NEAR EAST UNIVERSITY

VOCATIONAL SCHOOL

APPLIED ENGLISH AND TRANSLATION

COURSE CATALOGUE
2021-22 FALL

➢ QUALIFICATION AWARDED

The students who successfully complete the program are awarded the Associate Degree in Applied English and Translation.

LEVEL OF QUALIFICATION

This is an associate degree (short term) programme for two years.

➢ SPECIFIC ADMISSION REQUIREMENTS

In the framework of the regulations set by Higher Education Council of Turkey (YÖK), student admission for this undergraduate program is made through a university entrance examination called ÖSYS. Following the submission of students' academic program preferences, Student Selection and Placement Center (ÖSYM) places the students to the relevant program according to the score they get from ÖSYS.

International students are accepted to this undergraduate program according to the score of one of the international exams they take such as SAT, ACT and so on, or according to their high school diploma score.

Exchange student admission is made according to the requirements determined by bilateral agreements signed by NEU and the partner university.

Visiting students can enroll for the courses offered in this program upon the confirmation of the related academic unit. Additionally, they need to prove their English language level since the medium of instruction of the program is English.

➢ QUALIFICATION REQUIREMENTS AND REGULATIONS

The students studying in this associate program are required to have a Cumulative Grade Points Average (Cum. GPA) of not less than 2.00/4.00 and have completed all the courses with at least a letter grade of DD/S in the program in order to graduate. The minimum number of ECTS credits required for graduation is 120. It is also mandatory for the students to complete their compulsory internship in a specified duration and quality.

➢ RECOGNITION OF PRIOR LEARNING

At Near East University, full-time students can be exempted from some courses within the framework of the related bylaws. If the content of the course previously taken in another institution is equivalent to the course offered at NEU, then the student can be exempted from this course with the approval of the related faculty/graduate school after the evaluation of the course content.

➢ PROFILE OF THE PROGRAM

This associate- degree program focuses on theories, approaches and methods related to translation. The aim of the program is to develop the students' translation skills which are necessary in their future career. The graduates are aimed to be equipped with the skills to do translation in a wide array of disciplines including economics, political science, social sciences, literary topics, trade, law, and do any kind of translation and interpreting including consecutive and simultaneous interpreting. The graduates of the program are awarded associate degree diploma.

➢ PROGRAM OUTCOMES

Area of Competence		Sub-Competencies					
Competencies in the Field of Translation and Interpretation	**A. Textual Competence**	A1. Recognising and establishing the structure of the source and target texts	A2. Recognising the texture of the source text and organising that of the target text (selection of lexical items, syntactic organisation, cohesion)	A3. Gaining a thorough understanding of the text forms of particular genres	A4. Developing reformulation strategies such as: paraphrasing, summarising and avoiding calques	A5. Producing appropriate texts in the TL	A6. Appreciating the overall conceptual and rhetorical structure of oral or written discourse
	B. Subject Competence	B1. Acquiring a basic knowledge of the disciplines that the genres belong to	B2. Gaining insight to acquire the characteristics of TT	B3. Composing a written text in accordance with the conventions of the genre and rhetorical standards	B4. Demonstrating the theoretical approaches in translation studies	B5. Criticising a translated work based on parameters	
	C. Cultural Competence	C1. Recognising social conventions and cultural identity in source language/texts and target language/texts	C2. Demonstrating enough cultural competence of both source language and target language to see the equivalence	C3. Being able to implement various strategies to overcome cultural untranslatability	C4. Understanding and identifying cultural non-equivalence and equivalence	C5 gaining knowledge of different cultural practices and world views and developing positive attitudes towards cultural differences	C6 developing skills for communication and interaction across cultures
	D. Transfer Competence	D1. Demonstrating enough linguistic and non-linguistic knowledge, especially that which is relevant to the text content being translated	D2. Acquiring strategies to overcome transfer pitfalls which arise from idiomatic expressions, proverbial sayings and culture specific language formations	D3. Generating a series of target texts (TT1, TT2 …TTn) for a relevant source text (ST) and selecting only one viable text from this series	D4. Proof reading and editing their own work, the work of their peers and works that have been translated and published	D5. Producing TTs/ TL that satisfy the Scopus/requirements of the translation task	D6. Grasping the structure and style of an articulated piece and transferring it simultaneously and consecutively
	E. Language Competence	E1. Using English language effectively and correctly in all language skills	E2. Gaining and demonstrating awareness of the differences in the grammatical structures of Turkish and English	E3. Developing sensitivity to changes in language and developments in languages	E4. Using Turkish and English correctly within the classroom.	E5. Using a foreign (L3)language at A2 Level	
	F. Competence in Learning	F1. Allocating efficient effort to orientation, drafting and revision phases — balanced cognitive rhythms and meta-reflection leading to successful problem-solving and decision-making	F2. Being aware of deadlines and adhering to them	F3. Being aware of the scope, research tools and resources for translation research	F4.Having positive attitude towards life- long learning	F5. Being competent in using information technologies and machine and computer assisted translation	F6. Reflecting and thinking critically about his/her professional development and projecting these onto his practice
	G. General Knowledge	G1. Being aware of and respectful to copyright laws	G2. Being sensitive to and following the innovations and developments in his/her society and in the world	G3. Being open to learning about other cultures	G4. Acting professionally and ethically	G5. Implementing ideas that are supported by academic knowledge in real life contexts	G6. Reflecting universal values such as democracy, protecting the environment and human rights in his/her profession
	H. Technological Competence	H1. Awareness of various digital technologies	H2. Critical awareness and literacies with regard to digital communication tools	H3. Awareness in digital ethics	H4. Using information technologies competently	H5. Implementing various technological skills in the translation processes	
	I. Professional Development	I1. Identifying professional competencies and needs in Translation	I2. Developing personal and professional competencies in Translation	I3. Making use of scientific methods and techniques in developing professionally	I4. Projecting his/her research in relation to professional development onto his/her practice	I5. Reflecting and thinking critically about his/her professional development and projecting these onto his/her practice	

COURSE & PROGRAM OUTCOMES MATRIX

Field-related Departmental Courses / Profession Related Courses / General Culture Courses					A. Textual Competence						B. Subject Competence					C. Socio-Cultural Competence						D. Transfer Competence						E. Language Competence						F. Competence in Learning						G. General Knowledge						H. Technological Competence					I. Proffesional Development				
Semester	Course Code	Course Name	C/E	ECTS	A1	A2	A3	A4	A5	A6	B1	B2	B3	B4	B5	C1	C2	C3	C4	C5	C6	D1	D2	D3	D4	D5	D6	E1	E2	E3	E4	E5	E6	F1	F2	F3	F4	F5	F6	G1	G2	G3	G4	G5	G6	H1	H2	H3	H4	H5	I1	I2	I3	I4	I5
1st Semester	DEL111	Introduction to Translation	C	3	2	x	x	4	2	1	5	1	x	5	1	3	4	5	5	x	1	2	5	3	x	1	x	2	x	x	1	x	x	x	5	2	3	x	3	4	1	1	x	1	2	x	3	x	1	x	1	2	4	2	2
	DEL115	Integrated Language Skills I	C	5	3	2	x	2	3	4	2	x	3	x	x	3	2	x	x	x	5	1	x	x	x	x	x	5	2	4	5	2	x	2	5	x	4	x	3	4	3	3	4	3	x	x	3	3	3	x	x	x	x	2	4
	FLA101	Foreign Language I	E	3	x	x	x	x	x	x	1	x	x	x	x	x	x	x	x	x	1	2	x	x	x	x	x	x	x	2	x	x	1	x	5	1	3	x	x	4	x	1	3	1	x	x	x	x	x	x	x	2	x	x
	COM101	Information Technologies I	C	4	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	5	x	4	x	x	2	4	x	3	x	x	5	3	5	5	x	x	x	x	x
	DEL207	Culture and Society	C	5	x	x	x	x	x	x	x	x	x	x	x	1	1	x	1	5	5	x	1	x	x	x	x	x	3	x	1	4	4	x	2	4	2	4	x	x	2	4	5	2	3	5	1	1	x	x	x	x	x	x	1
	CAM100	Campus Orientation	C	2	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	2	x	x	x	x	x	x	x	x	x	x	1	3	x	5	1	x	5	5	1	x	2	x	x	x	x	x	x	x	x	x	x	x	x
	ATR101	Comparative Turkish-English Grammar	C	4	x	4	x	x	x	x	2	1	x	x	2	2	1	3	x	x	3	5	x	2	x	x	x	5	5	4	5	4	x	4	4	4	x	x	4	x	1	x	x	x	x	x	x	x	x	x	x	x	x	x
	TUR101	Turkish Language I	C	2	1	2	4	x	3	x	3	2	4	x	x	2	1	x	x	x	2	3	x	2	4	x	x	x	2	2	4	x	x	2	5	x	5	x	x	1	2	2	4	1	3	1	x	2	x	x	x	x	x	x	x
	CHC100	Cyprus History and Culture	E	2	x	x	x	x	x	x	x	x	x	x	x	x	2	x	x	x	2	x	x	x	x	x	x	x	x	x	x	x	x	5	5	4	3	3	3	3	3	3	3	3	x	x	x	x	x	x	x	x	x
2nd Semester	ATR102	Specific Language Usage	C	4	3	4	4	4	3	3	2	5	5	2	3	4	5	4	x	1	4	3	4	3	4	x	5	2	1	5	3	x	3	5	4	x	x	2	3	1	x	3	x	3	x	2	x	x	1	1	2	3	2	1
	ATR104	Note Taking and Consecutive Translation I	C	4	4	4	3	4	4	5	4	4	3	4	3	4	4	3	4	x	4	5	4	3	x	x	4	5	5	4	4	x	5	5	x	3	5	4	x	x	4	x	x	4	x	x	1	x	x	2	2	4	5	5	5
	ATR106	Sight Interpretation	C	4	5	5	4	4	5	4	5	5	4	4	4	5	5	5	4	5	5	1	4	4	x	x	4	4	4	4	4	x	4	4	x	x	4	x	x	4	x	x	4	x	x	2	2	4	4	5
	DEL202	Translation Theory and Criticism	C	4	5	4	5	3	5	5	3	4	1	5	5	3	4	2	5	2	1	1	4	4	5	1	x	1	5	2	5	5	x	1	5	4	5	x	2	4	1	x	3	4	x	1	x	2	1	1	1	1	1
	DEL116	Integrated Language Skills II	C	7	4	3	x	3	4	4	2	x	4	x	x	3	x	x	x	x	5	3	x	x	x	x	x	5	4	4	5	3	x	2	5	x	4	x	4	4	3	3	4	3	x	3	3	3	x	x	x	2	4
	TUR102	Turkish Language II	C	2	2	3	4	3	x	3	3	3	4	x	x	2	1	x	x	x	2	3	x	2	4	x	x	x	2	2	4	x	x	2	5	x	5	x	x	2	2	2	4	1	3	1	1	2	x	x	x	x	x	x	x
	CAR100	Career Planning	C	2	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	2	x	x	2	x	x	3	4	5	x	x	5	3	3	3	4	5	2	1	2	1	x	2	2	x	3
	FLA102	Foreign Language II	E	3	x	x	x	x	x	x	1	x	x	x	x	x	x	x	x	x	2	2	x	x	x	x	x	x	x	2	x	x	1	x	5	1	3	x	x	4	x	1	3	1	x	x	x	x	x	x	2	x	x
3rd Semester	AIT101	Atatürk's Principles and History of Turkish Rev. I	C	2	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	2	3	x	x	x	x	x	x	x	x	x	x	x	5	x	4	x	x	3	3	3	3	x	x	x	x	x	x	x	x	x
	DEL205	Linguistics	C	3	x	4	x	x	x	x	1	x	x	x	x	x	x	x	x	x	x	4	2	5	x	x	x	x	5	3	4	5	x	3	3	5	2	4	x	2	3	1	x	3	3	x	2	x	x	1	1	2	3	2
	ATR201	Simultaneous Interpretation I	C	6	5	5	5	4	5	4	4	5	4	4	4	4	3	4	4	x	4	5	5	5	5	4	x	x	3	3	5	4	4	x	4	4	4	x	1	x	x	3	2	4	4	5
	ATR207	Translation of Law Texts	C	4	5	4	5	3	4	5	5	5	4	4	4	4	3	4	5	1	1	2	5	4	5	5	x	x	5	5	2	5	x	x	5	5	5	3	2	2	1	4	3	x	x	x	x	x	4	3	4	2	5	1
	ATR205	Publishing and Editing	C	4	2	x	5	x	x	x	2	3	4	4	5	x	x	4	5	4	3	x	x	x	x	4	5	x	2	4	4	x	4	x	3	5	5	4	x	2	5	1	x	x	x	x	1	3	4	x	3	4	4	3	1
	ATR209	Machine Supported Translation and AI	C	4	x	x	4	5	x	x	3	5	5	3	2	1	4	x	x	2	x	x	x	x	x	x	x	4	5	5	4	5	x	5	5	4	x	4	4	1	x	3	5	4	5	5	5	2	3	4	3
	ATR203	Literary Translation	C	4	5	4	3	4	5	4	5	4	3	4	4	5	4	5	5	x	1	1	2	5	4	5	5	x	5	5	2	2	5	x	x	3	2	2	1	4	3	x	x	x	x	x	3	3	4	2	1
	FLA201	Foreign Language III	E	3	x	x	x	x	x	x	1	x	x	x	x	x	x	x	x	x	2	2	x	x	x	x	x	x	x	2	x	x	1	x	5	1	3	x	x	4	x	1	3	1	x	x	x	x	x	x	x	2	x	x
4th Semester	AIT102	Atatürk's Principles and History of Turkish Rev. II	C	2	2	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	2	3	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	5	x	4	x	x	3	3	3	3	x	5	x	x	x	x	x	x
	DEL203	Discourse Analysis	c	4	4	2	4	3	5	5	4	3	2	3	3	2	3	4	2	1	3	2	3	3	x	1	x	4	3	1	4	4	x	1	5	1	4	x	x	1	x	x	x	2	x	x	x	x	x	x	x
	ATR202	Translation of Scientific & Technical Texts	C	4	5	4	5	3	5	5	5	5	5	3	4	3	4	5	5	1	1	2	5	4	5	5	x	5	5	2	2	5	x	x	5	5	5	3	2	2	1	4	3	x	x	x	x	3	3	3	4	2	3	1
	ATR204	Translation of Economy & Trade Articles	C	4	5	4	5	3	5	5	5	5	5	3	4	3	4	5	5	1	1	2	5	4	5	5	x	5	5	2	2	5	x	x	5	5	5	3	2	1	4	3	x	x	x	x	3	3	4	2	3	1
	ATR206	Translation Project	C	4	5	5	4	5	5	5	5	5	5	5	1	5	5	5	5	5	5	1	5	5	x	2	5	x	2	5	5	5	x	x	5	4	x	x	x	x	2	1	5	4	5	4	5	4	5
	ATR208	Translation Practicum	C	7	1	2	1	x	x	1	x	4	x	2	x	x	x	x	x	2	5	x	4	x	4	x	x	5	5	5	4	4	x	x	5	x	x	4	x	x	2	x	4	5	5	4	x	4	5	5	5	5	5
	FLA202	Foreign Language IV	E	3	3	x	x	x	x	x	x	1	x	x	x	x	x	x	x	x	3	2	x	x	x	x	x	x	x	2	1	1	x	x	5	1	3	x	x	4	x	1	3	1	x	x	x	x	x	x	x	2	x

*1 Lowest, 2 Low, 3 Average, 4 High, 5 Highest

➢ OCCUPATIONAL PROFILES OF GRADUATES

Graduates of the associate degree in Applied English and Translation program may work as translators in various ministries, at international organisations such as the European Commission, and United Nations, international companies, state offices, media and tourism sectors, banks, universities, import-export sectors. This degree also gives access to both freelancing and in-house opportunities.

➢ ACCESS TO FURTHER STUDIES

The students graduating from this program may apply to continue in an undergraduate program.

➢ PROGRAM STRUCTURE

The undergraduate program in Applied English and Translation consists of 32 courses with 120 ECTS credits in total.

There are at least 7 courses in each semester, excluding common compulsory courses and elective courses.

In each program, there are common compulsory courses identified by the Higher Education Council of Turkey (YÖK) and other common courses determined by the University Senate.

COURSES OFFERED THROUGHOUT THE UNIVERSITY		
Common University Courses	Campus Orientation	The students are registered to this course at the beginning of the first semester of the freshman year to familiarize them with the campus life at NEU.
	Career Planning	The students are registered to this course at the beginning of their second semester of the freshman year to help them prepare for work life after graduation.
	Cyprus History and Culture	This course is taken by students in their freshmen year and it aims to help them to familiarize them with the local history and culture.
Common Compulsory Courses (YÖK Courses)	Turkish Language I-II (Turkish for Foreigners I & II to replace this course for international students) Principles of Atatürk and History of Revolution I-II	These are the compulsory courses which are required to be offered in all of the associate and undergraduate programs in Turkey according to the Higher Education Legislation.
	Information Technologies	This course is anticipated in all the associate and undergraduate programs in Turkey in order to make the students gain the qualifications related to basic information technologies.

➢ Course Structure Diagram with Credits

To see the course details (such as objectives, learning outcomes, content, assessment and ECTS workload), click the relevant Course Code given in the table below.

1st Year Fall Semester

Course Code	Pre.	Course Name	Theory	Application/ Laboratory	Local Credits	ECTS
DEL115		Integrated Language Skills I	4	0	4	5
DEL111		Introduction to Translation	2	0	2	3
COM101		Information Technologies	3	0	3	4
FLA101		Second Foreign Language I	3	0	3	3
TUR101		Turkish I	2	0	2	2
ATR101		Comparative Turkish-English Grammar	2	0	2	4
DEL207		Culture And Society	3	0	3	5
CAM100		Campus Orientation	2	0	0	2
CHC101		Cyprus History of Culture	2	0	2	2
Total						30

1st Year Spring Semester

Course Code	Pre.	Course Name	Theory	Application/ Laboratory	Local Credits	ECTS
DEL116		Integrated Language Skills II	4	0	4	7
ATR102		Specific Language Usage	3	0	3	4
FLA102		Second Foreign Language II	3	0	3	3
TUR102		Turkish II	2	0	2	2
ATR104		Note-Taking And Consecutive Translation	3	0	3	4
ATR106		Sight Interpretation	3	0	3	4
DEL202		Translation Theory And Criticism	3	0	3	4
CAR100		Career Planning	2	0	0	2
Total						30

2nd Year Fall Semester

Course Code	Pre.	Course Name	Theory	Application/ Laboratory	Local Credits	ECTS
AIT101		Ataturk's Principles And History Of Turkish Revolution I	2	0	2	2
DEL205		Linguistics	2	0	2	3

ATR201		Simultaneous Translation	2	2	3	6
ATR201		Translation Of Law Texts	2	2	3	4
ATR205		Publishing And Editing	2	2	3	4
ATR209		Machine Translation And Artificial Intelligence	2	2	3	4
ATR203		Literary Translation	2	2	3	4
FLA201		Foreign Language III	3	0	3	3
Total						30

2nd Year Spring Semester						
Course Code	Pre.	Course Name	Theory	Application/ Laboratory	Local Credits	ECTS
AIT102		Ataturk's Principles And History Of Turkish Revolution II	2	0	2	2
DEL203		Discourse Analysis	3	0	3	4
ATR202		Translation Of Scientific And Technical Texts	3	0	3	4
ATR204		Translation Of Economy And Trade Articles	2	2	3	4
ATR206		Translation Project	1	2	5	6
ATR208		Translation Practicum	1	4	4	7
FLA202		Foreign Language IV	3	0	3	3
Total						30

Additional Notes
A total of 140 ECTS credits of courses are required to graduate. Applied English and Translation students must complete all of the above given courses to provide a total of 140 ECTS credits. Otherwise they will not be deemed to fulfil the conditions to graduate from the program.
If you need support for these courses due to your disability, please refer to Disability Support Unit. Contact; engelsiz@neu.edu.tr

> **Exam Regulations & Assessment & Grading**

Exam Regulations and, Assessment, and Grading

For each course taken at NEU, the student is given one of the letter grades below by the instructor as the semester course grade. Each grade has also its ECTS grade equivalent

The table below provides the detailed information about the local letter grades, coefficients and ECTS grade equivalents.

SCORE	GRADE	COEFFICIENT	ECTS Grade
90-100	AA	4.0	A
85-89	BA	3.5	B*
80-84	BB	3.0	B*
75-79	CB	2.5	C*
70-74	CC	2.0	C*
60-69	DC	1.5	D
50-59	DD	1.0	E
49 and below	FF	0.0	F

*for these ones, the higher grade is applied

In order to be successful in a course, short cycle (associate degree) and first cycle (bachelor's degree) students have to get a grade of at least DD, second cycle (master's degree) students have to get a grade of at least CC, and third cycle (Ph.D.) students have to get a grade of at least CB to pass a course. For courses which are not included in the cumulative GPA, students need to get a grade of S.

Apart from that, each local grade has it is equivalent ECTS grade which makes it easier to transfer the grades of mobility periods of students. The chart above shows the ECTS grading system at NEU.

Also, among the Letter Grades;

I	Incomplete
S	Satisfactory Completion
U	Unsatisfactory
P	Successful Progress
NP	Not Successful Progress
EX	Exempt
NI	Not included
W	Withdrawal
NA	Non-Attendance

Grade of I (Incomplete), is given to students who are not able to meet all the course requirements at the end of the semester or summer school due to a valid justification accepted by the instructor. Students who receive a letter grade "I" must complete their missing course requirements and receive a letter grade within one week following the date the end of semester grades or summer school grades submitted. However, in the event of special cases, this period can be extended until two weeks before the beginning of registration for the next semester, upon the recommendation of the respective Graduate School department head and the decision of that academic unit's administrative board. Otherwise, grade of "I" will automatically become grade of FF, or grade of U.

Grade of S (Satisfactory) is given to students who are successful in non-credited courses.

Grade of U (Unsatisfactory) is given to students who are unsuccessful in non-credited courses.

Grade of P (Successful Progress) is given to students, who continue to the courses that are not included in the GPA that has a period exceeding one semester, and regularly performs the academic studies for the respective semester.

Grade of NP (Not Successful Progress) is given to students, who do not regularly perform the academic studies for the respective semester for courses that are not included in the GPA and have a period exceeding one semester.

Grade of EX (Exempt), is given to students who are exempt from some of the courses in the curriculum.

Grade of NI (Not included) is issued to identify the courses taken by the student in the program or programs which are not included in the GPA of the student. This grade is reported in the students' transcripts with the respective letter grade. Such courses are not counted as the courses in the program that the student is registered to.

Grade of W (Withdrawal) is used for the courses that the student withdraws from in the first ten weeks of the semester following the add/drop period, upon the recommendation of his/ her advisor and the permission of the instructor that teaches the course. A student is not allowed to withdraw from courses during the first two semesters of his/ her associate/undergraduate degree program and from those courses he/she has to repeat and received grade "W" before, which are not included in the grade average. A student is allowed to withdraw from two courses at the most during his/ her associate degree study, and four courses during his/her undergraduate study upon the recommendation of the advisor and the permission of the instructor that teaches the course. A student has to take the course that he/she withdrew from, the first semester in which it is offered.

Grade "NA" (Non-Attendance) is issued by the instructor for students who fail to fulfil the attendance and/or requirements of the course and/or who lose their right to take the end of semester exam because they failed to take any of the exams administered throughout the semester. Grade "NA" is not considered in the average calculations.

Both the ECTS grades and the local grades of the students are displayed on the official transcript of the students.

> **GRADUATION REQUIREMENTS**

In order to graduate from this undergraduate program, the students are required; to succeed in all of the courses listed in the curriculum of the program by getting the grade of at least DD/S with a minimum of 140 ECTS to have a Cumulative Grade Point Average (CGPA) of 2.00 out of 4.00 to complete their compulsory internship in a specified duration and quality.

➢ **MODE OF STUDY**

This is a full time program.

➢ **PROGRAM DIRECTOR (OR EQUIVALENT)**

Prof. Dr. Mustafa Kurt, Head of Department, Faculty of Arts and Sciences, Near East University

Pembe Coşkuner, Program Coordinator, Faculty of Arts and Sciences, Near East University

➢ **EVALUATION QUESTIONNAIRES**

Evaluation Survey

Graduation Survey

Satisfaction Survey