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 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

Qualification for this award requires the successful completion of 40 credit points including the units listed in the recommended sequence below. This course can be completed in 1 semester full time or 2 semesters part time. **This course is not NAATI approved.**

**Enrolment Details:**

Full time students are to enrol in the following units.

**Spring 2009**

100921 Interpreting and Translation Theory
100927 Interpreting and Translation Skills

**And two electives from the following pool:**

100926 The Language of the Law
100922 Medical Interpreting (1 hour lecture + 3 hour language specific tutorial) *
100917 Specialised Translation *

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

Part time students are to enrol in the following units:

**Spring 2009**

100921 Interpreting and Translation Theory
Autumn 2010

Select two units from the following pool:
100924 Community Translation (your relevant language) *
100916 Legal Interpreting *
100919 Investigating Second Language Acquisition

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

Additional Information:

If you are unable to achieve the minimum mark of 70% in one of the three modes in the unit Accreditation Studies, you will be unable to graduate with either of the Graduate Diplomas or with the Master of Interpreting and Translation. You may transfer 40 credit points to the Graduate Certificate in Interpreting and Translation (Course Code 1602) and graduate with this award instead. In order to do this you must fill in a course transfer form available from the Student Centre. You may also transfer to the Master of Arts Translation and Interpreting Studies, obtain credit for four common units and do an extra four to complete the course. Please note that neither the Graduate Certificate nor this Masters course carry NAATI accreditation.

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.seligmann@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
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

Applications 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.