Student Handbook

1. Introduction

This Student Handbook is designed to provide students registered on the KU-MU Translation and Interpreting Program with an understanding of the nature of the program and with details of its content and assessment. Students are therefore advised to read this handbook carefully and in particular to note the program regulations.

In terms of status, students are considered to be students of Macquarie University, Australia.

*Macquarie University will be abbreviated as MQ in the remaining sections of this handbook where appropriate.*

2. Program Title/ Intake

Program Title: Diploma of Translation and Interpreting
Intake: Fall, 2009

3. Korea University

Korea University is recognized in South Korea for its commitment to teaching and academic excellence. The university’s academic breadth is extensive with its 81 departments in 19 colleges and divisions, and 18 graduate schools. It has over 1,400 full time faculty members, with over 95% of them holding a Ph.D. or equivalent qualification in their field.

KU, founded in 1905, is widely acknowledged as one of the oldest, largest, and also one of the top ranking universities in Korea. Its reputation for quality is based on excellence in teaching, research, and service to Korean society. As a major comprehensive university, KU offers a rich variety of courses in liberal arts and sciences as well as in all professional fields, including law, medicine and business administration.

4. Macquarie University

Macquarie University is located in Sydney, Australia. It is home to 32,000 students, including 8,900 international students from 71 countries around the world. The university was established in 1964, with the aim of forging a bold new direction in Australian higher education: to explore new possibilities in teaching methods, research and technology, and to prepare students for success in a rapidly changing world. Over the past 40 years, it has
developed a worldwide reputation among universities for the excellence of its teaching and research. Macquarie’s 100,000 graduates are highly sought after, with graduate starting salaries having ranked among the highest in Australia for over a decade. The university’s Department of Linguistics, one of the largest and best known in the world, is the home of the translation and interpretation program offered jointly with Korea University.

For the latest news of MQ, please visit the website: www.mq.edu.au

5. **Welcome to the Start of Your Studies at KU-MU T&I Program!**

The KU-MU T&I Program, which started in 2004, combines KU's outstanding academic practices and Macquarie's world-class T&I program, and is accredited by the Australian Government’s prestigious NAATI (National Accreditation Authority for Translators and Interpreters).

Thanks to its flexible structure and wide range of elective subjects, this rigorous T&I program can be customized to meet either the dreams of future translators or the career goals of practicing professionals. The practical component includes translation and interpreting skills, offering in-depth experience with general translation; community translation and interpreting; consecutive and simultaneous interpreting skills; subtitling; and literary translation. This seamless blend of theory and practice has proven effective in opening doors for our students in a wide range of industries.

We hope you will enjoy your time with us, to learn, to grow and to be successful.

6. **Program Aims and Objectives/ Learning Outcomes**

The program aims to help students make a successful move from the postgraduate-level learning community to the community of professional translators. This program seeks to help students master all the important skills required in translation and interpreting settings as well as generic skills, that is, skills that are generally applicable to study and workplace requirements in a range of areas.

7. **Program Duration and Delivery**

The program will be delivered over one academic semester, which lasts for 13 weeks.

Lecture and tutorial classes will normally be held within the day-time period from 9 am to 6:30 pm on weekdays and Saturdays at the IFLS Building, Korea University. Some lecture and tutorial classes, and final examinations may be held outside this time period.

The language of instruction and assessment is either Korean or English depending on the nature of the course.
8. **Program Calendar and Key Dates***

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orientation</td>
<td>29 August, 2009</td>
</tr>
<tr>
<td>Semester</td>
<td>1 Sept – 5 Dec</td>
</tr>
<tr>
<td>Recess</td>
<td>28 Sept – 3 Oct</td>
</tr>
<tr>
<td>Final exams</td>
<td>7 Dec – 12 Dec</td>
</tr>
</tbody>
</table>

*These dates are subject to change.

9. **Program Structure**

In order to be eligible for this diploma program, students are required to acquire the PG Certificate of Translation and Interpreting offered by the IFLS of Korea University. Then, those who successfully complete this diploma program are able to continue their studies at Macquarie University in Sydney to obtain a master’s degree. The master’s programs from which students can choose include Master of Translation and Interpreting, Master of Advanced Translation, Master of Conference Interpreting, Master of Translation and Interpreting with Master of International Relations, and Master of Translation and Interpreting with Master of Applied Linguistics (TESOL). These courses are only offered on MQ campus and some of them have special requirements: for Master of Advanced Translation, a minimum grade of C in Tran820; for Master of Conference Interpreting, a minimum grade of D in Tran822; and for Master of Translating and Interpreting with Master of Applied Linguistics (TESOL), 2 years’ relevant professional TESOL experience. For more details related to master’s programs, please visit the following website: http://www.ling.mq.edu.au/postgraduate/coursework/tip.htm.

Below is a list of the typical courses that students are required to take, and course descriptions:

**TRAN 820 Translation Practice** (4 credit points)
The unit is a translation practicum and involves the translation of various types of texts. Students discuss problems encountered in the course of translation such as text analysis and stylistics, register, language usage as well as equivalence at different levels. It is aimed at introducing strategies to solve such problems and leading students to establish their own strategies.

**TRAN 822 Interpreting Practice** (4 credit points)
The unit aims to provide intensive and extensive practice in consecutive interpreting in a variety of situations. Students will be guided to expand their knowledge base from local to world levels. The unit is an interpreting practicum helping students to master note taking and providing extensive practice in consecutive interpreting from LOTE into English and from English into LOTE. Texts selected for interpreting will illustrate the most common situations involving professional interpreters.

**TRAN 823 Language Transfer in the Media** (4 credit points)
The unit introduces students to types of audiovisual language transfer in the media, revoicing and subtitling for different types of programs, the semantics of audiovisual language transfer, and types of language reductions in subtitling.
TRAN 819 Introduction to Text Analysis* (4 credit points)
The unit is a presentation of tools for text analysis, and practical work on English texts in a
number of areas relevant to the translator's and interpreter's work. The unit is also an
introduction to discourse analysis for students who have no previous background in
linguistics.

TRAN 855 Contrastive Language Studies* (4 credit points)
In this unit students will develop analysis skills and explore the linguistic features of
English as compared to other languages. This unit will provide students with the
opportunity to draw on their own language knowledge and various linguistic theories to
analyse the lexis, morphology, syntax, and discourse features of English texts, by
contrasting them with equivalent texts in other languages.

* Tran 819 and Tran 855 may be alternately offered each semester.

Macquarie University and the KU-MU T&I Program reserve the right to amend the
program structure, content, and graduation requirements from time to time.

10. Teaching & Learning

Around 25% of teaching will be delivered by MQ academic staff and the remaining will be
conducted by academic staff or other qualified local lecturers of the KU-MU T&I Program.

To support students’ learning, a variety of teaching approaches including but not limited to
lectures, tutorials, and projects will be adopted. Depending on the nature of the course,
individual teaching staff may modify the teaching methods so as to help their students
develop their skills and knowledge.

11. Academic Regulations & University Policy

Since the program leads to an award from Macquarie University, MQ diploma degree rules
will be applied. The rules listed below are not comprehensive and are current at the time of
preparing this student handbook. For detailed and updated rules, please visit:

a) Examination

You are advised that it is Macquarie University policy not to set early examinations
for individuals or groups of students. All students are expected to ensure that they
are available until the end of the teaching semester (i.e. the final day of the official
examination period).

Illness and other extenuating circumstances
It is the student’s responsibility to communicate any extenuating circumstances
which may affect or may have affected an examination. The student must inform
the KU-MU T&I Office in writing with supporting evidence. Claims of extenuating
circumstances which are not substantiated by Third Party Evidence will not be considered. The student must communicate the extenuating circumstances and third party evidence as soon as they are known, and in any case **not later than 3 days after the examination.**

**Supplementary examination**
A Supplementary Examination may be granted if the extenuating circumstances are deemed acceptable. The supplementary examination will normally be scheduled within 2 weeks after the main final exam. Absence at the scheduled time for the supplementary exam may lead to failure of the course.

b) **Plagiarism**
Macquarie University defines plagiarism in its rules: "Plagiarism involves using the work of another person and presenting it as one's own." Plagiarism is a serious breach of the University's rules and carries significant penalties which may include a deduction of marks, failure in the course, and/or referral to the University Discipline Committee. You must read the University's practices and procedures on plagiarism. These can be found on the website: [www.student.mq.edu.au/plagiarism](http://www.student.mq.edu.au/plagiarism)

c) **University Policy on Grading**
All marks awarded by local lecturers and tutors are subject to moderation by Macquarie University. Under the Senate guidelines, results may be scaled to ensure that there is a degree of comparability across the university, so that courses with the same past performances of their students should achieve similar results.

The Senate has a set of guidelines on the distribution of grades across the range from fail to high distinction. Your final result will include one of these grades plus a standardised numerical grade (SNG).

**Grade description:**

- **High Distinction (HD):** Denotes performance that meets all course objectives in such an exceptional way and with such marked excellence that it deserves the highest level of recognition;

- **Distinction (D):** Denotes performance that clearly deserves a very high level of recognition as an excellent achievement in the course;

- **Credit (Cr):** Denotes performance that is substantially better than would normally be expected of competent students in the course;

- **Pass (P):** Denotes performance that satisfies course objectives;

- **Conceded Pass (PC):** Denotes performance that meets course objectives only marginally;
Fail (F): Denotes that a candidate has failed to complete a course satisfactorily.

Grade conversion table:

<table>
<thead>
<tr>
<th>Letter</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>HD</td>
<td>85-100%</td>
</tr>
<tr>
<td>D</td>
<td>75-84%</td>
</tr>
<tr>
<td>Cr</td>
<td>65-74%</td>
</tr>
<tr>
<td>P</td>
<td>50-64%</td>
</tr>
<tr>
<td>PC</td>
<td>45-49%</td>
</tr>
<tr>
<td>F</td>
<td>0-44%</td>
</tr>
</tbody>
</table>

d) Deferring Study
Students may defer study, subject to approval by MQ. Students who want to defer their studies should write to the KU-MU T&I Office before the commencement of the third week of the Semester. Deferment after this point will not be allowed and may attract financial and academic penalty.

e) Re-taking a course
Students who fail a core course(s) have to re-take and pass that course(s), and bear the cost in the next available intake to fulfill the degree requirements. If that course(s) is an elective, students may decide to change to another elective if one is available.

f) Enrolment

Changes to enrolment – penalty
If a student decides to change the enrolment two weeks after a course has commenced, the following penalty will be recorded:

Failed Withdraw (FW) will be given to a student if he/she withdraws two weeks after a course has commenced. An FW will be counted towards the overall GPA.

Failed Absence (FA) will be given to a student if he/she does not officially withdraw and does not attend the final exam of a particular course. An FA will be counted toward overall GPA.

Changes to enrolment – withdrawal without penalty
A student may withdraw from a course two weeks after class commencement without any penalty on the grounds of unavoidable disruption.

12. Attendance

a) Minimum Course Attendance Requirement
Students are required to achieve at least 75% attendance in each course. Those who are not able to satisfy the minimum course attendance requirement will be considered to have failed in the course(s) and need to retake that course(s) and pay the tuition fee for that course(s).

b) Rules of Registration of Attendance
Attendance will only be taken during the first 30 minutes of each class (lecture or tutorial). Any student(s) who arrives 30 minutes after a class has started will be considered absent from that class.

c) Leave of Absence
For leave of absence from classes for more than TWO consecutive classes, applications MUST be made to the course lecturer in writing, giving the reason for the absence. Where the absence is due to illness, a medical certificate is required.

13. Assessment

a) Assessment Components
Assessment for the courses is based on a combination of assignments, tests, projects, and examinations. Individual teaching staff may modify the assessment components and/or the weighting so as to better reflect the learning outcomes. Specific assessment requirements will be stipulated in the course outline distributed to students before/at the beginning of each course.

b) Submission of Coursework & Penalty
Each course lecturer will specify the deadline and methods of submitting the assignment(s) and/or project(s).

14. Release of Examination Results
Examination results will normally be available at MQ website:
https://student1.mq.edu.au/t1tbmain.asp, approximately 4 weeks after the conclusion of final examinations. (ID: student number; Password: date of birth (dmmmyyyy))

Students’ right of appeal and procedures (appeals against grade)
● All appeals must be in writing, with the reasons for the appeal clearly defined.
● Details of student name, student ID, the course name, date of exam and lecturer in charge of that course must be included in the appeal.
● The appeal should be sent to Transnational Education of Macquarie University within one week after the release of the exam results. (please refer to item 21 for the address)
● The result of the appeal should be available within 10 working days after the appeal is lodged.
● If difficulties or differences occur, the student has the right to lodge a written request to the Academic Program Director or Head of Division for a review of the grade awarded.
15. Termination of Study

Students who have failed to meet the rules laid down by MQ and the KU-MU T&I Program will be requested to terminate their study. Refund of the tuition fee may be allowed on a case-by-case basis.

16. Award

In order to be recommended for the award of Diploma of Translation and Interpreting conferred by Macquarie University, students are required to have successfully completed all the courses stipulated in the study plan issued by Macquarie University.

Certificates and transcripts will normally be issued to students at the graduation ceremony. Students will receive the same degree which is awarded to graduates of the MQ campus and the transcript makes no reference to where the student has studied the degree.

a) Application of Official Transcript

Students may request an official transcript from MQ after the grades have been finalized and approved by the Macquarie University Senate. For application forms and application procedures, please visit the website: www.student.mq.edu.au/ses/academictranscript.htm

Upon completion of the diploma program, two original copies of the academic transcript will be sent to students free of charge. For additional copies, a processing fee will be charged.

b) Status Letter / Completion Letter

Students may make a direct application to Macquarie International for a Status Letter and/or Completion Letter:

1. Download the application form at:
2. Fill out the form and email it to:
   Hendriko.panggabean@io.mq.edu.au
   Mr. Hendriko Panggabean
   Transnational Education
   Tel: 61 2 9850 6455
   Fax: 61 2 9850 6038

17. Fees

a) Tuition fee (as of May, 2009)

Diploma Program: KRW 5,864,000

An extra fee will be charged for students who need to re-take a course(s).

b) Graduation Fee
Macquarie University will hold the graduation ceremony in Hong Kong. The graduation fee is not included in the tuition fee.

e) Other Charges
For details of other fees and charges, if applicable, please refer to the website: http://www.student.mq.edu.au/ses

18. Financial Assistance

Students in this program are not entitled to any financial assistance.

19. Resources & Supporting Facilities

a) Student ID Card
A Student ID Card will be issued by both Korea University and Macquarie University. Cardholders can have the right to access the resources and facilities offered by both universities.

b) KU Libraries
➢ For details, please refer to the Library website at: http://library.korea.ac.kr/

c) Wired and Wi-Fi Networks
Students who want to access the Internet, whether wired or wireless, on campus should apply for an ID and password. Application forms are available at the KU-MU T&I Office. The details related to this application will be announced at the beginning of each semester. Wireless Internet is available at designated hotspots on campus.

d) Facilities & Resources Offered by KU-MU T&I Program
Writing Center (located on the 6th floor, IFLS)
➢ Computers
➢ Printing services at cost
➢ Self-study and discussion space

Study rooms
➢ IFLS building: students can use a study room for up to three hours for the purpose of self-study or interpreting practice. Reservation over the phone is required.
➢ Centennial Digital Library (CDL): online reservation is required at http://cdl.korea.ac.kr
➢ Students can also use study and discussion spaces at:
  - Kodae Maru, 4th floor, Tiger Plaza: 9 am-9 pm Mon-Sat,
  - Samsung Global Lounge: 9 am-7 pm Mon-Fri, 9 am-1 pm Sat
  - Lee Myung-bak Lounge, 2nd floor, LG POSCO Building

Student cabinets
➢ Students can use assigned cabinets located on the 6th floor of the IFLS building. For how to apply, please refer to the KU-MU website notice board.
e) IDP Visa Application Service
For our students who hope to start an MA program at Macquarie University, IDP Korea in partnership with the KU-MU T&I Program provides a visa application service free of charge.

Students may defer their advancement to MA; however, an official proof of English proficiency is required two years after the point when they finished the diploma program.

f) MQ Services
- Access to MQ library E-resources (www.lib.mq.edu.au)
  Some useful information on how to use the E-resources can be found on the website: www.lib.mq.edu.au/about/libpubs/libraryguide.pdf
  Please note that this is the standard information for Sydney students. Some may not apply to the KU-MU T&I Program student (e.g. borrowing books, training, etc.).

20. Student Development & Students with Learning Needs

a) Student Development Services and Academic Guidance
Students who have learning difficulties should ask the KU-MU T&I Office directly for assistance. Students may also seek advice from course instructors and staff of the institution. Contact details are given in this handbook.

b) Students with Disabilities
The KU-MU T&I Program is committed to equal opportunities in education and seeks to provide every possible means to assist students with disabilities to facilitate their learning. Students concerned are invited to write to the KU-MU T&I Office to specify what special assistance is needed. All information collected will be kept confidential.

21. Program Administration

MQ staff members

Program Convener: Associate Professor Eddie Ronowicz
Department of Linguistics
Macquarie University NSW 2109
Australia

Program Manager: Mr. Hendriko Panggabean
Transnational Education
Macquarie International
Building E3A, Level 1
Macquarie University
North Ryde NSW 2109
Australia
Local staff members

<table>
<thead>
<tr>
<th>Name (Title)</th>
<th>Tel</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ms. An Serim (Program Coordinator)</td>
<td>02-3290-2448</td>
<td><a href="mailto:serime@hotmail.com">serime@hotmail.com</a></td>
</tr>
<tr>
<td>Ms. Jin So-hyun (Program Support)</td>
<td>02-3290-1455</td>
<td><a href="mailto:shjin@korea.ac.kr">shjin@korea.ac.kr</a></td>
</tr>
</tbody>
</table>

22. Student Feedback & Communication Channel

a) Student Feedback Questionnaire
   We are dedicated to continuous quality enhancement and we do appreciate students’ feedback on the program. Student feedback will be collected formally through the Student Feedback Questionnaire at the end of each semester.

b) Communication Officer
   The KU-MU T&I Program welcomes feedback from students on matters ranging from program related issues to our general support services. Our staff members are ready to listen to your comments and will take instant follow-up action when necessary. You may deliver your feedback by:

   Tel: 02-3290-2448
   Email: kumuprogram@hanmail.net

23. Location of KU-MU T&I Program

   • Main Office
   Address: #601B, IFLS Building
   Korea University
   Anam-dong, Seongbuk-gu
   Seoul, South Korea.
   Tel: 02-3290-2448
   Email: kumuprogram@hanmail.net
   Website: http://langtopia.korea.ac.kr/kumu/kumu_process.html
24. **Disclaimer**

All information in this handbook is subject to change and periodic review. The information is accurate at the time of updating.
Appendix I - Academic Structure of KU-MU T&I Program

**Certificate (KU courses)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRAN 816</td>
<td>Introduction to Translation Theory and Practice</td>
</tr>
<tr>
<td>TRAN 821</td>
<td>Interpreting Techniques</td>
</tr>
<tr>
<td>TRAN 832</td>
<td>Public Speaking</td>
</tr>
<tr>
<td>TRAN 833</td>
<td>Advanced Writing Skills for Translators</td>
</tr>
</tbody>
</table>

**Diploma (MQ courses)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRAN 820</td>
<td>Translation Practice</td>
</tr>
<tr>
<td>TRAN 822</td>
<td>Interpreting Practice</td>
</tr>
<tr>
<td>TRAN 823</td>
<td>Language Transfer in the Media</td>
</tr>
<tr>
<td>TRAN 819</td>
<td>Introduction to Text Analysis</td>
</tr>
<tr>
<td>TRAN 855</td>
<td>Contrastive Language Studies</td>
</tr>
</tbody>
</table>

**Master**  
Courses vary depending on the program. For more details, please visit [http://www.ling.mq.edu.au/postgraduate/coursework/tip.htm](http://www.ling.mq.edu.au/postgraduate/coursework/tip.htm).