



English-Arabic Specialized Translation Master's Program Student Handbook



لائحة
محتويات

2024/1446



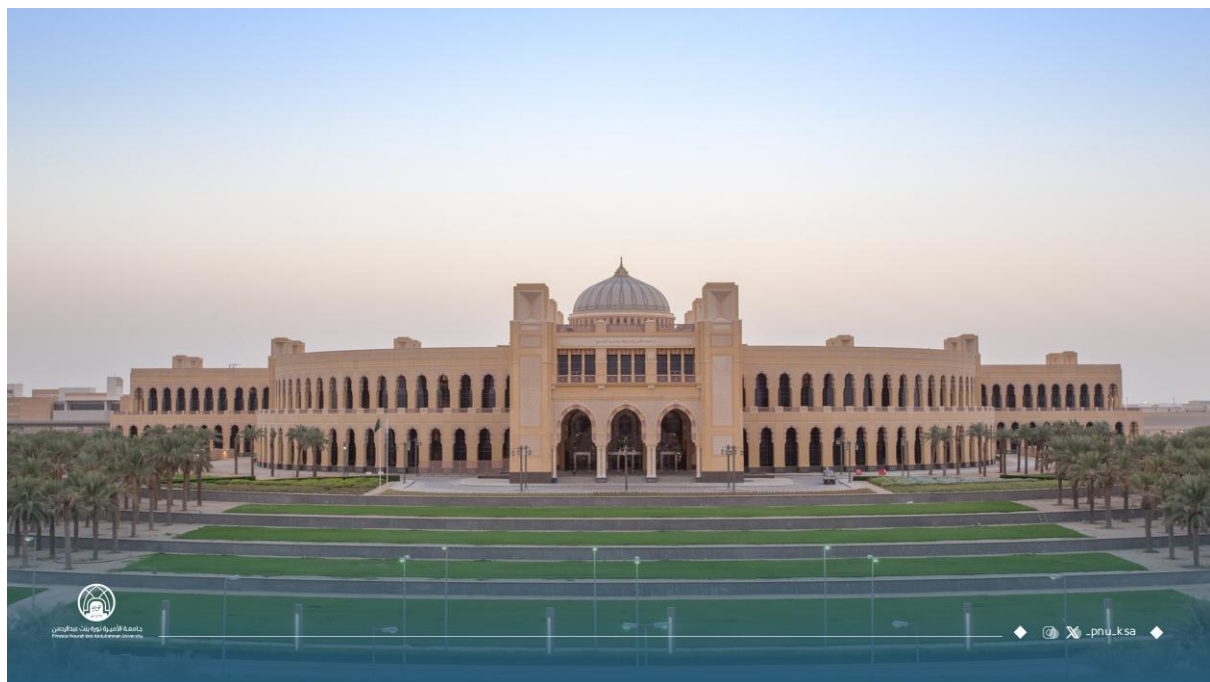
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This handbook includes all the information, policies, and procedures relevant to students, taken from different resources available to PNU students and compiled in one for your convenience. For more detailed information, you can always consult the original resources on the relevant websites. You are provided with links to these documents in this handbook under the relevant sections.

1. Introduction to PNU

The story of PNU began when the first College of Education for Women was established back in 1970 in Riyadh. Similar and affiliated colleges were established gradually in 72 Saudi cities over more than 30 years, with 6 colleges in Riyadh alone: College of Education (Arts Sections), College of Education (Science Sections), College of Teacher Education, College of Social Work, College of Home Economics, and College of Arts. In 2006, a royal decree was issued that established the first university for women in Riyadh, with the name of "Riyadh University for Women". The six existing colleges in the city were restructured and several new colleges were established, and the university began operating in 2007 with the appointment of Dr. Al Jawhara bint Fahad Al Saud as its first rector. On October 29, 2008, the Custodian of the Two Holy Mosques, King Abdullah bin Abdulaziz changed the university's name to Princess Nourah bint Abdulrahman University, in tribute to the late sister of the founder of the Kingdom of Saudi Arabia, King Abdul Aziz bin Abdul Rahman. Ever since then, PNU has made huge progress towards achieving its goals with an ambitious strategic plan.



1.1 PNU vision

Princess Nourah bint Abdulrahman University aspires to be a beacon of knowledge and values for women.

1.2 PNU mission

Princess Nourah bint Abdulrahman University is a comprehensive university for women, distinguished by its leadership in education and scientific research. It contributes to establishing a knowledge-based economy with societal and global partnerships.

1.3 Values

- Growth: continuous learning, innovation
- Awareness: belonging, sympathy
- Pioneering: initiation, excellence
- Agility: flexibility, responsiveness

1.4 Strategic orientations:

PNU strives to achieve its goals guided by the following strategic orientations:

- Competitive graduates
- Empowered women
- A healthy community
- Innovative technologies.

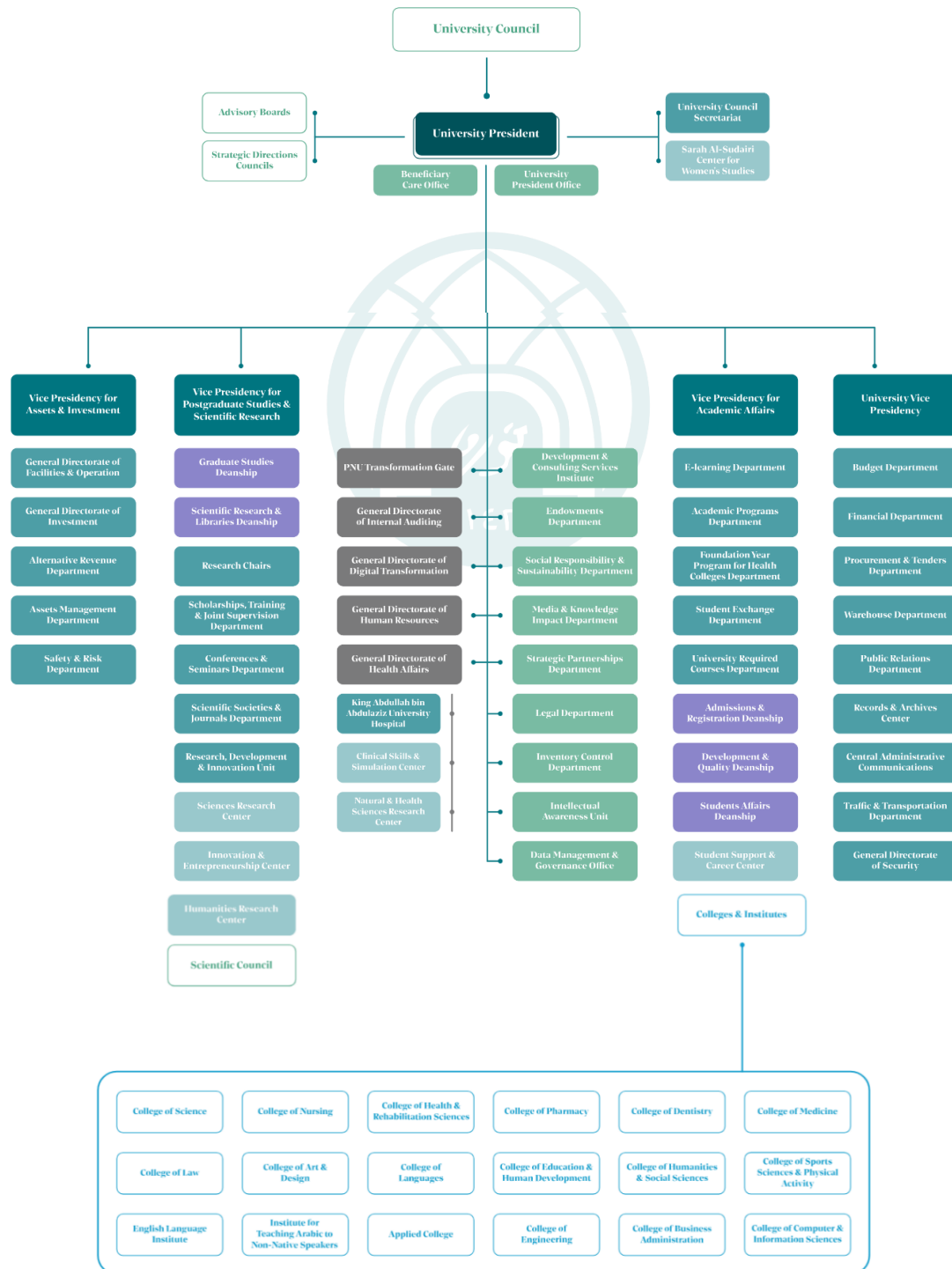
1.5 Strategic goals:

- Competitive graduates in national economy
- Leading, advanced and futuristic academic programs
- Pioneering women in national development process
- Research, innovation and entrepreneurship ecosystem
- Leading knowledge and social impact
- Institutional enablers supporting excellence, sustainability and financial stability
- A University life that supports health and well being

1.6 PNU ranking in international Ranking Systems:

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1.7 The organizational structure of PNU:



PNU website: <https://pnu.edu.sa/en/Pages/home.aspx>

2. College of languages

The college of Languages was established in 2007 and has developed over the years. Currently it has four academic departments: Department of Translation, Department of Applied Linguistics, Department of English Literature and Cultural Studies, and Department of Asian Languages.

2.1 Vision:

Excellence in the fields of foreign languages, linguistics, literature, and translation.

2.2 Mission:

To prepare academically and professionally well-qualified women, empower them with the necessary skills to compete in the job market, enhance academic research, innovation, entrepreneurship, and community service in the fields of linguistics, literature, and translation by offering high quality academic programs that meet the best national and international quality standards.

2.3 Values:

Integrity, excellence, confidence, professionalism, commitment, perfection, pioneering, identity.

2.4 Goals:

- Distinguished graduates
- Quality scholarly output
- Knowledge and cultural communication
- Sustainable resources

College website: <https://pnu.edu.sa/en/Faculties/LN/Pages/speech.aspx>

3. Department of Translation

The Translation Department is considered one of the leading departments not only at the College of Languages but also at Princess Nourah bint Abdulrahman University. It offers a comprehensive academic curriculum in translation that combines inclusiveness and depth of knowledge in all translation skills, aiming to enhance both the oral and written translation skills of students. This is achieved through a focus on current local and international issues, legal and economic matters, literature, and technical subjects. The faculty of the Translation Department endeavors to continuously develop its program to meet the needs of society, enhance students' academic skills, and provide practical experience in a professional environment. We are confident in our ability to provide an educational environment capable of preparing and equipping capable graduates to face the challenges in the professional field. The department offers five programs:

- Bachelor's Program in Translation (English Language),
- Bachelor's Program in Translation (French Language),

- Master's Program in Specialized Translation (from English into Arabic and vice versa),
- Master's Program in Specialized Translation (from French into Arabic and vice versa),
- Higher Diploma Program in Tourism (in the French Language).

Department website:

<https://pnu.edu.sa/en/Faculties/LN/Pages/Sections.aspx?SecCode=TRAN>

4. Master's Program in English-Arabic Specialized Translation

The program prepares world-class graduates academically and professionally in various specialized fields of translation between the Arabic and English languages by integrating high-quality education, advanced scientific research, and participation in social responsibility as well as excellence in leadership.

The overall goal of this program is to participate in building up the Saudi knowledge-based economy. The program's specific goals are to:

- 1) Equip the next generation of world-class female translators with the fundamental theoretical knowledge and practical skills necessary for high-quality specialized translation in the fields needed in the current job market,
- 2) Integrate sophisticated information management, corpora, online technology and computer-aided translation skills as part of the translation process,
- 3) Promote the role of critical analysis and reflection in conducting advanced research and developing a fuller understanding of specialized translation within diverse cultural and linguistic contexts, and
- 4) Combine professional behaviors and leadership skills with sensitive awareness and effective participation in social responsibility.

4.1 Admission criteria:

To apply for this program, applicants must:

- 1) Hold a university degree from a Saudi or non-Saudi MOE-recognized university in English, English and Translation, English and Literature, or Linguistics.
- 2) Achieve a minimum score of 6 in the IELTS Academic test or an equivalent English language test.
- 3) Provide the employer's approval of the study, if the applicant is employed.
- 4) Pass the personal interview.

4.2 Career opportunities:

Public sectors such as universities, hospitals, and schools.

Private sectors such as firms, private universities, hospitals, and schools.

Freelance translators, instructors, trainers in translation centers and institutes.

4.3 Studying in the program:

Taught over two years, the program provides a comprehensive theoretical base in translation by offering several core and elective courses that are vital in the field of specialization. The program also includes intensive translation and editing activities for different types of texts in fields related to the current Saudi labor market. The program also enables students to use modern technology translation tools and offers courses that aim at refining students' critical thinking and research skills.

4.4 Attendance and graduation requirements:

- 75% attendance is mandatory for each course.
- Student must follow sequence of pre-requisites for all courses.
- An accumulative GPA of no less than 4 is required for graduation.

4.5 Program learning outcomes:

Thesis track:

Knowledge and Understanding:	
K1	To thoroughly discuss translation theories, models and research methods.
K2	To elaborate on the linguistic and extra-linguistic issues of translation.
Skills:	
S1	To produce specialized translations that meet professional standards.
S2	To justify translation choices, highlighting decision-making processes
S3	To effectively utilize appropriate translation resources and advanced technological tools.
S4	To conduct high level translation-related research.
Values, Autonomy, and Responsibility:	
V1	To comply with professional standards and translation ethics.
V2	To collaborate with peers in work teams to complete tasks related to research and social responsibility.

Translation project track:

Knowledge and Understanding:	
K1	To thoroughly discuss translation theories, models and research methods.
K2	To elaborate on the linguistic and extra-linguistic issues of translation.
Skills:	
S1	To produce specialized translations that meet professional standards.
S2	To justify translation choices, highlighting decision-making processes
S3	To effectively utilize appropriate translation resources and advanced technological tools.
S4	To perform advanced translation editing tasks.
Values, Autonomy, and Responsibility:	
V1	To comply with professional standards and translation ethics.
V2	To collaborate with peers in work teams to complete tasks related to research and social responsibility.

4.6 Program graduate attributes

Program graduate attributes

Knowledge

Ability to express theoretical, professional, and research aspects in specialized translation

Analysis and creativity

Ability to produce creative translated/edited specialized texts, and write research based on rigorous analysis

Effective communication

Ability to produce translated/edited specialized text according to professional standards and work in teams with harmony.

Personal and skill development

Ability to adapt to changes in the field of specialized translation and to be continuously involved in research and life-long learning

Information competence

Ability to use the latest technology in the fields of language, specialized translation and research effectively

Community service

Contributing to community service with volunteer work in the domains of specialized translation

Values

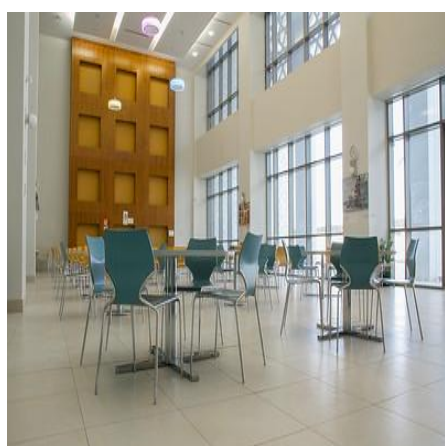
Ability to lead and influence, demonstrate pride in values and national identity, show respect to others, teamwork spirit, positivity, giving, and tolerance when undertaking specialized translation tasks

4.7 Curriculum Structure: Thesis Track

Program Structure	Required/ Elective	No. of courses	Credit Hours	Percentage
Course	Required	07	21	53.8%
	Elective	02	06	15.4%
Graduation Project (if any)	-	-	-	-
Thesis (if any)	Required	1	12	31.8%
Field Experience(if any)	-	-	-	-
Others (.....)	N/A	N/A	N/A	-
Total		10	39	100%

Translation Project Track

Program Structure	Required/ Elective	No. of courses	Credit Hours	Percentage
Course	Required	09	27	64.3%
	Elective	03	09	21.4%
Graduation Project (if any)	Required	01	03	7.4% %
Thesis (if any)	-	-	-	-
Field Experience (if any)	Required	01	03	7.4%
Total		14	42	100%





4.8 Program Courses:

Thesis track:

Level	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours	Type of requirements (Institution, College, or Program)
Level 1	TRAN 801	Translation Technology	Required	None	3 (2T+2P)	Program
	TRAN 811	Specialized translation	Required	None	3	Program
	TRAN 833	Translation Theories	Required	None	3	Program
	Elective	Elective course	Elective	None	3	Program
Total	12					
Level 2	TRAN 821	Research methods & seminar	Required	None	3	Program
	TRAN 812	Islamic Translation	Required	TRAN 811	3	Program
	TRAN 813	Translation in the fields of media	Required	TRAN 811	3	Program
	Elective	Elective course	Elective	None	3	Program
Total	12					
Level 3	TRAN 814	Translation in the field of economics	Required	TRAN 811	3	Program
	TRAN 823	MA Thesis	Required	All the courses of Level 1 & 2	3	Program
Total	6					
Level 4	TRAN 823	MA Thesis	Required	All the courses of Level 1 & 2	9	Program
Total	39					

List of elective courses:

Course Code	Course Title	Credit Hours
TRAN 832	Translation Pedagogy	3
TRAN 803	Translation Localization	3
LING 802	Lexicology	3
TRAN 831	Translating Cultures	3
LING 821	Corpus Linguistics	3
LING 822	Applications of Corpus Linguistics	3



Translation Project track:

Level	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours	Type of requirements (Institution, College, or Program)
Level 1	TRAN 801	Translation Technology	Required	None	3 (2T+2P)	Program
	TRAN 811	Specialized translation	Required	None	3	Program
	TRAN 833	Translation Theories	Required	None	3	Program
	Elective	Elective course	Elective	None	3	Program
Total	12					
Level 2	TRAN 821	Research methods & seminar	Required	None	3	Program
	TRAN 812	Islamic Translation	Required	TRAN 811	3	Program
	TRAN 813	Translation in the fields of media	Required	TRAN 811	3	Program
	Elective	Elective course	Elective	None	3	Program
Total	12					
Level 3	TRAN 814	Translation in the field of economics	Required	TRAN 811	3	Program
	TRAN 831	Translating Cultures	Required	None	3	Program
	TRAN 803	Translation localization	Required	TRAN 801	3	Program
	Elective	Elective course	Elective	None	3	Program
Total	6					
Level 4	TRAN 822	Graduation project	Required	All the courses of Level 1, 2 & 3	3	Program
	TRAN 841	Internship	Required	All the courses of Level 1, 2 & 3	3	Program
Total	42					

List of elective courses:

Course Code	Course Title	Credit Hours
TRAN 832	Translation Pedagogy	3
LING 802	Lexicology	3
LING 821	Corpus Linguistics	3
LING 822	Applications of Corpus Linguistics	3
LING 831	Computational Linguistics	3



4.9 Brief Course Descriptions:

Course Title:	Translation Technology			
Course Code:	TRAN 801			
Credit hours:	(3)			
Course type				
A.	<input type="checkbox"/> University	<input type="checkbox"/> College	<input checked="" type="checkbox"/> Department	<input type="checkbox"/> Track
B.	<input checked="" type="checkbox"/> Required		<input type="checkbox"/> Elective	
Level/year at which this course is offered:	(...1st Year/ Level 1)			
Course general Description:	<p>Translation as a profession has been affected by various factors throughout history. However, in the current age, modern technologies such as computer-aided translation (CAT) tools and Machine Translation (MT) have not only radically altered the role of the professional translator, but also the very concept of translation. Translation technologies are a necessary component of the translation process. In this course, students will be equipped with all the essential skills needed to master these technologies and succeed in the translation market. Within this framework, students will be taught how to use CAT tools and MT. Hence, this is one of the pioneering courses due to the special significance assigned to the role of modern technology in translation worldwide now. It tackles the characteristics of translation technology in regard to terminology, types, systems, etc. The indispensability of human translation to translation technology is dwelt upon pinpointing the nitty-gritty of this type of translation in terms of applicability to all, or certain types of texts only. Then the course discusses the problems and difficulties that might arise owing to the special, new, and complicated nature of the practice of translation technology, and the procedures employed to solve them conveniently, with a special view to accuracy, complication, and above all, applicability and with respect to the proper procedures and methods of translation. It also sheds light on the difference between the problems of translation technology and human/written translation issues. Practical examples are provided over all the stages of the course.</p>			

Course Title:	Specialized Translation			
Course Code:	Tran 811			
Credit hours:	(3)			
Course type				
A.	<input type="checkbox"/> University	<input type="checkbox"/> College	<input checked="" type="checkbox"/> Department	<input type="checkbox"/> Track
B.	<input checked="" type="checkbox"/> Required		<input type="checkbox"/> Elective	



Level/year at which this course is offered: (1)

Course general Description:

This is a practice-oriented course in specialized translation covering the following fields: (the medical field, the legal field, tourism, entertainment, heritage, and energy). Students will be trained intensively to practice a number of skills necessary for professional translators focusing on these specialized texts. The features of text types and common problems associated with them will be discussed and students will have hands-on experience analyzing and translating texts. They will be exposed to different kinds of translation problems and learn how to deal with them. They will also be encouraged to use a variety of translation resources such as general and specialized dictionaries and corpora.

Course Title: Islamic Translation

Course Code: TRAN 812

Credit hours: (3)

Course type

- A. ☐ University ☐ College ☒ Department ☐ Track
- B. ☒ Required ☐ Elective

Level/year at which this course is offered: (Year 1 / Level

Course general Description:

This course covers points like the importance of translating Islamic texts into English, especially for Non-Muslim readers, the difficulties of translating from Arabic into English in general, and Islamic texts in particular, the methods and procedures of translating Islamic texts, the characteristic features of religious language, types of Islamic texts (including the Holy Qur'an, the Prophet's Tradition, books of jurisprudence, reference books of Exegesis of the Holy Qur'an, and supplications/prayers, texts on Hajj and Umrah, texts on Da'wa), and so on. It is a translation practice from Arabic into English only. It is intended to train the students in translating various types of Islamic texts. Special attention is paid to the peculiarities of the Islamic register, concepts, and terminology. In short, the contents of this course include the problems of translating Islamic terms and their solutions, translatability of Islamic terms, different types of grammatical, lexical, pragmatic, and stylistic equivalence of Islamic texts, understandability of Islamic translation and terminology by readers, dictionaries and references of Islamic terms and procedures and strategies of translating Islamic terms and texts in general.



Course Title: Research Methods

Course Code: TRAN 821

Credit hours: 3

Course type

A. ☐ University ☐ College ☒ Department ☐ Track

B. ☒ Required ☐ Elective

Level/year at which this course is offered:

First Year / Level one

Course general Description:

The course introduces advanced research methodologies and offers in-depth skills needed to conduct academic research. Emphasis throughout the course is on linking theoretical and methodological understandings with practical experience of research design and implementation. To facilitate this, theoretical knowledge is organized around the operational steps that form the research process. This allows for the provision of a hands-on experience in conducting research, starting from identifying a problem area and formulating research questions, to critically reviewing related literature and describing research methodology, to collecting and analyzing data, to finally reporting on the research finding, both orally and in a written form. Special emphasis will be placed on the different types of research methodologies (qualitative, quantitative, and mixed methods), the different instruments employed in each type, as well as the layout standards in academic research.

Course Title: Translation Theories

Course Code: TRANS 833

Credit hours: (3)

Course type

A. ☐ University ☐ College ☒ Department ☐ Track

B. ☒ Required ☐ Elective

Level/year at which this course is offered: (Year 1 / Level 1)

Course general Description:

This course introduces the major theoretical paradigms and concepts in translation studies, covering the development of theorizing on translation from ancient times until the present day; from early ideas and principles put forward by Cicero (106–43 AC) and St Jerome (347–420 AC), to Dryden (1680) and Tytler (1790) to Schleiermacher (1813), to the theories of our modern time starting in the second half of 20th century with the linguistic-oriented theories, followed by later developments such as the

functionalist, cultural, sociological and technology-based approaches to translation. All these theories and approaches are presented in a critical and balanced survey, highlighting the basic concepts underlying each theory, the links between them and the influences of other disciplines on their development so as to help students get an overall understanding of the landscape of the field of translation studies.

Course Title: Translation in the Field of Economics

Course Code: TRAN 814

Credit hours: (03)

Course type

A. ☐ University ☐ College ☒ Department ☐ Track

B. ☒ Required ☐ Elective

Level/year at which this course is offered: (2nd Year / Level 3)

Course general Description:

The course is one of the pioneering courses for the special significance assigned to Economics and Business texts worldwide now. It tackles first the characteristics of Economics and Business authentic material, Economics terminology, and types of Economics texts which include finance, marketing, banking, management and politico-economics texts both in English and Arabic. The course then discusses the problems and difficulties of translating Economics discourse due to the special and significantly complicated nature of the Economics terms and the way they overlap with political, military, social and cultural terms, and how to deal with them with respect to the most appropriate procedures and methods of translation.

Course Title: Translation in the Fields of Media and Politics

Course Code: TRAN 813

1. Credit hours: (3)

2. Course type

A. ☐ University ☐ College ☒ Department ☐ Track

B. ☒ Required ☐ Elective

3. Level/year at which this course is offered: (.....)

4. Course general Description:

This practical course is based on translation practice in the written media field, especially newspapers and magazines. Political translation covers various sources including, written articles, reports, books, debates, and speeches. Four specific



domains are salient: 1) newspaper/magazine editorial and first page articles, 2) international politics, 3) financial and business news, and 4) sports. Translating the field of politics introduces students to the translation of books and reports, political documents, treatises, international charters, and political speeches and debates. The course is based on translating current (non-textbook) material like news and current affairs and up-to-date reports and debates. It includes a reading component and a summary translation component, as well as a final substantial (3000-4000 words) assignment.

Course Title: Translating Cultures

Course Code: TRAN 831

Credit hours: (3)

Course type

A. ☐ University ☐ College ☐ Department ☒ Track

B. ☒ Required ☐ Elective

Level/year at which this course is offered: (3)

Course general Description:

The course presents translation as intercultural communication, where meaning travels across linguistic and cultural boundaries. It focuses on cultural aspects that affect communication and have to be considered in the translation process. The concept of "culture" is introduced to students, emphasizing its role in framing how individuals perceive, categorize and construct reality, and how this perception can be communicated in translation. Realizing that cultures act as frames within which 'reality' is interpreted requires translators to have adequate knowledge of the cultural orientations of the languages involved in the translation task. The course introduces the strategies translators can use to deal with cultural differences that may create translation problems.



Course Title: Lexicography

Course Code: TRAN 802

Credit hours: 3

Course type

A. ☐ University ☐ College ☒ Department ☐ Track

B. ☐ Required ☒ Elective

Level/year at which this course is offered:

Second Year / Level Three

Course general Description:

The course explores the history and principles of lexicography. Students are introduced to the several types of lexemes and how to describe a word in terms of form, meaning, usage, time, origin (etymology). They will study the various kinds of lexicons and how they are compiled. They will make comparison between old and modern dictionaries focusing on the varied contextual information (definitions, examples, etc.) that can be beneficial in translation and the strategies for improvement. The course also intends to address the methods and techniques of building up data categories for monolingual and multilingual term banks. At the end of the course, they will be able to make a critical assessment of a selected dictionary.

Course Title: Corpus-based Translation Studies

Course Code: LING 821

Credit hours: (3)

Course type

A. ☐ University ☐ College ☒ Department ☐ Track

B. ☐ Required ☒ Elective

Level/year at which this course is offered: (...level 1/year 1.....)

Course general Description:

This course is a graduate-level corpus-based translation studies. It is designed to provide the space for students to understand and examine the notion of corpora through a range of theories and frameworks with special focus on translation studies. In this course, students will get a practical introduction to corpus linguistics, an extremely versatile methodology of language analysis using computers. This course addresses questions central to the understanding of corpus-based translation studies, such as, but not limited to: (1) What is a corpus?; (2) Why is Corpus Linguistics so important to us



as learners, researchers, teachers, and/or translators?; (3) What are the common types of corpora?; (4) What are the criteria that we have to consider while designing a corpus?; (5) What are the various applications of corpora in lexicography, language teaching, forensic linguistics, ideology and culture, and most importantly translation? The students will be introduced to a few topics demonstrating the use of corpora in areas as diverse as language teaching and learning, sociolinguistics, discourse analysis, and translation studies. As one of the foundations of the master's program, this course exposes students to empirically based research addressing the use of corpus methods in translation studies. In this course, particular attention is given to interactive class discussions, analysis, and critique of theory and evidence-based research on corpus linguistics. Also, it incorporates assignments that engage students in the learning process and enable them to connect theory with practice.

Course Title: Translation Pedagogy	
Course Code: TRAN 832	
Credit hours: (03)	
Course type	
A.	<input type="checkbox"/> University <input type="checkbox"/> College <input checked="" type="checkbox"/> Department <input type="checkbox"/> Track
B.	<input type="checkbox"/> Required <input checked="" type="checkbox"/> Elective
Level/year at which this course is offered: (1st Year/ Level 2)	
Course general Description:	
This course explores the methodologies and approaches for teaching translation, course/curriculum design and the different assessment methods. It aims to adapt and apply the current pedagogical trends in teaching translation.	

Course Title: Localization	
Course Code: TRAN 803	
Credit hours: (3)	
Course type	
A.	<input type="checkbox"/> University <input type="checkbox"/> College <input type="checkbox"/> Department <input checked="" type="checkbox"/> Track
B.	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Elective
3. Level/year at which this course is offered: (2 nd year/Level4)	
MA Program	
Course general Description:	



It is hoped there will be greater use of digital content in the parallel practical translation courses and thus students will be able to apply the skills they gain from this course to other subjects. In terms of teaching, it is hoped more online content will be developed and will be accessible to PNU students. In this regard, lecture capture software like Panopto will be used.

Course Title: Translation Project	
Course Code: TRAN 822	
Credit hours: (3)	
Course type	
A.	<input type="checkbox"/> University <input type="checkbox"/> College <input type="checkbox"/> Department <input checked="" type="checkbox"/> Track
B.	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Elective
Level/year at which this course is offered: (Level 4/ Year 2)	
Course general Description:	
This course rehearses and employs all previous knowledge and skills learnt in the program in actual involvement in translating and studying various translational topics ranging from translation and annotation of a sample of STs and/or TTs to translation audience design. The emphasis is on students' comprehension, implementation, and appreciation of translation, interpretation, and translation theory assessment. The final project must include two components: a translated sample and a study or critique of translation theory or practice.	

Course Title: MA THESIS	
Course Code: TRAN 823	
Credit hours: (12)	
Course type	
A.	<input type="checkbox"/> University <input type="checkbox"/> College <input type="checkbox"/> Department <input checked="" type="checkbox"/> Track
B.	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Elective
Level/year at which this course is offered: (2 nd year/levels 3 and 4)	
Course general Description:	
Students are required to submit a thesis at the end of their MA Program about translation. By the end of the first year, they start to reflect on topics of their interest in the field of translation, under the supervision of the members of the Program who guide and advise them in the process. Their choice of the thesis' topic considers several	



criteria such as (1) usefulness, (2) practicality, (3) relevance to academic purposes and (4) being up to date. The students' final selection is supported and guided by a special departmental committee whose members are essentially the students' advisers. The students are required to submit their thesis by the end of the final semester, with a possibility of three-month extension for justifiable reasons. The viva is conducted by two examiners, one external and another internal, in addition to the student's supervisor.

The course is intended to develop students' research abilities in the field of translation in theory and practice. They will also know a good deal about research requirements, preparation, and mechanisms of writing an MA thesis. The course will also extend their knowledge about the international research standards, and up-to-date and hot areas of research on translation these days. Indeed, writing an MA thesis will open the door for students to update their knowledge, experience, and practice of research on translation.

Course Title: Internship		
Course Code: TRAN 841		
Credit hours: (3)		
Level/year at which Field Experience is offered: (2nd Year / Level 4).		
Time allocated for Field Experience activities		
(15) Weeks	(75) Days	(150) Hours

5. Students' rights and responsibilities:

Being part of PNU's community, graduate students have the following rights and responsibilities.

5.1 Academic rights:

A student at PNU has the right to:

- 1) Be provided with a sustained environment conducive to high-quality learning that is consistent with the university's mission.
- 2) Have full, clear, and easy access to all PNU laws, policies, and regulations.
- 3) Be provided with the graduation requirements, course content, and all relevant information.
- 4) Have access to the study plan and schedules.
- 5) Be provided with a university ID card.
- 6) Withdraw from, drop, or defer a course or semester in accordance with the academic calendar issued by the Deanship of Graduate Studies.
- 7) Have classes and office hours conducted at their scheduled times. Any cancellation or rescheduling of lectures is only allowed under unavoidable circumstances and must be

communicated properly in advance. Additionally, students are entitled to substitute lectures if such changes occur, ensuring that the new times do not clash with their timetable.

- 8) Be informed of any decisions affecting her academic status, such as reprimands, warnings, or course denials, and to receive an explanation of the reasons for these decisions.
- 9) Be scheduled for only one exam per day.
- 10) Conduct academic discussions with her teachers and ask questions as appropriate in accordance with acceptable behavioral standards.
- 11) Receive an objective evaluation of her academic progress and achievements. Exam questions should align with the course content, assignments should be linked to the learning outcomes, and grades should be assigned proportionately to both questions and assignments, ensuring a fair and appropriate assessment process.
- 12) Receive constructive feedback on her assignments and exams to help her learn and improve.
- 13) View all her coursework and final exam grades and results, and she is entitled to request a re-evaluation of her final exam paper.
- 14) Receive her graduation certificate upon meeting the graduation requirements, in accordance with PNU policies and procedures, and the times scheduled by the Deanship of Admission and Registration.
- 15) Be granted co-authorship on publications involving significant contributions of ideas or research work from the student.

5.2 Non-academic rights:

A student at PNU has the right to

- 1) Be treated with dignity and respect, and not to be threatened or subjected to any form of abuse.
- 2) Join student clubs and benefit from their activities and programs.
- 3) Be a member of Student Advisory Councils in accordance with applicable regulations.
- 4) Become affiliated with PNU's registered academic societies.
- 5) Have access to all PNU services, activities, and facilities in accordance with applicable regulations and policies.
- 6) Initiate grievances and complaints in accordance with relevant regulations and cannot be subjected to any penalties before being heard, unless she misses investigation sessions without acceptable reasons, and in accordance with applicable regulations.
- 7) Have her records and personal information maintained confidentially and handled with integrity.
- 8) Have access to appropriate relevant services, if she is a special needs student.

5.3 Academic responsibilities:

The student is responsible for and obligated to:

- 1) Assume responsibility for her education, attend all classes, respect academic deadlines, and complete all the educational requirements per PNU regulations and policies.
- 2) Respect and comply with all PNU rules, regulations, and policies.
- 3) Obtain a university ID card and carry it at all times while on campus, presenting it to any individual who needs to verify her identity.
- 4) Devote an appropriate amount of time and energy toward achieving their degree.
- 5) Uphold academic integrity and avoid cheating and plagiarism in assignments, exams, and research.
- 6) Keep the books and references borrowed from the library in good condition and return them by the specified due dates.

Non-academic responsibilities:

- 1) Properly conduct themselves in all educational activities, complying with Islamic values and avoiding any actions that breach religious teachings, ethical standards, or generally accepted conduct.
- 2) Dress decently on campus and observe the Islamic hijab when entering or leaving the university campus.
- 3) Respect and comply with all the regulations, policies and decisions issued by the university and must not circumvent or violate them to gain rights or benefits contrary to what those regulations, decisions, or instructions stipulate.
- 4) Refrain from damaging, tampering with, or disrupting the university's property and facilities, and avoid participating in such actions.
- 5) Activate your university email, make sure it is functioning properly, and regularly check the university website for updates and announcements.
- 6) Respond to any requests from the program to participate in any surveys or activities.
- 7) Keep calm and composed within the university's facilities and avoid inciting disorder or participating in unauthorized group assemblies.
- 8) Refrain from disclosing any information about the university to newspapers, magazines, or other media outlets.
- 9) Comply with the policy of not consuming food or drinks inside classrooms, laboratories, and university libraries.
- 10) Treat every individual on campus respectfully and refrain from causing them any verbal or physical harm.
- 11) Refrain from any actions that may affect the university's reputation or academic status. Your behavior should be a credit to yourself, the program, and the university.
- 12) Strictly comply with the regulations and policies of the university student housing (for those who live on campus).
- 13) Meet her financial obligations to the program.

6. Study and Examinations Regulations

The following sections provide a translation of the applicable regulations of study and exams for graduate students. They are based on the Study and Examinations Regulations for Undergraduate Students (SERU) and Postgraduate Unified Regulations (PUR).

6.1 Definitions (Article 1, SERU)

Academic year: A period of about 36 weeks, divided into two semesters. Currently, summer semesters are not offered at PNU for graduate students.

Academic semester: A period of no less than 15 weeks of studying, which does not include the weeks of registration and final exams.

Academic level: is a student's academic standing based on the credit hours completed or the study plan. It indicates how far the student is progressing towards graduating from the program.

Study plan: is the collection of core and optional courses with the credit hours required for graduation. To be awarded the degree, the student has to complete these required courses and pass them successfully.

Academic course: is a subject of study within the approved study plan that has a name, a code number, and a specification detailing its content, which make it distinct from other courses in the plan. Some courses may have prerequisite or co-requisite courses.

Credit hour: is a minimum of 50 minute weekly theoretical lecture or of 100 minute practical class.

Academic warning (or probation): a notification sent to a student when her GPA is lower than 3.5 or when she is not serious enough in the thesis writing stage.

Course work score: the score given/assigned to a student evaluating her performance based on her participation in class activities, assignments, midterm exams and quizzes, course project and research.

Final exam: an exam held only once at the end of the academic semester.

Final exam score: the score earned by a student in the course final exam.

Total score: the total scores out of 100, earned in a course including course work score and final exam score.

Grade: a letter description of the final score.

Semester GPA: the total points earned by a student divided by the number of credit hours completed. The points are calculated by multiplying the credit hours by the grade weight earned in every course, as clarified in the following table:

Course	Credit hours	Percentage	Grade	Grade weight	Points
SLM 301	2	85	B+	4.5 out of 5	9
CHM 324	3	70	C	3 out of 5	9
MTH 235	3	92	A	4.75 out of 5	14.25
PHS 312	4	80	B	4 out of 5	16
Total	12				48.25

Cumulative grade: the total points earned by the student in all the courses completed in the program divided by the total number of credit hours for these courses.

General grade: as description of the student's academic achievement during her study at PNU.

Course load: the total number of credit hours the student registers.

6.2 Study system

- 1) Admission and program delivery is on a yearly basis, where the academic year is split into two semesters (Article 6, SERU).
- 2) A student may transfer credits earned at another university, provided that they were not dismissed from that university for academic or disciplinary reasons, that each transferred course has a minimum grade of C+, and that no more than 50% of the program's required credit hours are transferred (Article 19, PUR).
- 3) A student may request an admission deferral, provided it is acceptably justified, allowing them to delay enrolling in courses until the following year. This request can be made only once, must be submitted at least two weeks before the semester begins (after receiving their university number), and requires approval from both the Department and College Councils. Requests made after the semester has started will not be accepted. (Article 20, PUR).
- 4) A student may suspend their studies for acceptable reasons, subject to approval by the Department and College Councils. The following conditions must be met: the request must be submitted at least two weeks before the semester begins, the student must have completed at least one semester, and the total suspension period must not exceed two years (Article 22, PUR).
- 5) A student may drop a course or all courses for the semester after the registration period has ended, subject to approval by the Department and College Councils. The following conditions must be met: the request must be submitted at least two weeks before final exams begin; no more than three courses can be dropped throughout the entire period of study in the program; and to drop all semester courses, the student must not have used the maximum period allowed for study deferral (Article 23, PUR).
- 6) A student may withdraw from the program by submitting a request to the Department Chair. The Deanship of Graduate Studies must be notified by the college of this request within two weeks. The student may also request re-enrollment after withdrawal. The

department will review the request to ensure that all applicable admission criteria are met (Article 24, PUR).

7) If a student does not register for courses during the specified period for registration, she will be considered as a "discontinued" student (Article 25, PUR).

8) A student is required to attend no less than 75% of the of the class lectures, otherwise she will be get a denial and will fail the course. If she provides acceptable justifications for no less than 50% absence, she may be exceptionally allowed to take the final exam by the college council (Articles 9 and 10, SERU).

9) A student will be disenrolled in any of the following cases: study discontinuance, a GPA of lower than (B) for two consecutive semesters, fabricated admission documents, and inability to complete the degree award requirements within the program period. A student will be disenrolled in any of the following cases, subject to approval from the department, college and graduate studies committee councils: if the student is not serious enough in the thesis writing stage; if the thesis examination committee does not accept the thesis, and if the student violates applicable PNU regulations, policies, or academic integrity rules whether while studying the courses or writing the thesis (Article 26, PUR).

10) A student may be re-enrolled if she was disenrolled for reasons acceptable to department and college councils (Article 27, PUR).

11) A student may be given the chance to raise her GPA or complete the degree requirements, only once and for no more than one year, to avoid disenrollment (Articles 28 and 29, PUR).

12) A student may study one or more course in another Saudi or non-Saudi university, subject to department and college councils (Article 32, PUR).

13) The passing grade in any course is (C+).

14) A student who misses the final exam, for acceptable reasons, may request a make-up exam, subject to approvals from department and college councils. If she misses the make-up exam, she will fail the course (Article 34, PUR).

15) The grading scale is as follows (Article 28, SERU; Article 34, PUR):

Grade out of 100	Descriptive grades	Letter grades	Grade weight
95-100	Exceptional	A+	5
90-less than 95	Excellent	A	4.75
85-less than 90	Superior	B+	4.5
80-less than 85	Very good	B	4
75-less than 80	Above average	C+	3.5
Less than 75	Fail	F	3

7. Thesis supervision and examination

- 1) After completing 50% of the program course, a thesis track student should make every effort to submit a thesis proposal to the department to obtain the department council approval of the research proposal and the supervisor. A co-supervisor may be appointed when needed, subject to the department council approval. If a supervisor is unable to continue their duties as a supervisor, another supervisor is appointed by the department, subject to the approval of the college council (Article 36, PUR).
- 2) Theses must be written in English. An Arabic abstract must be provided within the thesis (Article 37, PUR).
- 3) Supervisors eligible for supervision are professors, associate professors and assistant professors who have published at least two papers in peer-reviewed journals (Article 38, PUR).
- 4) A non-academic supervisor, who holds a PhD and has published at least 5 papers in peer-reviewed journals, may be appointed to supervise the student if no competent supervisors in the student's specialization is available at PNU, subject to approvals from department, college, graduate studies standing committee and university council (Article 39, PUR).
- 5) The supervisor assesses the student's performance at the end of every semester. The student must be notified in writing if she is underperforming. A detailed report must be submitted at the end of every semester to the department chair (Article 42, PUR).
- 6) If it is established that the student lacks seriousness and commitment at the thesis writing stage, based on the supervisor's report, the student must receive a warning from the department. If the student receives two warnings and her performance does not improve, she will be disenrolled, subject to approvals from the department and college councils and from the graduate studies standing committee (Article 44, PUR).
- 7) When the thesis is completed, a similarity detection must be conducted using iThenticate. The similarity percentage must not exceed the limit of 25%. A report about the thesis completion, similarity detection result, a proposed thesis examination committee and a copy of the thesis must be submitted to the department chair, to obtain department and college councils' approvals (Article 47, PUR).

8. Graduation and degree award

- 1) The department chair forwards the examination committee report to the college dean within two weeks from the thesis examination date, who in turn sends it to the Deanship of Graduate Studies (Article 53, PUR).
- 2) A student graduates if she completes all the graduation requirements including a GPA of no less than "Very Good" or (B). A thesis is evaluated on a pass/not pass basis (Article 54, PUR).
- 3) In the event that a student passes away after the submission of the thesis but before the examination date, the degree will be conferred posthumously (Article 55, PUR).

9. Transfer regulations

Credits earned at another institution may be transferred and added to the student's academic record, subject to approvals from department and college councils. Credit transfer is granted on a case-by-case basis depending on the number of credits and nature of courses and it is only granted after being admitted to the program.

To request a graduate transfer credit evaluation, a student needs to submit a transfer credit request form.

The following conditions must be met:

- 1) The student should not have been expelled or disenrolled from the previous institution for disciplinary reasons.
- 2) The courses for which credit transfer is requested must be compatible with the courses in the program study plan in terms of content and number of credit hours.
- 3) No more than 50% of the program credits may be transferred.
- 4) Credits transferred must not be lower than C+.

Credit transfer is evaluated and approved by the college and executed by the Deanship of Graduate Studies.

10. Visiting students

A student may study some courses at another accredited Saudi or non-Saudi institution as a visiting student and have her credits transferred, subject to the approval of department and college councils. The procedures start with a request from the student to study at another institution. She provides all the information about the chosen courses, including course specifications, which must be reviewed and approved by the department council before studying them. After completing these courses at the other institution, the student should provide the department with her official results in these courses at the beginning of the following semester to complete the credit transfer process.

A student from another Saudi or non-Saudi university may apply to study some courses in the program, subject to approvals from department and college councils and the Deanship of Graduate Studies. She submits a request to the Translation Department Chair at PNU, specifying the courses she intends to study and provides her university approval. External visiting students may take no more than 25% of the program courses.

11. Grievances, complaints, and appeals

A grievance is a formal complaint made by a student against the institution or a faculty member regarding a perceived violation of rights or unfair treatment.

A complaint is more general and is used to express dissatisfaction or raise concerns about various academic matters, such as grades, classroom issues, or administrative problems.

An appeal is requesting a formal review of a decision that has been made by the institution or faculty members. This could include appealing a grade, a disciplinary action, or a financial decision. Appeals are usually based on specific grounds set by PNU and typically involve a formal process that allows for a review of the original decision.

When conflicts arise between graduate students and faculty members, the first step is to attempt to resolve any issues informally by discussing them with the individuals involved.

If these attempts are unsuccessful, the student may initiate a grievance, complaint, or appeal following the procedures clarified in the Program Code of Conduct.

If a student is not satisfied with her grades, she is advised to discuss the matter informally with her instructor first. If informal discussion is not successful, the student may initiate a formal grade appeal. She completes the Grade Appeal Request Form, providing reasons for the appeal, and submits it to the department. The Department Chair forms a committee to review the request and all the relevant documents and write a report with a recommendation to the Chair.

12. Academic Misconduct

Academic misconduct is any instance of academic dishonesty or any action that violates the code of practice or professional standards. Examples of academic misconduct are the following:

- Plagiarizing others' intellectual work or ideas.
- Cheating on exams or assignments.
- Failing to adhere to research ethical requirements as prescribed by the IRB regulations.
- Falsifying, fabricating, inventing, or manipulating research data which results in false research reporting.
- Refraining from including an actual contributor as an author, despite their intellectual contributions, and assigning authorship to someone who did not contribute to the work.
- Impersonating or being impersonated by someone else to gain an advantage.

The University takes all reported incidents of academic misconduct seriously and seeks to ensure that they are dealt with efficiently and appropriately.

For more details and guidance, please refer to the Program Code of Conduct, Ethics, and Discipline Regulations, and Program Policy on Academic Integrity and Ethics.

13. Learning resources, facilities, and services:

13.1 Lab facilities:

The college hosts a good number of language labs including the following:

10 Computer Labs

5 Sanako Labs

3 Smartclass Labs

These labs are used to teach language and translation skills. They are also equipped with CAT tools such as Trados.

The students are instructed to comply with the following guidelines when using the labs:

- 1) Food and drinks are not allowed into labs.
- 2) Students have to log out of their accounts before leaving the lab.
- 3) Students can only log in to the account relevant to the lab.
- 4) Never disconnect any PC from the power supply.
- 5) Never use the lab devices for personal purposes.
- 6) To use the lab beyond the time of designated for each class, students need to book an appointment.

13.2 Blackboard:

Blackboard is an interactive learning management system used by both teachers and students. It provides teachers with user-friendly tools to build their course content, publish announcements, build exams and quizzes, plan many learning activities, build assignments, and assess students. Students can interactively use the discussion board, take exams and quizzes, upload their assignments and research papers, receive feedback, and view their grades.

You can sign up for an account using your university email. The Blackboard web page can be accessed at: <https://lms2.pnu.edu.sa/webapps/login/>

Through Blackboard you can have access to the Saudi Digital Library (SDL) very easily.

13.3 Library

PNU's central library is one of the largest libraries in the middle east, accommodating more than 1 million books. It provides the following services:

1. Reference Service:

The service aims to guide the beneficiaries to obtain information as quickly as possible with minimal effort through the beneficiaries' service unit, available in the reception area. The beneficiary can also obtain the information they want without visiting the library, through the "Ask the Librarian" service published on the University website, Deanship of Library Affairs page.

2. Auto Index Service:

This service saves a lot of time for the beneficiary, as it presents the resource and location of

the subject for which they search. The Deanship of Library Affairs provides assistance on how to use such indexes to access the required resources.

3. Introductory Tours Service:

This service is provided to delegations from outside the university and new students of the university, to introduce the services and halls of the central library.

4. Ongoing Briefing Service:

The Library provides the ongoing briefing service with the aim of keeping the beneficiaries briefed on library updates.

5. Copying and scanning Service:

This service allows for the copying of a certain ratio of the source of information, in accordance with local and international legislations and rules on the protection of copyright and intellectual property.

6. Computer and Internet Service:

The library has computers connected to the Internet, which are available in the central library and branch libraries to facilitate the search process for beneficiaries.

7. Membership Application Service:

A community service provided to beneficiaries from outside the university, by granting them a membership card entitling them to borrow according to the membership application requirements outlined in the membership application form published on the University website, Deanship of Library Affairs page.

8. People with Special Needs Service:

A special hall is provided for people with special needs, and it is equipped with the latest technologies to serve them.

9. Reading Counseling Service:

A service that aims to develop students' reading taste and equip them with the skills of selecting the appropriate reading materials for their needs, to help them solve their problems, as well as instilling and developing reading habits in a manner that instills it in them.

10. Digital Library and Databases Service:

The Deanship of Library Affairs has a subscription to the Saudi Digital Library, which is unique and is affiliated with the Ministry of Education; in order to support other sources of information available already in the University libraries.

The Saudi Digital Library is considered the largest academic repository of information resources in the Arab world, with more than 262,000 scientific references covering all academic disciplines. It has contracted with more than 300 international publishers and continuously updates this content, thus contributing to a huge accumulation of knowledge in the long term. The Digital Library icon has been included in the Blackboard Learning Management System.



11. Book Retention Service:

Faculty members and the like have the right to retain some books for a specified period for the use of the students inside the library. The retained books shall not be externally borrowed, and the chief officer of borrowing may not allow the borrowing of a book if she considers that there is an urgent need for it to be kept at the library.

12. Research Carrel Service:

The Deanship of Library Affairs has been keen to provide the appropriate place for in-house access to research and studies by providing private research carrels, with good ventilation, and suitable lighting, equipped with computers connected to the Internet, which are of two types:

- Research carrels in the Central Library for academic staff and postgraduate students, which are booked by filling the form published on the University website, Deanship of Library Affairs page.
- Research carrels for undergraduate students, available in the reading rooms of the central library and branch libraries, without booking.

13. Classrooms Service:

They are well-ventilated rooms with suitable lighting, equipped with computers connected to the Internet, which can be used by academic staff with a small number of their students. It also could be used by a group of students for group discussion and studying.

14. Training Halls Service:

The Deanship of Library Affairs has made its training and interactive halls available to academic staff and training units, which are booked by filling the form published on the University website, Deanship of Library Affairs page.

15. Reading Rooms Service:

The library includes multiple rooms for reading and research, equipped with computers and Internet service where the beneficiary can read and research.

16. Borrowing Service:

It is the process of registering information of the various resources in the name of the borrower to be used outside the library. The process is supervised by the borrowing officer, who registers the material before borrowing, in order to ensure that it will be returned by the same borrower. Such a process is carried out in accordance with the approved borrowing controls.

The college library:

The library is one of the learning resources available to students. It provides borrowing, internet, copying, printing, SDL access help, study rooms, and secondhand books services. It opens from 8:00 am till 2:00 pm.

13.4 Supporting programs:

13.4.1 Orientation program:

This a one-day program that aims to introduce new students to each other and to the faculty. They are briefed about the program, regulations and policies related to their studies, and the facilities and services available at the college.

13.4.2 Academic advising:

At the beginning of the program, an academic advisor is appointed for every student. The main responsibilities of the advisor include providing support and guidance to the student whenever she needs to make a decision related to her study, help the student to overcome any problems she may encounter, direct her to the appropriate specialized services in case she needs professional help, and discuss research ideas with her. You can learn more on this in the Academic Advising and Thesis Supervision Handbook.

13.4.3 Academic writing program:

The writing studio was established in 2011 to develop and enhance students' academic writing in English. You can book an appointment with a senior consultant to help with your academic writing skills. The center also organizes workshops on aspects related to academic and creative writing. You can also volunteer to become a writing assistant to help BA students.

13.4.4 Student counseling services:

This program provides professional help to students who need social or psychological support. The program specialists deal with all the non-academic problems students may encounter while studying in their programs. This includes social, psychological, behavioral, ethical, and financial issues that might affect students' academic progress.

They can be reached at 22634, Office # 0.600.02

Email: clt.social_sup@pnu.edu.sa

13.4.5 Enrichment program:

This a program-level activity where different workshops are organized for the students on diverse topics related to their studies such as translation theories applications, research methods, etc. These workshops are planned based on students' needs and requests.

13.4.6 Special needs student services:

This a college-level unit that provides support to students with special needs such as speaking, hearing, mobility, or vision difficulties.

They can be reached at 22634, Office # 0.600.02

Email: clt.social_sup@pnu.edu.sa

13.4.7 Students with disability unit:

This is a university-level specialized center established to support students with special needs by providing high-quality and comprehensive services related to academic, administrative, psychological, social, and technical aspects, based on the latest research practices, research evidence, and international standards; thus, it contributes to the integration of these groups and enabling them to serve themselves and the community. This a unit that has been established to achieve the following goals:

- 1) Determine the appropriate academic and technical adaptations for students with disabilities, according to what is included in their official reports.
- 2) Following up and coordinating the application of individual academic and technical adaptations for students (examination adaptations).
- 3) Coordinating the process of providing students with assistants (note-takers, readers, sign language interpreters).
- 4) Dealing with the complaints and grievances of students with disabilities.
- 5) Guiding students with disabilities towards developing their personal, social, professional, and technical skills.
- 6) Providing advice and support to members of the educational community.
- 7) Honoring distinguished students in the sports, academic, cultural and innovative fields.

The center can be reached at:

<https://pnu.edu.sa/en/Centers/UniversalAccessCenter/Pages/home.aspx>

13.4.8 Student clubs:

The College of Languages hosts several student clubs that aim to develop students' personalities on different levels. They enhance students' communication, language, translation, reading, and creative skills. These clubs are:

Multilingual club:

This is where you can be exposed to and learn the Korean, Chinese, Japanese, French, German, Turkish, and Urdu languages.

Drama club:

This is where you can participate in writing and performing plays in addition to making interesting documentaries.

Public speaking club:

This is where you can practice public speaking and develop your leadership and thinking skills.

French language club:

This is where you can mingle with the French department students and learn more about the French language and culture.

13.4.9 Research services and funding opportunities:

The Deanship of Scientific research offers funding opportunities and research services for faculty and graduate students.

Research Services Center:

The Research Services Center is dedicated to fostering a culture of research excellence and innovation. Its primary objective is to support faculty members in their research endeavors and facilitate the production of high-quality research outcomes. It provides many services such as editing, statistical analysis, similarity detection, and scientific consultation.

Funding:

Junior Researchers Program

The Deanship of Scientific Research at Princess Nourah bint Abdulrahman University strives to achieve the university's mission through fostering scientific research. This is aimed at contributing to the development of a knowledge-based economy targeting all university members. Therefore, the Junior Researchers program is designed to support postgraduate students and recently appointed assistant professors, appointed within the past two years.

You can find more details at: <https://pnu.edu.sa/en/SR/Pages/Junior-Researchers-Program.aspx>

13.4.10 Medical and health care services:

PNU provides free medical care for both faculty and students. The Academic Support and Student Services Center at A4 includes a medical clinic that provides free medical services for students. Also, dental care services are available at A2.

13.4.11 Legal services:

The College of Law hosts a Legal Clinic that provides legal consultations and services to both students and faculty.

13.4.12 Housing:

PNU provides housing for students whose families are not based in Riyadh.

13.4.13 Child day care:

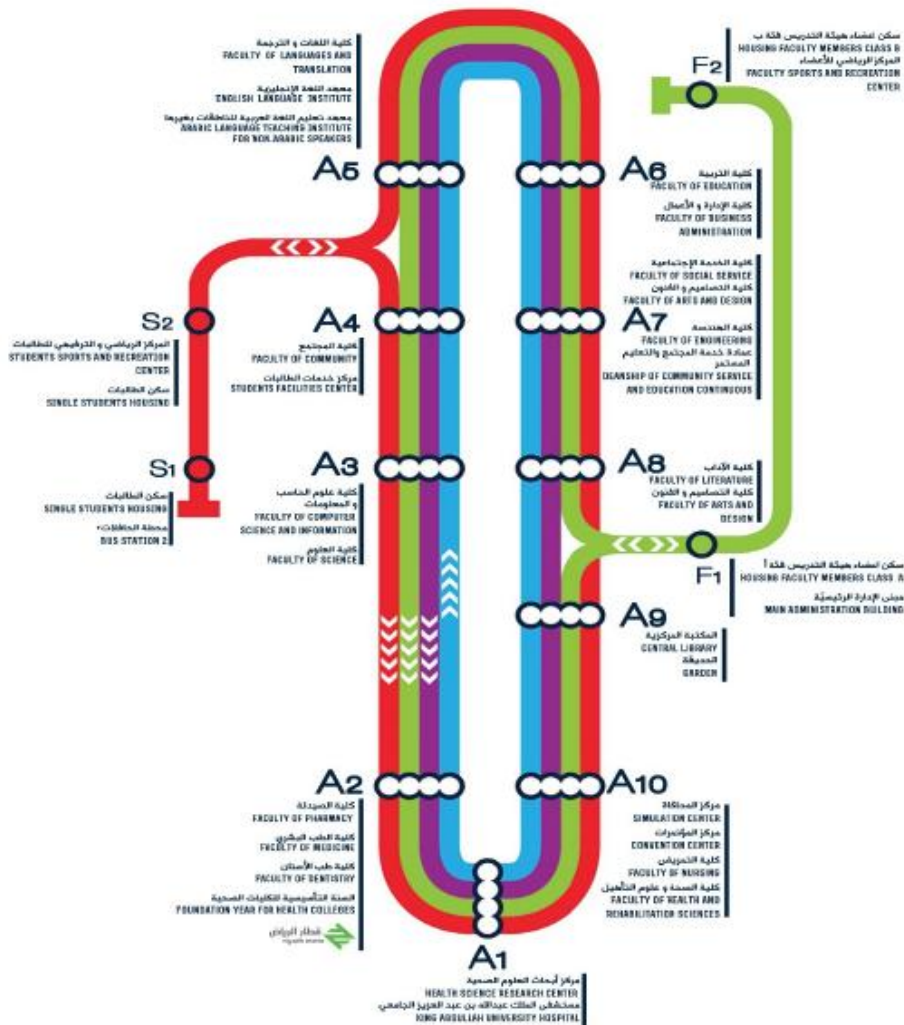
PNU has a Kindergarten that receives faculty and students' children from the age of 0 to 4 years old, and implements NAEYC curriculum and criteria.

13.4.14 Sports facilities:

PNU has three sports facilities, where a lot of sports activities and events are organized.

13.4.15 Transportation system:

PNU provides a free transportation system for students and employees through the Automated People Mover, which connects all PNU zones and facilitates mobility between colleges, the central library, housing compounds, the university hospital, and sports facilities.



14. Academic calendar

تقويم الإجراءات الأكاديمية لعمادة الدراسات العليا العام الجامعي ١٤٤٦هـ - الفصل الدراسي الأول

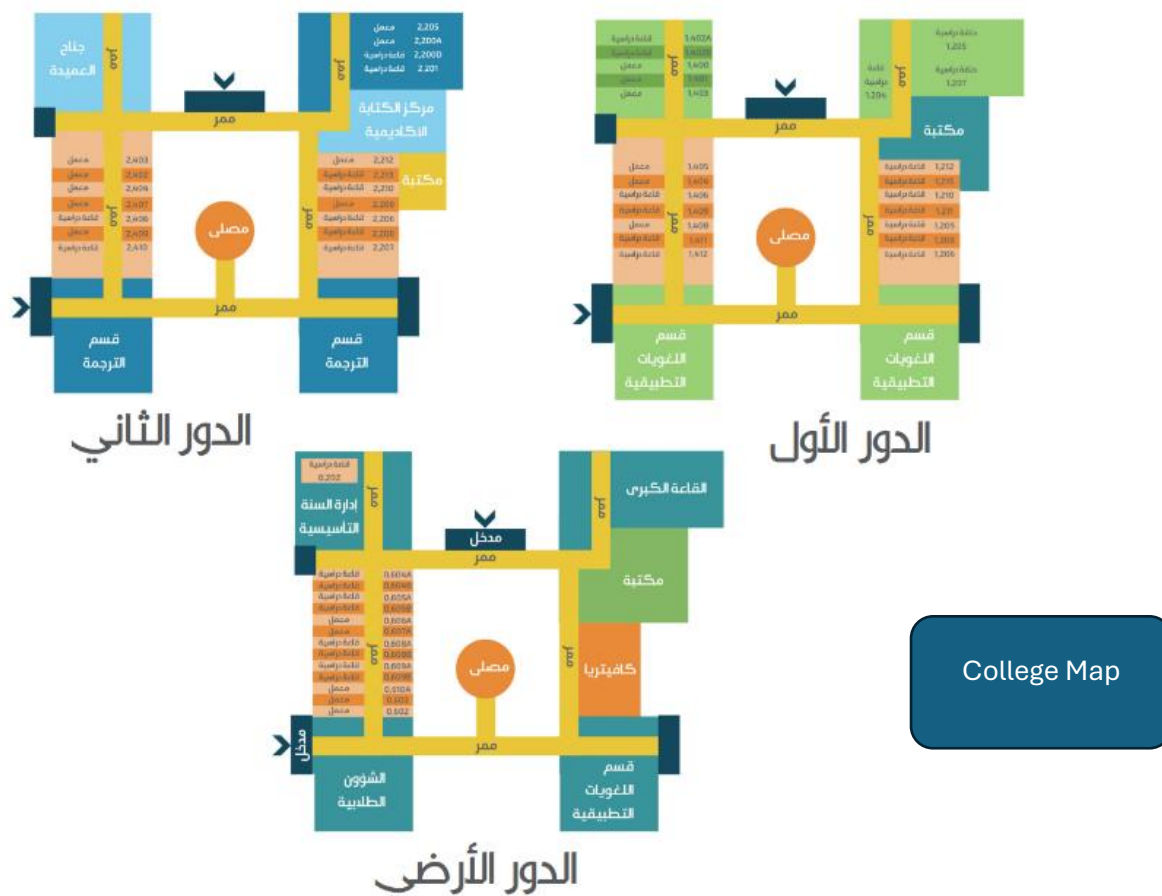


م	الإجراء	الأسبوع	اليوم	التاريخ الهجري	التاريخ الميلادي
١	سداد الرسوم الدراسية للطلقات المقيدات	الأحد		٢٢ محرم ١٤٤٦هـ	٢٨ جولي ٢٠٢٤م
		الخميس		٤ صفر ١٤٤٦هـ	٨ أغسطس ٢٠٢٤م
٢	تسجيل الجداول الدراسية	الأحد		٧ صفر ١٤٤٦هـ	١١ أغسطس ٢٠٢٤م
		الخميس		١١ صفر ١٤٤٦هـ	١٥ أغسطس ٢٠٢٤م
٣	بداية الدراسة	الأول	الأحد	١٤ صفر ١٤٤٦هـ	١٨ أغسطس ٢٠٢٤م
٤	طلب الفرصة الاستثنائية لرفع المعدل التراكمي *	الأول	الأحد	١٤ صفر ١٤٤٦هـ	١٨ أغسطس ٢٠٢٤م
		الثاني	الخميس	٢٥ صفر ١٤٤٦هـ	٢٩ أغسطس ٢٠٢٤م
٥	طلب الفرصة الاستثنائية لتجاوز المدة المحددة للحصول على الدرجة العلمية (يرفق النموذج المطلوب قبل فصل دراسي على الأقل من انتهاء المدة اللاتحقة) *	الأول	من الأحد	١٤ صفر ١٤٤٦هـ	١٨ أغسطس ٢٠٢٤م
		الخامس عشر	إلى الخميس	٤ جمادى الآخرة ١٤٤٦هـ	٥ ديسمبر ٢٠٢٤م
٦	ربط الطالبات بالمشرقيين والمرشدين الأكاديميين	الثالث	من الأحد	٢٨ صفر ١٤٤٦هـ	١ سبتمبر ٢٠٢٤م
		الرابع	إلى الخميس	٩ ربيع الأول ١٤٤٦هـ	١٢ سبتمبر ٢٠٢٤م
٧	طلب التحول من خارج جامعة الأميرة نورة بنت عبد الرحمن (للاطلاع على شروط البرامج عبر الرابط) **	الرابع	من الأحد	٥ ربيع الأول ١٤٤٦هـ	٨ سبتمبر ٢٠٢٤م
		السادس	إلى الخميس	٢٣ ربيع الأول ١٤٤٦هـ	٢٦ سبتمبر ٢٠٢٤م
٨	إرسال قائمة المنقطعات والمنسحبات من الكليات	الخامس	الأحد	١٢ ربيع الأول ١٤٤٦هـ	١٥ سبتمبر ٢٠٢٤م
	إجازة اليوم الوطني	السادس	الأحد	١٩ ربيع الأول ١٤٤٦هـ	٢٢ سبتمبر ٢٠٢٤م
			الاثنين	٢٠ ربيع الأول ١٤٤٦هـ	٢٣ سبتمبر ٢٠٢٤م
٩	إرسال الجداول الدراسية وجداول الاختبارات النهائية للفصل الدراسي الثاني وإدخالها على نظام البانر	التاسع	من الأحد	١٠ ربيع الثاني ١٤٤٦هـ	١٣ أكتوبر ٢٠٢٤م
		العاشر	إلى الخميس	٢١ ربيع الثاني ١٤٤٦هـ	٢٤ أكتوبر ٢٠٢٤م
	إجازة نهاية أسبوع مطولة	التاسع	الخميس	١٤ ربيع الثاني ١٤٤٦هـ	١٧ أكتوبر ٢٠٢٤م
١٠	تقديم طلبات تأجيل الدراسة للفصل الدراسي الثاني ١٤٤٦هـ (يرفق النموذج المطلوب) *	الأول	من الأحد	١٤ صفر ١٤٤٦هـ	١٨ أغسطس ٢٠٢٤م
		الخامس عشر	إلى الخميس	٤ جمادى الآخرة ١٤٤٦هـ	٥ ديسمبر ٢٠٢٤م
١١	تقديم طلبات الاعتذار عن فصل دراسي (يرفق النموذج المطلوب) *	الأول	من الأحد	١٤ صفر ١٤٤٦هـ	١٨ أغسطس ٢٠٢٤م
		الثالث عشر	إلى الخميس	١٩ جمادى الأولى ١٤٤٦هـ	٢١ نوفمبر ٢٠٢٤م
١٢	طلب واستلام تقارير المشرقيين من الكليات	العاشر	من الأحد	١٧ ربيع الثاني ١٤٤٦هـ	٢٠ أكتوبر ٢٠٢٤م
		الحادي عشر	إلى الخميس	٢٨ ربيع الثاني ١٤٤٦هـ	٣١ أكتوبر ٢٠٢٤م

تقويم الإجراءات الأكاديمية لعمادة الدراسات العليا
العام الجامعي ١٤٤٦هـ - الفصل الدراسي الثاني

٢	الإجراء	الأسبوع	اليوم	التاريخ الهجري	التاريخ الميلادي
١	سداد الرسوم الدراسية للطالبات المقيدات		الأحد		٢٩ ديسمبر ٢٠٢٤م
			الخميس		٢ يناير ٢٠٢٥م
٢	تسجيل الجداول الدراسية		الأحد		٥ يناير ٢٠٢٥م
			الخميس		٩ يناير ٢٠٢٥م
٣	بداية الدراسة	الأول	الأحد		١٢ يناير ٢٠٢٥م
٤	طلب الفرصة الاستثنائية لرفع المعدل التراكمي *	الأول	من	الأحد	١٢ يناير ٢٠٢٥م
		الثاني	إلى	الخميس	٢٣ رجب ١٤٤٦هـ
٥	طلب الفرصة الاستثنائية لتجاوز المدة المحددة للحصول على الدرجة العلمية (يرفق النموذج المطلوب قبل فصل دراسي على الأقل من انتهاء المدة اللاتجعية) *	الأول	من	الأحد	١٢ يناير ٢٠٢٥م
		الخامس عشر	إلى	الخميس	١٠ ذوالقعدة ١٤٤٦هـ
٦	طلب التحول من خارج جامعة الأميرة نورة بنت عبد الرحمن (للاطلاع على شروط البرامج عبر الرابط) **	الرابع	من	الأحد	٢ فبراير ٢٠٢٥م
		السادس	إلى	الخميس	٢١ شعبان ١٤٤٦هـ
٧	إرسال قائمة المنقطعات والمنسحبات من الكليات	الخامس	الأحد		٩ فبراير ٢٠٢٥م
إجازة يوم التأسيس		السادس	الأحد		٢٣ فبراير ٢٠٢٥م
٨	إرسال الجداول الدراسية وجداول الاختبارات النهائية للفصل الدراسي الأول وإدخالها على نظام البائز	التاسع	من	الأحد	٩ رمضان ١٤٤٦هـ
		العاشر	إلى	الخميس	٢٠ رمضان ١٤٤٦هـ
بداية إجازة عيد الفطر		العاشر	نهاية دوام يوم الخميس		٢٠ مارس ٢٠٢٥م
بداية الدراسة بعد إجازة عيد الفطر		الحادي عشر	الأحد		٦ إبريل ٢٠٢٥م
٩	تقديم طلبات تأجيل الدراسة للفصل الدراسي الأول ١٤٤٧هـ (يرفق النموذج المطلوب) *	الأول	من	الأحد	١٢ رجب ١٤٤٦هـ
		الخامس عشر	إلى	الخميس	١٠ ذوالقعدة ١٤٤٦هـ
١٠	تقديم طلبات الاعتذار عن فصل دراسي (يرفق النموذج المطلوب) *	الأول	من	الأحد	١٢ يناير ٢٠٢٥م
		الثالث عشر	إلى	الخميس	٢٦ شوال ١٤٤٦هـ
١١	طلب واستلام تقارير المشرفين من الكليات	العاشر	من	الأحد	١٦ مارس ٢٠٢٥م
		الحادي عشر	إلى	الخميس	١٢ شوال ١٤٤٦هـ
إجازة مطولة		الخامس عشر	من	الأحد	٤ مايو ٢٠٢٥م
			إلى	الاثنين	٧ ذوالقعدة ١٤٤٦هـ
					٥ مايو ٢٠٢٥م

15. College map



College Map

16. Contact information

Office	Phone	Email
College Dean	22601/22664/22595/22603	clt@pnu.edu.sa
Vice Dean for Research, Innovation and Entrepreneurship	22687/22604	Cl.t.grad-studies@pnu.edu.sa
Graduate Programs Office	22873/22757	Cl.t-mp@pnu.edu.sa
Department	22842/22631	Cl.t-Trans@pnu.edu.sa
Program Director	22681	Cl.t-Trans-mpst@pnu.edu.sa