g.wu@uws.edu.au
- Medical Interpreting – Dr Raymond Chakhachiro - r.chakhachiro@uws.edu.au
- Language & Linguistics Research Methods - To be advised
- Language & Linguistics Special Project – Dr Hiromi Muranaka - h.muranaka@uws.edu.au
- The Language of the Law – Associate Professor Sandra Hale – s.hale@uws.edu.au

**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.

**Advanced Standing**

Advanced standing **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 Advanced Standing**

- Obtain an **Application for Advanced Standing** from the Student Centre or from the UWS Website
- Fill the form in and make an appointment to see the Course Advisor (Dr Mustapha Taibi) to discuss the Application

**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.