

## **MA PROGRAMME “TRANSLATION AND INTERPRETING”**

The MA programme “Translation and Interpreting” aims to prepare highly qualified specialists in the sphere of intercultural communication: translators and interpreters with two foreign languages, who can easily adapt to the requirements of the labour market. The students in the programme acquire knowledge in the area of translation studies, translation as an intercultural activity, terminology, contrastive analysis of texts and master practical skills for dealing with translation and translation-related problems. Successful graduates of the programme can do genre-specific translations and consecutive and simultaneous interpreting primarily from language B to language A, but are also trained in reverse translation and translation from language C to language A. The practical courses and self-study projects develop multicomponential translation competences across various text genres: scientific and technical texts, financial and commercial documents, legal, political and economic texts, with special emphasis on using and compiling terminological data banks in the truly computer-assisted environment of New Bulgarian University.

The state-of-the art infrastructure at NBU allows for the implementation of innovative methodologies, such as incorporating asynchronous ICT into courses, or blended learning, lecture recording technologies which encourage independent and informal learning paving the way to student autonomy and life-long learning.

The training in the programme is conducted within three regular semesters and a final semester for completing a research project thesis; students from disciplines other than philology are required to complete an additional preparatory semester in language studies. The practical experience and internships in translation agencies, business and media companies, municipal and state administration offices facilitate students' fast adjustment to market needs and enhance their social mobility and their life-long learning skills. The MA diploma in “Translation and Interpreting” is awarded after a successful defence of a thesis with a research and practical component.

The programme is of three semesters (15 weeks each) for students with a BA in philology followed by a semester of writing a diploma thesis, and an additional preparatory semester for students with a BA in non-philological areas. Students choose a minimum of 30 credits from courses in each of the first two semesters (equivalent to 20 ECTS) and 36 credits (24 ECTS) in the third semester. The defence of the MA thesis brings 15 credits (10 ECTS). The successful graduation of the programme requires a minimum of 111 credits (74 ECTS). Six courses (two in each semester) cater mainly for the development of theoretical and declarative knowledge: Translation Studies, Trends in Modern Bulgarian, Translation as a Profession, Contrastive

Linguistics, Cross-Cultural Pragmatics, Research Methods in Translation and Interpreting. Although the programme provides students with a strong theoretical foundation, it is predominantly practical in orientation, giving opportunities for students in the 2nd and 3rd semester to specialize in genrespecific translation and simultaneous and consecutive interpreting. The possible language combinations are between Bulgarian and one or two of the following languages: English, German, Spanish, French, Italian and Russian.

## **Module 1: Language and Translation**

### **Approaches to Translation Studies**

This course is an introduction to translation studies as an academic subject and research practice with the aim to develop students' understanding of theoretical perspectives and foster their ability to integrate theoretical knowledge into their future practices. It focuses on a critical approach to the key concepts and principles and how they relate to the profession of the translator and interpreter. Through reflection and critical evaluation of the current approaches in the field, students recognize the importance of research to the development of translation studies and develop a basis for their own area of interest as a preparation for their dissertation.

### **Genres in Translation**

The aim of this course is to sensitize students to the concept of genre as a social action and a speech event that has a communicative goal shared by the members of a particular discourse community. To achieve a felicitous translation oriented to the target audience an in-depth analysis of the source-text type is necessary. Students will be exposed to different genres, each exhibiting patterns of similarity in terms of structure, style, content and intended audience.

### **Cross-cultural pragmatics – compulsory choice**

The course focuses on issues such as cross-cultural and interlanguage pragmatics, intercultural transfer in translation, drawing on insights from sociolinguistics and discourse analysis. It offers a framework with which to effectively explore different cultural norms. The role of pragmatic competence for intercultural communication and the development of intercultural competence will be highlighted. Students will be presented with the principles of pragmatics at the intersection of cross-cultural and bi- and multi-lingual interaction and their impact on translation.

### **Corpus linguistics for translators – compulsory choice**

This course provides an overview of the theory and methodology of corpus linguistics and their relevance for translators. Students are introduced to publicly available corpora and various methods for data searching, pattern elicitation and text interpretation. Basic terms are introduced, such as word lists, concordance lines, collocation and colligation, etc. Electronic tools are introduced for exploring corpora and compiling own resources through sampling, pre-processing and annotation. Various projections of corpus research for translations are presented and different types of translation corpora are studied in detail.

### **Translation of culture-specific items – compulsory choice**

The course focuses on developing and expanding the student's competence to understand texts in languages A and B with regard to metaphor, syntactic or lexical ambiguity, and various types of cultural references. The aim is to highlight the importance of translation in the construction of national identity and the role of the translator as a cultural mediator. Students are sensitized to culture-specific discourse and are acquainted with possible strategies for transferring such items from one language to another.

### **Multilingual communication – compulsory choice**

The aim of the course is for students to become acquainted with aspects of multilingual communication and its impact on translation. Knowledge and skills in the domain of intercultural differences and similarities offers the possibility for anticipating possible problematic issues between source and target language and for looking for appropriate translation choices. The focus is on the intercultural translation transfer, and various aspects of intercultural and interlingual pragmatics.

### **Establishing lexical and grammatical patterns in corpora**

Students practice activities in working with corpora searching for grammatical and lexical collocations and the analytical extraction of patterns. Students learn methods for working with corpora, extract information, and analyse collocations with regard to their statistical significance, text characteristics, and genre specificity.

## **Module 2: Practical and Specialized Courses**

### **A. Translation Strand**

#### **Translation strategies**

The aim of the course is for students to adequately analyse and interpret different types of text and apply the appropriate techniques and strategies when producing a target text. Other skills to be developed and consolidated are finding and using the appropriate reference literature and formatting the translated texts for publication according to a set of conventions and standards.

#### **Scientific and Technical Translation**

The aim of this practical course is to further develop and build on the interpretative and practical skills and techniques in the translation of the specialized discourse of science and technology. The focus is on the specific features of different specialised scientific and technical genres, the approaches to translation, suitable terminology sources, and the critical approach to assessing translation choices.

#### **Translation of administrative and political texts**

The course focuses on the linguistic and extralinguistic aspects of various types of administrative and political texts, including differences in the genre and rhetorical conventions between source and target language, the ways to create complex hypotheses in interpreting the source text and the strategies and techniques in translating administrative and political texts as well as the criteria and justification of the choice. The methods of selection of additional information and references will also be discussed.

#### **Translation of digital media texts**

The course introduces the characteristics of texts written for the digital media in terms of media specifics, genre, language and typographic features. Resources are provided for transferring those specifics to another language, including methods of localization, mediation, adaptation, etc.

#### **Community Translation**

This course will provide a comprehensive overview of the under researched sub-field of translation - Community Translation in the current context of increased migration. The focus is on how to translate official and personal documents and manage quality at the same time when

translating for the specific context, characteristics and needs of minority language speakers. The special role of the translator will be highlighted as an agent providing empowerment to minority language speakers by translating texts authored by the public services. Awareness of ethical issues will also be raised and students will be prepared appropriately for community interpreting tasks.

### **Translation of Legal Texts**

The course provides students with the possibility to acquire and further expand their advanced skills and strategies for translation within different legal genres and to apply them in a professional capacity in a broad variety of contexts. The focus is on both genre-specific and culture-specific characteristics of legal rules. Students will be able to acquire different strategies of translating legal texts, familiarize themselves with the main features of legal texts, acquire the methodology to solve translation problems within the legal domain, be aware of differences in the legal systems of source and target languages.

### **Editing and revising**

The aim of the course is to further develop students' translation competence and biliteracy through honing practical skills for proofreading, editing and revising, preparing translation notes and working with MS Word tools. Students will benefit from hand-on experience translating and revising different text-types with a strong emphasis on understanding the linguistic and cultural conventions of the source and target texts. To this end, students will perform linguistic and terminological research and compile their own glossaries; they will learn how to reformulate the source text according to a translation brief and how to evaluate the quality of a translation self-evaluation included. They will also learn, through extensive practice, how to justify their own translation choices and to accept criticism from peers. By the end of the course, students will gain an understanding of the interpersonal dynamics in the relationship "translator – editor – client" and what is considered ethical and appropriate behavior in this professional context.

### **Commercial Translation**

This course aims to develop interpretative and practical skills in translating a wide range of specialized commercial texts in the broad areas of finance, business, economics, business advertising such as tax matters, sales, business correspondence, corporate structures, payment and shipping terms, marketing. It focusses on genre conventions of the specific text types, specialized terminology, style and register and the adequate translation strategies.

### **Translation of financial texts**

This course develops the student's knowledge of financial topics, exploring areas such as banking systems, financial reports and contracts, company documents. Translation practice is provided with the aim of acquiring the methods and strategies required to achieve a high professional level to complete translation tasks in the broad area of business and finance.

### **Audiovisual translation**

Students are introduced to the theoretical and practical aspects of audiovisual translation and the responsibility they may shoulder in relation to the dissemination of linguistic and cultural models. The focus is on different types of translation: subtitling, voice-over, dubbing, videogames. Students will also be introduced to working with dedicated software and provided with information regarding job prospects for audiovisual translators.

*Optional:*

**Translation of economic texts**

The purpose of this course is to enhance the translation competence of students for different text types and contexts from the domain of economics. It acquaints students with economic concepts and terms and their rendering in translation, calling for a critical approach in the analysis of text.

**Translation for Tourism**

The course aims to develop language and content-based skills, adequate for the specific communicative situation when translating texts in the area of tourism with different functions, such as advertising, information, instruction, regulation, etc. The activities consist of: analyzing texts, critical assessment and editing ready translation products, collecting and using various information sources, working with terminology, terminological banks and parallel texts, analysis of realia, translation and editing of texts.

**Medical Translation**

The aim of this course is for students to acquire the relevant competences to translate medical texts and be employed professionally in the specialised translation sphere. The course will focus on the specifics of medical translation based on a variety of medical and pharmaceutical texts, e.g. clinical trials, medical articles, medical reports, pharmaceutical reports, patient information leaflets, instructions for medicinal products, healthcare documents.

**Translation for EU institutions**

This course focuses on the translation of texts produced in the institutions of the EU. Being a *sui generis* entity, the EU entails multicultural and multilingual interaction unique and challenging in particular to text production and translation that engenders specific problems for translators. Students will be acquainted with the functioning and communication within EU institutions and provided with knowledge about the specific text types, terminology, lexis, and the adequate strategies for the translation of EU texts.

**Literary translation**

This course will present an overview of the main difficulties and solutions in the translation of literary works. The requirement is to produce a linguistically correct target text that conveys the context and style of the source text. Students will acquire skills in translating literary texts with the ability to apply their knowledge of stylistics and of translation theories in translating literary texts. A variety of text types will be discussed and analysed: fiction, poetry, creative nonfiction.

**Translation from language C**

The course provides practice in translating from language C by using strategies and models learned from language B, as well as practicing new skills and techniques based on the specifics of the language C.

**Internship I: Specialized Translation - compulsory**

This practical course consists of translation in real-life situations. Students work as interns at state, private or NGOs for at least a two-week period 100 h. They will produce translations, revisions/editing, glossaries and other tasks, connected to the translation processes.

**Specialized translation workshop**

In this independent study course students translate a 3000-word text and draft a first version. At a meeting, the content of the source text is discussed and students read or swap the translated texts, noting and commenting on the differences of each version. Students visit a translation bureau to consult professionals on the quality of their translation. Then students prepare a revised text which is handed in to the tutor, who reviews and returns them with comments. This course allows students to consider the translation difficulties and the possible solutions.

### **Collaborative translation project**

This independent self-study course aims to integrate academic and vocational training. It is designed to improve students' translation and translation-related skills through a series of real-life tasks with the aim of producing target texts of professional quality. Students work as a team adopting the appropriate roles of translators, proofreaders, editors and revisers in order to create and edit a client-ready translation. They engage actively first in selection of translation methods according to brief specifications; and then in revising individual translation tasks in the light of peer discussion and assessment while putting professional ethics into practice. By the end of the course, students will improve their time-management and interpersonal skills and will gain a better understanding of how the translation industry operates.

### **Simulated Translation Bureau**

This independent study course will provide students with the opportunity to simulate the work in a translation bureau. They will have to distribute the roles amongst themselves, working in groups: e.g. translator, reviewer, terminologist, project manager, proofreader. The aim is to manage a translation project from the professional translation aspect.

## ***B. Interpreting Strand***

### **Consecutive Interpreting I**

This course aims to develop proficiency in consecutive interpreting with notes into Language A, focussing on consecutive interpreting and sight translation skills, vocabulary research, intercultural issues, situational ethics, error analysis. The students develop skills in relation to interpreting techniques, interpret 3 minute-long texts, acquire different strategies for interpreting for negotiations and interviews. Students will be required to read the press and keep up with current events. They will also compile terminological banks on economic, political, financial terminology. The practical interpreting tasks involve activities that occur in real-life situations, which are filmed on video. After each activity an analysis is carried out on the work and the behaviour of the student with suggestions for improvement.

### **Consecutive Interpreting II**

This course aims to build up on the knowledge and skills acquired in the course *Consecutive Interpreting I*. It will include interpreting of longer stretches of discourse, discuss the specific requirements towards the interpreter, further interpretation techniques, international standards of interpreting.

### **Consecutive Interpreting III**

This course further develops and consolidates the skills acquired in *Consecutive Interpreting I and II*. The focus is both on interpreting from language B to A, as well as from language A to B. Authentic TV and radio recordings will also be used as practice materials. Students will develop their own content manuals to help them in the interpreting process: political guides for the main

countries. Instructions as to doing research in the field of consecutive interpreting will also be provided. At this stage the students will also start preparing a student conference to be completed in the course *Student conference*.

### **Simultaneous Interpreting I**

The course introduces students to practical skills necessary for simultaneous interpreting, such as dual tasking, condensation, anticipation, etc. The aim is to develop the necessary basic skills in simultaneous interpreting which will help them continue their training in that sphere and at the same time allow them to make their first steps in simultaneous interpreting. The focus is on practical tasks in simulated real-life situations. Classes are held in the purpose build auditorium for interpreting with booths. After each activity an analysis is carried out on the work and the behaviour of the student with suggestions for improvement.

### **Simultaneous Interpreting II**

This course is a continuation of *Simultaneous Interpreting I* and expands on the skills and knowledge acquired. Some of the topics covered are further developing appropriate conduct in the interpreting booth, how to prepare for a task, relations with organizers and colleagues, breathing exercises, practical grammatical problems in simultaneous interpreting.

### **Simultaneous Interpreting III**

An advanced level of simultaneous interpreting course, which consolidates and expands the knowledge and skills acquired in the first two parts of the course. Besides practical tasks, this module will include analysis of the structure and the activities of international organizations, e.g. UN, EU, NATO. Students will be provided with instructions for doing research in the field of simultaneous interpreting.

### **Court interpreting**

The focus of this course is on developing simultaneous and consecutive interpreting and sight translation skills in court proceedings, the knowledge of the required legal terminology and the appropriate strategies in different court settings. It also includes other activities and topics such as tape transcription, forensic translation, interpreters' ethics, duties and responsibilities, effective collaboration with participants in the legal process.

### **Medical Interpreting**

This course addresses communication between patient and medical practitioner and the strategies for effective communication. Topics to be covered are modes of interpretation (sight, consecutive, and simultaneous interpreting skills), roles of the interpreter in the healthcare setting (intercultural communicative challenges in the clinical and non-clinical healthcare sphere), medical terminology (developing a medical glossary), standards of practice and interpreter code of ethics.

### **Interpreting for Business and Diplomacy**

This course develops students' advanced interpreting skills with the aim to provide opportunities for a career into the professional world of business and diplomacy interpreting. In addition to simultaneous and consecutive interpreting training, the course expands students' knowledge in the spheres of economics, foreign policy and international law. The course includes a module with explicit guidance on business and diplomatic protocol and professional etiquette in cross-cultural communication.

### **Retour Interpreting**

This course aims to introduce students to practical skills necessary for bilateral simultaneous conference interpreting and to prepare them for topics commonly used in international conference settings.

### ***Optional:***

#### **Conference Interpreting for EU institutions**

This course focuses on interpreting within the context of EU institutions. Students will learn of the functioning and communication within the EU setting and acquire knowledge about the specific text types, terminology, lexis, and the adequate strategies for interpreting.

#### **Negotiation Interpreting**

This course focusses on interpreting during business meetings between two or several people, accompanying them during visits to factories, or meeting with clients, at business lunches. The topics covered in the course include preliminary negotiations, signing of documents, discussion of joint projects, etc.

#### **Community Interpreting**

This course offers an introduction to community interpreting where students will be exposed to contexts in which it occurs, namely, communities experiencing language barriers with public services, thus with an unequal relationship of power and knowledge. The role and responsibilities of the community interpreter will be shown to be very different from those of a commercial interpreter. Students will be interpreting in a number of different modes, such as consecutive, simultaneous, retour, whispered, sight translation.

#### **Interpreting from second foreign language**

The course provides practice in interpreting from language C by using strategies and models learned from language B, as well as practicing new skills and techniques based on the specifics of the language C.

#### **Subtitling and Audio Transcribing for the Deaf and Hard of Hearing**

The focus is on real-time subtitling and audio transcribing. Students become acquainted with the special needs of people with auditory impairments and learn techniques to make broadcast information accessible to the deaf and hard of hearing. Students will also be sensitized to the legal, economic and socio-cultural issues that affect individuals with disabilities and the best professional practices, which address the growing demand for qualified subtitlers in the media industry. Through a series of carefully selected and graded tasks and activities, students will acquire practical experience and marketable skills about the specific constraints and conventions of subtitling, about pre-recorded and live subtitling, audio transcription and audio description, the professional ethos and specific requirements for the subtitler for deaf and hard of hearing.

#### **Sign language Interpreting**

This course aims to introduce students to the theory and practice of sign language interpreting. Topics to be discussed are: identity and culture of deaf people, multilingualism, natural sign languages and specifics of social functioning. The development of the sign language profession is traced through the analysis of the problems of deaf people during the various historical periods in

order to bring out the new trends in the sign language interpreting practice. Different settings for interpretation – educational, social service, performing arts, medical settings, etc.; strategies and the organization of interpreting process are also analyzed practically through film analysis, observations and interactions with deaf signers.

### **Public Speaking and Rules of Conduct**

The course is geared toward developing basic speaking techniques for professional purposes. It will also provide an overview of the history of public speaking, as well as the main tenets of rhetoric. Students will develop an awareness of rules of conduct or expectations for what is considered appropriate in professional situations in terms of ethic norms and personal behavior as well as for potential need for adjustment owing to culture-specific differences.

### **Note-taking in Consecutive Interpreting**

This course is focused on memory exercises and note-taking in interpreting highlighting the principal cognitive skills that a successful interpreter must acquire, such as active listening, developing abstract thinking, association, activating passive memory, etc. Students are instructed how to take notes in consecutive or bilateral translation of up to one page, how to employ commonly used abbreviations and how to develop their own.

### **Interpreting Workshop**

This course offers the opportunity for students to engage in a two-hour consecutive workshop designed for business and diplomacy interpreting and a two-hour simultaneous workshop focused on community and legal interpreting. A variety of pre-workshop activities are envisaged so that the students can prepare for the workshops before the set dates.

### **Internship: Interpreting – compulsory**

This practical course consists of translation in real-life situations. Students work as interns at state, private or NGOs for at least a two-week period 100 h. They will perform different types of interpreting: consecutive, simultaneous, whispered and will be assessed by their employers.

### **Speech techniques for the interpreter**

The activities in this course are geared towards activities connected to speech techniques: formulate the requirements towards interpreters regarding speech techniques, to develop students' skills in enunciation, to develop concentration, memory, the rhythm and speed of speaking and the endurance in interpreting.

### **Student conference – compulsory**

The student conference is organized by the students in different languages where they practice consecutive, bilateral and simultaneous interpreting, as well as sight translation. For that purpose they choose the topic, distribute the roles of speakers and interpreters. In the process of preparing their presentations they visit an interpreting bureau to discuss problems and anticipated difficulties before holding the conference using professional interpreting booths.

## **Module 3: Technology for translators and interpreters**

### **Machine translation, pre- and post-editing - compulsory**

In this course the key theoretical principles of MT are introduced, followed by a comprehensive analysis of language and translation issues which are especially challenging for MT processing.

helps to raise the students' awareness, so that they can evaluate critically and objectively the potential as well as the limitations of this technology. Topics to be discussed are the advantages and the limitations of MT, the evaluation of MT quality, the time and effort required to introduce MT into translation workflows. The strategies for facilitating MT will be highlighted, namely pre-and post-editing, with different levels of intervention. What will also be considered in this respect are the post-editor profile, the type of translation, the intended readership of the text, among others. A comparison will be made between the process of MT and post-editing and the use of CAT tools.

### **IT for Interpreters**

The rise of technology within the language services industry marks a huge change in the industry. This course will look at the technologies that help interpreters work better, i.e. the Internet, remote interpreting, Web Real Time Communication (WebRTC), Computer-assisted interpreting (CAI) tools.

### **Computer-Assisted Translation**

The course provides a theoretical introduction to computer-assisted translation with presentation of the most widely used CAT tools both commercial and open. Special aspects discussed are different formats, management of translation memories and quality assurance of translated texts.

### **Terminological Data Banks for Translation**

The course presents existing terminological bases created to help translators, as well as the principles on which they have been based so that students develop the skills of using appropriately, what is available, as well as create and share their own data banks. It introduces general databanks, but also specific ones related to fields such as medicine, law, economics, etc.

### **Software and web localization**

This course provides an intensive practical introduction to translation as part of the localization process widely used in the field of product and services globalization and internationalization and the way these and related concepts affect the role of the translator within complex workflows.

### **Corpus-based machine translation**

This course focusses on activities of how to work with corpora when searching for grammatical and lexical patterns, as well as analytical extraction of patterns. Students will learn how to analyse collocations with regard to statistical significance, text characteristics, and genre specificity.

### **CAT tools workshop (SDL Trados Studio, SDL MultiTerm, Déjà vu) – compulsory**

The course provides consolidation of the knowledge and skills in the course Computer assisted translation and expands on the CAT tools suitable for the profession with special focus on SDL Trados Studio, SDL MultiTerm, Déjà vu.

### **Remote interpreting: cloud-based interpreting platforms**

This course is focused on strategies and methods appropriate for distant interpreting, using different cloud-based platforms.

### **Whispering interpreting, sight translation, dialogue interpreting**

This self-study course focusses on more specific interpreting situations, requiring whispering and dialogue interpreting, sight translation, relay interpreting. These modes of interpreting will be introduced and then practiced.

### **Live on-air interpreting**

Students will get the chance to experience live on-air interpreting in one of the TV studios on the university premises. Each student will be filmed and peer assessed.

### **Translation for International Organizations**

This independent study course builds on the course *Translation for EU institutions* but includes other international settings, such as international economic, political and juridical organizations. Students will work with genre and text types from within a wide range of international contexts.

### **EU Terminology Resources**

With the advent of technology in the field of translation and the massive scale of translation for the EU institutions, an extensive amount of aligned texts is now available. Some of them have been turned into Translation Memories, glossaries and other tools which help and assist the translator to keep up terminologies that have been accepted and reinforced. The course introduces the resources available to the general public via the website of DG Translation, such as IATE, EuroTermBank and others, with all the opportunities to follow the updates.

## **Module 4: Translation industry**

### **Business Aspects of Translation and Interpreting - compulsory**

This course will provide an overview of the work of different types of translators: in-house and freelance, and will also consider conference and other types of interpreting. Students will judge the value and price of their work, utilize resources. They will acquire industry-specific skills and knowledge that will provide opportunities for them to work confidently in the translation industry.

### **International Translation Project Management**

This course is focused on international translation project management as a neglected part of the complex process of translation. Students work in small groups and fulfill various roles in completing the project to ensure that every stage of a client's project is performed accurately, professionally and efficiently in conformity with the specifications of the particular project.

### **Translation Quality Assurance**

The course reviews critically the QA systems in a range of CAT-tools, such as Déjà vu, MemoQ and Trados, exploring procedures and resources. It proceeds with a discussion of the role of human agency in the processes of checking grammatical and lexical correctness, translation consistency, terminological accuracy and language-specific issues.

### **Professional ethics and team work**

By the end of this course, students will be able to understand the concept of ethics and its importance for translators and interpreters. They will have a general understanding of working as a professional interpreter or translator in Bulgaria and the EU. Students will know how to work in

a team and deal with disputes in the profession, and to tell the difference between an ethical translator or interpreter and an unethical one.

### **Translators and Translation Agencies**

For a translator, there is always the dilemma whether to work for a translation agency, as staff translators or interpreters, or as freelance translators or interpreters. This practical seminar discusses these options and their benefits and disadvantages, especially as regards pay and professional development. Students have the opportunity to visit a translation agency and also meet with freelance and staff translators and interpreters.

### **Setting up a translation company**

This independent study course focusses on the business aspects of setting up a translation company. Students will have to analyse the possibilities and make decisions regarding the business plan of the company, forming a legal entity, registering for taxes, opening a bank account, accounting, permits and licenses, insurance, name, web site, among others.

### **Translation and Quality Management Systems (ISO 9001)**

This course familiarizes students with some European quality management systems and more specifically the quality of translation services. Students will acquaint themselves with the quality management system and certification ISO 9001:2008, the requirements for providing translation services under EU standard EN 15038:2006, the criteria and methods for control, the necessary resources and information flow for the effective functioning of the processes.

## **Module 5: Research and Critical Skills**

### **Research Methods in Translation and Interpreting Studies**

The aim of the course is to provide knowledge of the quantitative and qualitative research methods that are most commonly applied in translation and interpreting studies. Library information skills are also highlighted. As are academic writing skills, citing and referencing. This knowledge will facilitate the writing of the dissertation proposal and for designing the dissertation research.

### **Defence of MA thesis proposal – compulsory**

Students report in front of the class and their supervisors on their MA thesis progress. The proposal should be 20 to 30 pages long and should clearly state the research idea, the aim for researching the topic, previous research and the place of the proposed research within it, the methodology, sources for data collection, expected results. Students who choose the more practical-oriented 4,000-word essay including 4,000-word essay including the analysis of a text with extracts translated will present the difficulties encountered and the strategies used for overcoming them.

### **Dissertation**

This course is dedicated to a choice of two activities: a research oriented one by writing a dissertation based on original, comprehensive research on a specific Translation or Interpreting Studies topic, coordinated in advance with the academic supervisor, or a more practical one - a translation project consisting of two parts equally weighed: translation of original (not previously translated) text – 10,000 words; 50% critical commentary on the translation with references – 10,000 words.

