



الجامعة السعودية الإلكترونية
SAUDI ELECTRONIC UNIVERSITY
2011-1432

English Language & Translation Department

Admission and Registration Guide

For

Bachelor of English and Translation





Introduction

The department of English Language and Translation strives to provide unique and appropriate training in the field of English language and translation. This is achieved through several phases involving first strengthening learners' language proficiency as well as cultural background.

Secondly, students are introduced to the mechanics of language (known as Linguistics) to grasp how languages operate and what are the various fields in which languages interact with such as (Language learning and teaching, language and societies, how to analyze language in different settings and many more fields).

In the third phase, students are presented with sufficient and practical knowledge about the various translation and interpretation techniques including; how to translate consecutively and simultaneously as well as how to translate for different fields and industries such as medicine, law, media, business, diplomacy, military, tourism and advertisement. Finally, graduates are equipped with the necessary research skills and tools to prepare for higher studies.





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Program Information

A. Program Objectives

1. Improve and polish students' linguistic competence and language proficiency.
2. Boost learners' cultural awareness to facilitate English-Arabic cultural intelligibility and interchangeability.
3. Endow students with necessary translation capabilities for both written and spoken situations and tasks.
4. Prepare Graduates for active participation in labor market as well as for higher studies.

B. Program Outcomes

1. Students will acquire High-level of skills in Translation & Interpretation, from and into Arabic.
2. To enable prospective students to develop a reflective approach to translation and interpretation as well as an awareness of a range of translation strategies and techniques.
3. To ensure that students acquire a high level of competence in translating various types of texts into English or Arabic in various contexts.
4. To equip students with sufficient linguistics-related knowledge in both Arabic and English, refine their skills in both languages, and assist them in applying this knowledge to the tasks of translation and interpretation.
5. To prepare students to perform competently in translating and interpreting in a variety of areas.
6. To train and expose students to relevant technological advances in the fields of translation and interpretation.





C. Program requirements

1. Completion of the First Common Year.
2. Achieve a minimum score of (65) in the STEP or its equivalent from IELTS or TOEFL.

D. Graduate opportunities

Graduates of the Bachelor of English Language and Translation Program will have the appropriate linguistic and translation skills and training to work in many fields including;

Education and research	Media	Military industries
Diplomacy and public relations	Business and commerce	Health institutions
Publishing and editing	Law and Judiciary	Tourism and the airline industry





E. Study Plan

The program study plan comprises 131 credit hours which unfolds in 12 academic semesters (3 semesters in the first common year and 9 semesters in the English Department). The study plan is summarized along with the courses names and credit hours in the following tables:

Year 1 - 1 st Semester			
Course Code	Course Name	Credit Hours	Prerequisites
ENG 001	English Skills 1	8	
CS 001	Computer Essentials	3	
CI 001	Academic Skills	2	
Year 1 - 2 nd Semester			
Course Code	Course Name	Credit Hours	Prerequisites
ENG 001	English Skills 2	4	
MATH 001	Fundamentals of Mathematics	3	
COMM 001	Communication Skills	2	
Year 1 - 3 rd Semester			
Course Code	Course Name	Credit Hours	Prerequisites
ENG 001	English Skills 1	4	





Year 2 - 1 st Semester			
Course Code	Course Name	Credit Hours	Prerequisites
ENG 201	English Grammar I	3	First Common Year
ENG 202	Reading & Vocabulary Development	3	First Common Year
ENG 210	Academic Writing 1	3	First Common Year
ISLM 101	Introduction to Islamic Culture I	2	First Common Year
Year 2 - 2 nd Semester			
Course Code	Course Name	Credit Hours	Prerequisites
ENG 220	Listening & Speaking I	3	First Common Year
ENG 240	English Grammar II	3	ENG201
ENG 250	Academic Writing II	3	ENG210
ARB 211	Arabic Composition 1	3	First Common Year
Year 2 - 3 rd Semester			
Course Code	Course Name	Credit Hours	Prerequisites
ENG 231	Listening & Speaking II	3	ENG220
ENG 230	Advanced Reading Comprehension	3	ENG202
ISLAM 102	Introduction to Islamic Culture II	2	None
ARB 260	Applied Syntax and Morphology (Arabic)	3	None





Year 3 - 1 st Semester			
Course Code	Course Name	Credit Hours	Prerequisites
ENG 301	Introduction to Linguistics	3	ENG230,ENG240,ENG250
ENG 310	Lexicography	3	ENG230,ENG240,ENG250
ENG 340	English Language Cultural Studies	3	ENG230,ENG231,ENG250
ISLM 103	Introduction to Islamic Culture	3	ISLM101
Year 3 - 2 nd Semester			
Course Code	Course Name	Credit Hours	Prerequisites
TRA 330	Introduction to Translation	3	ENG230,ENG240,ENG250
ENG 380	Stylistics	3	ENG301
ENG 320	Comparative Constructions	3	ARB260,ENG240,ENG250
ISLM 104	Introduction to Islamic Culture	2	ISLM102
Year 3 - 3 rd Semester			
Course Code	Course Name	Credit Hours	Prerequisites
ENG 350	Introduction to Semantics and Pragmatics	3	ENG301
ENG 360	Discourse Analysis and Text-linguistics	3	ENG301
TRA 370	Legal & Business Translation	3	TRA330
ARB 221	Arabic Composition II	3	ARB211





Year 4 - 1 st Semester			
Course Code	Course Name	Credit Hours	Prerequisites
ENG 401	Introduction to Syntax and Morphology	3	ENG301
TRA 410	Consecutive and Bilateral Interpreting	3	TRA330
TRA 420	Principles and Practice of Computer Assisted Translation	3	TRA330
TRA 430	Summary and Sight Translation	3	TRA330
Year 4 - 2 nd Semester			
Course Code	Course Name	Credit Hours	Prerequisites
TRA 440	Technical and Scientific Translation	3	TRA330
TRA 450	Research Methodology	3	ENG301,TRA330
TRA 460	Simultaneous Interpreting	3	TRA330,TRA410
TRA 480	Media Translation	3	ENG340,TRA330
Year 4 - 3 rd Semester			
Course Code	Course Name	Credit Hours	Prerequisites
TRA 470	Issues and Problem in Translation Studies	3	TRA420,TRA430,TRA440
TRA 490	Conference Interpreting	3	TRA330,TRA410
TRA 499	Translation Project	3	ARB221,ENG310,TRA330,TRA420,TRA450





II. Registration and Tuition Fees

A. Course registration

After enrolling in the English Language & Translation program, students can register courses according to the following regulations:

1. Register courses that they have fulfilled their requirements. For example to register English Grammar 2, Students have to pass Grammar 1.
2. In case of failing or being denied in a course, students will have to re-register the course again.

B. Tuition fees, payment, refund and fees

1. **Fees amount:** Tuition fees per semester are in Saudi Riyals. **265 Riyals** for each credit hour. The total tuition fees can be calculated by multiplying the total semester hours by the value of the teaching unit.
2. **Tax:** The added-value tax is estimated at 15% of the total tuition for each academic semester, and it is paid with the tuition fees for non-Saudis.
3. **Payment:** Tuition fees are paid as one payment after registering the schedules at the beginning of each semester through the electronic portal. In the event of non-payment, the academic schedule will be deleted and the enrollment will be suspended from the program.





4. **Payment period:** The payment service is available at the beginning of each semester and for a specific period which to be announced after students register the courses.
5. **Payment method and Refund policy:** Payment and refund requests are made electronically from the student's account on the university's website using the available payment channels. Click on the following link to view the related guide:
[Payment and Refund Guide](#)
6. **Fee exemption:** There is an exemption from fees for the following categories:
 - a. Social Security beneficiaries - quarterly exemption
 - b. Charity beneficiaries - quarterly exemption
 - c. Participants in Restoring Hope - quarterly exemption
 - d. Children of martyrs - permanent exemption

C. Learning and Grading

1. Learning

a. Learning methods

Classes are taught in English language and students attend face-to-face classes on at SEU branches and virtual classes on Blackboard. In addition, there are weekly self-paced learning materials available to them on Blackboard.





b. Learning periods:

Face-to-face classes are held on Sunday and Monday and virtual classes on Tuesday and Wednesday. Each class (whether face-to-face or virtual) is **75 minutes** long. There are **four periods** per day in which classes can be conducted. They are summarized in the following table:

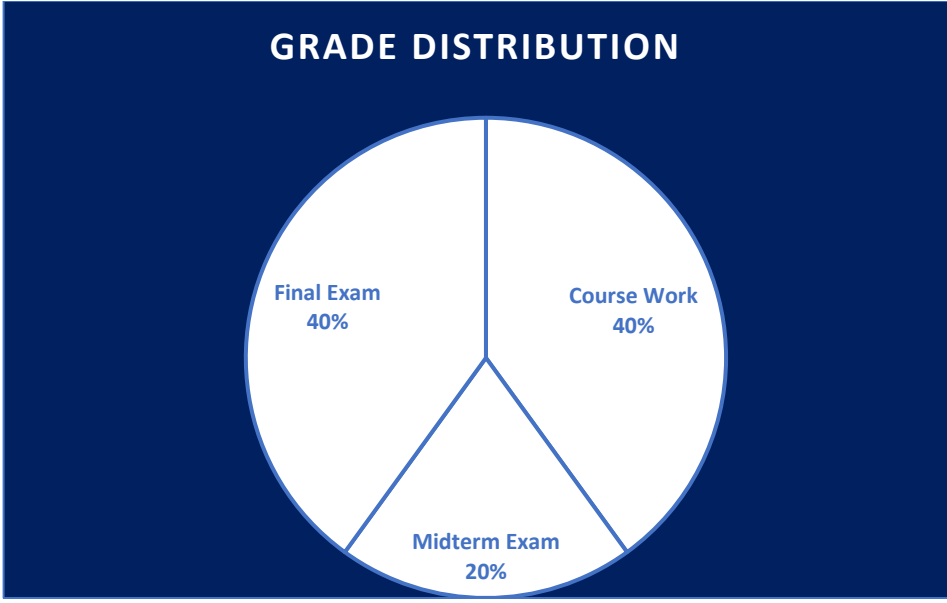
	3:30 – 4:45 pm	5:00 – 6:15 pm	6:30 – 7:45 pm	8:00 – 9:15 pm
Sunday	Face-To-Face at SEU branches			
Monday				
Tuesday	Virtual on Blackboard			
Wednesday				

Click on the following link to access Blackboard guide manual. [Blackboard](#)

2. Grading

All English and Translation courses are graded out of 100 points. **40 marks for Course work** which includes course-related assessments such as: assignments, quizzes, discussion boards and summaries. Assessments types, numbers and grade distribution may vary depending on the Course. **20 marks for the midterm exam**, which is held face-to-face in the middle of the semester. **40 marks for the final exam**, which is also held face-to-face at the end of the semester. The following figure summarizes grade distribution:







III. Student support and contact policy

The Saudi Electronic University is keen to provide the best services for all students. Therefore, there are different departments and units established to evaluate, develop, and assist students with all their needs.

Support Units

A. Disability support unit

As the care and attention paid by our wise leadership to people with special needs and the disabled, and the keenness of the Saudi Electronic University to provide the best possible service for this dear group, this unit was established to serve them efficiently and develop the service constantly.

B. Student advising unit

The unit aims to improve the academic advising process at the university level and coordinate with the academic advising committees in the Deanship of the Common First Year and colleges (for undergraduate and postgraduate levels).

C. Student's council

Student's council provides a supportive and stimulating university environment for adhering to values and for the scientific and psychological growth of university students.

D. Social consulting unit

Social Counseling Unit aims to raise the level of social counseling services to achieve social and psychological harmony and to create an appropriate academic ecosystem for students. In addition, it aims to achieve an appropriate level of social status for the university student to ensure individual compatibility and academic progress within a comfortable educational environment.





E. Mental health support unit

Mental Health Support Unit provides its services through specialists who are able to let students understand themselves and bring out their positive side in order to achieve psychological balance and facilitate the educational process during the university stage. This is to support the student, restore psychological balance, and help identify their abilities and solve their problems.

F. Career consulting and support unit

The unit aims to serve university graduates and students by developing them, raising their efficiency, helping them discover their professional tendencies, and linking them to the labor market.

G. Talent and creativity unit

Talent and Creativity Unit aims to spread the culture of creativity and create opportunities for the talented among the students of the university. In addition, it helps them to create and innovate by introducing initiatives that serve students as well as providing them with the necessary care to advance their talents. Thus, it sharpens students' talents and innovations. Moreover, it discovers and supports talented, creative, and distinguished people in all scientific fields, by creating a suitable working environment to improve their talents.

H. Scholarship unit

The unit aims to provide educational opportunities for students. In addition, it monitors student scholarships and soft study loans and provides the necessary support to beneficiary undergraduate students during their studies.





Department/Unit	Email
❖ Disability support unit	SNU@SEU.EDU.SA
❖ Students advising unit	TIS@seu.edu.sa
❖ Student's council	scu@seu.edu.sa
❖ Social consulting unit	scu@seu.edu.sa
❖ Mental health support unit	PCU@SEU.EDU.SA
❖ Career consulting and supporting unit	CSSU@seu.edu.sa
❖ Talent and creativity unit	TIS@seu.edu.sa
❖ Scholarship unit	student.scholarship@seu.edu.sa

For academic issues or inquires such as (Registration, Technical issues or E-exams) students can ask for help by accessing:

- a. [Academic Assistant] ([HERE](#)).
- b. [Da'm] platform





III. Complaints and Grievances

In confirmation of the care given by the Saudi Electronic University to its students, its belief in the importance of an appropriate environment in which transparency, justice, fairness and equality prevail among its members, in order to improve the quality of higher education, and promote education practice ethics, the Saudi Electronic University guarantees students rights and seeks to educate them of their rights and responsibilities given the fact that students are the primary focus of the educational system to instill students engagement with the university. To achieve this objective, the Saudi Electronic University hopes that all its members, including faculty and staff, fulfill their duties and obligations.

The university has set up student rights committees protection at two levels:

1\ Student Rights Protection Main Committee (at the university level)

It considers complaints against the university's administrative units, as well as students' objections against previous judgments of the subcommittee, in addition to complaints that are not decided by the subcommittee.

2\ Student Rights Protection Subcommittees (at college level)

The responsible entity for students complaints related to educational and administrative matters except for complaints related to the university's administrative units outside.





The importance of Students Rights Committees lies in the fact that they are an independent body that monitors students' rights, examines their administrative and academic feedback and complaints objectively, and settles complaints professionally and confidentially, with a specific timeframe that reflects positively on the university and its educational environment.

Members of the Student Rights Sub-committee

Dr. Uthman Ahmed Albjadi	Chairman
Dr. Nada Homoud Alsaleh	Member
Dr. Abdulaziz Alhammad	Member
Ms. Noora Alrasheed	Member
Student Ms. Wedyan Alnahedh	Member
Student Mr. Ahmad Ali Alzahrani	Member
Ms. Aram Alhwirini	Secretary

Student Rights Sub-Committee Objectives

- Consider students academic grievances and complaints.
- Consider students administrative grievances and complaints.





- Consider students applications submitted during the timeframe specified in the regulation.
- Respond to students requests received during the specified timeframe.
- Submit appeal application to the main Student Rights Committee.
- Raise students awareness level about regulations and rights guaranteed by the Saudi Electronic University.

How may Student Rights Sub-committee serve students?

- Student Rights Sub-committee seeks to protect students rights and enable them to submit grievance if any of their rights stated in the law is violated, and according to a specific procedure stipulated in the University's student rights document.
- Enable students to enjoy their rights in the University and obtain them through the official sources.
- Introduce students to the correct procedure of submitting and filing complaints, and attachment of appropriate evidence that support their complaint.
- Introduce the student to the correct way in the complaint submission and filing mechanism and attach appropriate evidence to prove their complaint.
- Examine and settle complaints according to the rules and regulations of the University.





- Enable students to follow the progress of the complaint from the submission date until receiving a response by the responsible entity.

Student Responsibilities

- The student submits their complaint or grievance after obtaining what proves their communication with the party concerned with the complaint or grievance without obtaining a response or in case of dissatisfaction with the response.
- The applicant must submit the application, taking into account the accuracy and clarity necessary in his complaint or grievance.
- The student should attach a proper evidence that prove their eligibility to submit the application.
- The student should not file a malicious complaint or grievance so that they are not subject to accountability and discipline according to university regulations.
- The student should not provide any false evidence or documents.
- The request should be submitted via the system, and any requests sent to the e-mail will not be dealt with.

University bylaws and regulations (links of interest to you)

- For more detail about Student Rights and Responsibilities, [click here](#).
- Rules and Regulations of Undergraduate Study and Examinations, [click here](#).





- The Rules of Implementation for Undergraduate Study and Examinations in Saudi Electronic University, [click here](#).
- Discipline Regulations of Students at SEU, [click here](#).
- Course Equivalency in Saudi Electronic University, [click here](#).
- Policy of Providing Midterm and Final, [click here](#).

The Student Rights Committee at the College of Science and Theoretical Studies (CSTS) is the body charged with receiving complaints of CSTS students and study them according to the rules and regulations of the Student Rights at the Saudi Electronic University. You can communicate with CSTS Student Rights, [click here](#).

