



STUDENT Handbook 2026

An Overview of the
Translation Program
Students' Handbook

Translation
Program

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About the Program

The Translation Program offers an integrated curriculum that prepares students for academic, professional, and educational work in the field of English language and Translation.

- ❖ It is one of the few programs offered by Saudi universities, enabling the university to provide a distinguished service towards leadership and excellence.
- ❖ There is a growing demand for graduates and researchers in the field of translation, interpretation, and translation studies.
- ❖ There is a need for a source of support for Najran University in translation from Arabic into English and vice versa in educational institutions and other related works.
- ❖ The introduction of this program at Najran University facilitates the education process for the children of the region and neighbouring countries, eliminating the need to travel abroad or to other cities in the Kingdom to study this specialization.
- ❖ The study in the Program, leading to the bachelor's degree for the students of the program in the College of Languages and Translation,

involves rigorous training in independent thinking and fluent spoken and written language expression.

- ❖ Students specialize in English language translation and interpretation to meet the society and labor market demands for translators and English language specialists.
- ❖ Distinguished graduates are given the opportunity to pursue master's and PhD studies abroad, meeting the universities' need for instructors.

Program Mission

Preparing students to be qualified graduates with knowledge and skills in translation and supporting research activities and community service through an advanced educational program.

Program Goals & Objectives

Goals:

1. Providing students with the basic knowledge and skills in the field of translation.
2. Providing a supportive academic and educational environment.
3. Activate the program social responsibility via services and research activities.

Program objectives

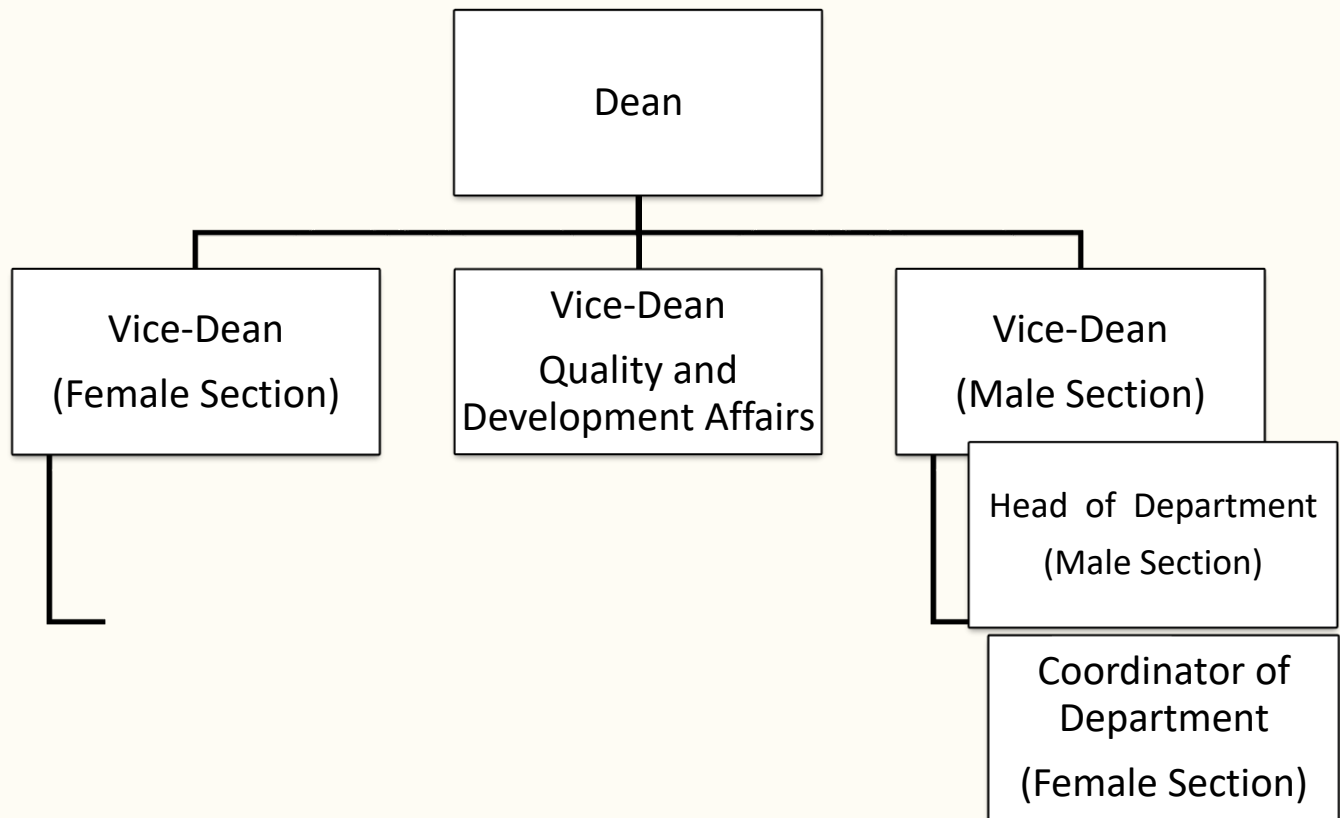
1. Provide students with the knowledge and concepts required for a deep understanding of translation.
2. Support students with the required cognitive, practical, and communication skills.
3. Promote the desirable professional ethics and values in practicing knowledge.
4. Provide enough qualified teaching staff with the necessary competence and experience.
5. Supply easy access to adequate teaching and learning resources.
6. Offer diverse extracurricular activities, and efficient counseling and support services for the students.
7. Enhance the sense of social responsibility by engaging the students and the teaching staff in community service activities.
8. Enhance research productivity and quality.

Head of Department Message

It is my pleasure to welcome you all to the Department of Translation. Here, we are committed to academic excellence and to preparing graduates who are both academically grounded and professionally equipped—graduates ready to serve their communities and enrich the cultural and intellectual fabric of society. Translation is far more than transferring words between languages; it is a powerful bridge that connects cultures, fosters mutual understanding and promotes meaningful communication. It plays a vital role in supporting development and shaping the foundations of civilization. At the Department of Translation, we place great value on combining theoretical knowledge with hands-on experience.

Our aim is to provide a dynamic and supportive learning environment—one that sharpens skills, sparks creativity, and encourages scientific inquiry. We also strive to establish strategic partnerships with relevant institutions to further enhance our students' competencies and prepare them to thrive in a constantly evolving job market. In closing, I truly believe that our success is built on collective effort. Let us all commit to giving our best to achieve our shared academic goals and may Allah bless our work!

Administrative Organization of The Program



Admission Requirements

The Translation Department has set clearly defined criteria for student admission and registration, approved by the Translation Department Council; they are as follows:

- ❖ The applicant must hold a High School Certificate or equivalent from within or outside the Kingdom.
- ❖ The age of the applicant must not exceed 25 years for males and 30 years for females.
- ❖ The applicant must pass all university or college-required tests.
- ❖ The applicant must submit all documents required by Admission & Registration Deanship on time.
- ❖ The applicant must achieve a weighted percentage of 70% or higher (50% GPA + 50% Aptitude Test)
- ❖ The applicant must not have previously been academically or disciplinarily dismissed, taking into consideration Paragraph 4 of Article 20 in Study & Tests Regulations.
- ❖ The applicant must not be restricted or accepted in another educational institution.
- ❖ Medical fitness is required for applicant's major; if not, Admission &

Registration Deanship may change his/her admission into another major in conformity with his/her health status or reject his/her admission.

- ❖ Any other conditions specified by the University Council at the time of application.
- ❖ Meeting any other requirements specified by the Translation Program.

Program Courses

Current Study Plan: The study plan for Bachelor of Translation Program is as follows:

Level	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours	Type of requirements (Institution, College, or Program)
Level 1	120 Eng-3	English Grammar1	Required	-	3	Department
	111-TQF-2	Muslim Culture (1)	Required	-	2	University
	110 Eng -3	Listening & Speaking 1	Required	-	3	Department
	111- Eng -3	Reading 1	Required	-	3	Department
	112- Eng -3	Writing 1		-	3	Department
	101 ARB-2	Arabic Language Skills	Required	-	2	University
	-----	Elective Course	Elective	-	2	University
Level 2	121 Eng -3	English Grammar 2	Required	120 Eng-3	3	Department
	212 TQF-2	Muslim Culture (2)	Required	111 TQF-2	2	University
	113 Eng -3	Listening & Speaking 2	Required	110 Eng -3	3	Department
	114 Eng -3	Reading 2	Required	111 Eng -3	3	Department
	115 Eng -3	Writing 2	Required	112 Eng -3	3	Department
	201 ARB-3	Arabic Grammar	Required	-	3	Department
	220 Eng -3	English Grammar 3	Required	121 Eng -3	3	Department
Level 3	210 Eng -3	Listening & Speaking 3	Required	113 Eng -3	3	Department
	211 Eng -3	Writing 3	Required	115 Eng -3	3	Department
	212 Eng -3	Reading 3	Required	114 Eng -3	3	Department
	230 TRA-3	Introduction to Translation	Required	-	3	Department
	101 CIS-2	Digital Skills	Required	-	2	University
	221 Eng-3	Phonetics & Phonology	Required	-	3	Department
Level 4	231 TRA-2	Translation & Culture	Required	230 TRA-3	2	Department
	232 TRA-2	Terminology & Arabization	Required	-	2	Department
	233 TRA-3	Contrastive Linguistics	Required	-	3	Department
	234 TRA-3	Lexicology	Required	-	3	Department

Level	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours	Type of requirements (Institution, College, or Program)
	235 TRA-3	General Translation	Required	230 TRA-3	3	Department
	-	Elective Course	Elective	-	2	University
Level 5	320 Eng -3	Morphology & Syntax	Required	233 TRA-3	3	Department
	330 TRA-3	Translation & Text Analysis	Required	230 TRA-3	3	Department
	331 TRA-3	Translation Theories	Required	-	3	Department
	332 TRA-3	Translation & Editing	Required	-	3	Department
	333 TRA-3	Computer-Assisted Translation	Required	-	3	Department
	102 NAT-2	National Identity	Required	-	2	University
Level 6	334-TRA-3	Economic & Administrative Translation	Required	-	3	Department
	335-TRA-3	Tourism Translation	Required	-	3	Department
	336-TRA-3	Literary Translation	Required	-	2	Department
	321 Eng-3	Semantics & Pragmatics	Required	233 TRA-3	3	Department
	337-TRA-3	Audio-Visual Translation	Required	-	3	Department
Level 7	430-TRA-3	Media & Political Translation	Required	-	3	Department
	431-TRA-3	Scientific & Medical Translation	Required	-	3	Department
	432-TRA-3	Legal & Security Translation	Required	-	3	Department
	433-TRA-3	Religious Translation	Required	-	3	Department
	434-TRA-3	Research Methods in Translation	Required	-	3	Department
	435-TRA-3	Simultaneous Interpreting	Required	338-TRA-3	3	Department
Level 8	436 TRA-2	Translation Project	Required	434 TRA-3	4	Department
	437 TRA-3	Cooperative Training	Required	Passing all courses in previous levels	3	Department

Assessment System

A concise and effective assessment system is implemented in line with university standards. The assessment consists of coursework and final evaluation stages.

All Levels		
Method of Assessment	Term Period	Mark Distribution
Assignments	Throughout the Term	5%
Quizzes	Throughout the Term	15%
Midterm Exams	Week 9 to Week 11	30%
Final Exams	Final Two Weeks	50%

Level 8		
Method of Assessment	Term Period	Mark Distribution
Translation Project	Throughout the Term	100%

Admission and Support

1. Guidance and Orientation Programs for New Students

(Include only the exceptional needs offered to the students of the program that differ from those provided at the institutional level).

- ❖ Holding orientation for first-level students.
- ❖ Informing the students with rules of postponing study of some courses or semesters.
- ❖ Informing the student with his/her rights & duties inside the faculty as well as rules & penalties in case of breaching the University's system and regulations.
- ❖ Urging the students to read the instructions declared by Students' Affairs Deanship and attending related seminars.
- ❖ Providing the students with academic advising guidebook.

2. Student Advisory Services

(Academic, Professional, Psychological and Social)

Arrangements for availability of faculty and teaching staff for individual student consultations and academic advice:

Teaching staff member is available 6 hours per week for student consultations (office hours, in addition to (4) hours for academic advising).

Furthermore:

- ❖ Students are divided according to their levels among faculty members for academic counseling and consultation.
- ❖ Names of distinguished students are given to a particular faculty member for guidance and academic counseling.
- ❖ Names of low-graded students are given to a particular faculty member for guidance and academic counseling.
- ❖ Complaints and suggestion file is assigned to a particular committee faculty member for discussion and problem solving.

- ❖ Academic Advising icon is activated online through the University portal.
- ❖ Daily Follow-up is conducted to ensure the availability of teaching staff members to offer consultations and academic advice for students.
- ❖ Varied social media means are used to communicate with students (What's app., e-mails, etc., in addition to creating forums for students on the blackboard system.

Academic Advisory Services

1. Through the academic advisors, the following procedures are implemented:

- ❖ Preparing an academic file including the student's data & having all data online.
- ❖ Informing the students with courses addendum & deletion timetable and ways of doing that manually &electronically.
- ❖ Declaring the teaching schedule for the students includes time and place of lectures as well as solving any related problems.
- ❖ Being fully acquainted with courses names, codes & prerequisites.
- ❖ Declaring the University annual study calendar and study start date for both semesters.
- ❖ Following up the academic progress of students.
- ❖ Educationally & academically guiding & helping the students.
- ❖ Being acquainted with the students' problems especially those affecting his/her academic progress & working on solving them.
- ❖ Informing the student with his/her rights & duties inside the faculty as well as rules & penalties in case of breaching the University's system and regulations.
- ❖ Guiding & helping low-grade or academically weak students.
- ❖ Examining, follow-up and guiding frequent absentees.
- ❖ Setting and follow-up a plan by the faculty's Graduates Unit for professional development in the light of beneficiaries' virtual needs.

- ❖ The Program declares all teaching staff academic advising and office hours to facilitate contacting the teaching staff members at specified times.

2. Through the academic advisors, the following procedures are implemented for low achievers, disabled, gifted, and talented students.

For low achievers and disabled students, the following procedures are implemented:

- ❖ Arrange extra remedial classes.
- ❖ Break learning into small steps.
- ❖ Administer probes.
- ❖ Supply regular, quality feedback.
- ❖ Use diagrams, graphics and pictures to augment what they say in words.
- ❖ Provide ample independent, well-designed intensive practice.

For gifted and talented students, the following procedures are implemented:

- ❖ They are honored and given credit certificates at Department Ceremony to encourage them to maintain their excellent academic achievement and creativity.

Learning Resources, Facilities, And Equipment:

1. Learning Resources

- ❖ Learning resources required by the Program (textbooks, references, and e-learning resources and web-based resources, etc.)
- ❖ Using Internet databases to determine some learning resources that can be helpful in teaching the Program
- ❖ courses and they are included in each course specification.
- ❖ A contract is made between the University and an accredited bookshop and a similar list of textbooks & references
- ❖ needed to be prepared or copied for the students before the beginning of the academic year.

2. Facilities and Equipment

- ❖ (Library, laboratories, classrooms, etc.)
- ❖ Four highly equipped language laboratories
- ❖ Central library
- ❖ Classrooms are air-conditioned and equipped by sophisticated overhead projectors (data shows)
- ❖ Many First Aid kits

❖ Student Activities Center.

3. Procedures to ensure a healthy and safe learning

environment:

- **First Aid kits:** Strategically placed for immediate medical assistance.
- **Fire extinguishers:** Located in accessible areas to mitigate fire hazards.
- **Central air-conditioning:** Ensures proper ventilation and a conducive learning environment.
- **Emergency exits:** Clearly marked for swift evacuation during crises.
- **Routine safety inspections:** Regular assessments ensure compliance and functionality of all safety measures.

These arrangements collectively foster a secure and prepared educational setting.

Teaching Staff of Translation Department

Name	Academic rank	Specific Specialty
Dr. Ayed Al Hajri	Assistant Professor	Translation
Dr. Mutahar Qasim	Associate Professor	Translation
Dr. Sameh Mahmoud	Assistant Professor	Translation
Dr. Ekheir Atamna	Professor	Linguistics
Dr. Abdulhafeed Faqih	Professor	Linguistics
Dr. Yahya AlQahtani	Lecturer	Translation
Dr. Al-Batoul Al-Hazmi	Associate Professor	Linguistics
Dr. Anwar Al-Athwary	Associate Professor	Linguistics
Dr. Mariam Abdou	Associate Professor	Linguistics
Dr. Samia Azieb	Associate Professor	Linguistics
Dr. Muneera Moftah	Associate Professor	Linguistics
Dr. Ali Al-Ealiwi	Assistant Professor	Linguistics
Dr. Abdul-Rahman Al-Wadea	Assistant Professor	Linguistics
Dr. Abdulaziz Al-Shahrany	Assistant Professor	Linguistics
Dr. Nazim Alqahtani	Assistant Professor	Linguistics
Dr. Ali Al-Zubi	Assistant Professor	Linguistics
Dr. Um-Alhussein Mohammad	Assistant Professor	Linguistics
Dr. Al-Batoul Al-Hazmi	Associate Professor	Linguistics
Dr. Marwa Ibrahim	Assistant Professor	Linguistics
Dr. Looloo Ali	Lecturer	Linguistics
Mohammad Mabkuot Al Hamami	Lecturer	Translation
Amjad Alharbi	Lecturer On PhD scholarship	Translation
Anfal Musfer Saleh Alwadie	Lecturer (on leave)	Translation
Salwa Saied Al Aliani	Lecturer (on PhD scholarship)	Translation
Ohood Alswar	Lecturer (on PhD scholarship)	Translation
Hayat Alzahrani	Lecturer (on PhD scholarship)	Linguistics
Sahar Abdullah	Lecturer (on PhD scholarship)	Translation
Ziyad Alsulami	Lecturer	Linguistics

Fatima Al Suwaidan	Lecturer	Linguistics
Raisa AL-Swaidan	Lecturer	Linguistics
Norah Mofareh	Lecturer	Linguistics
Hadeel Alsharif	Lecturer	Linguistics
Ghzail Al Mutlaqh	Lecturer	Linguistics
Majed AlEnezy	Lecturer	Translation
Wofqa Al Ankees	Lecturer	Linguistics
Amal Haider	Lecturer	Linguistics
Asmaa Alqawi	Lecturer	Linguistics
Hajer Abuhamama	Teaching Assistant	Applied Linguistics
Yara Muqri	Teaching Assistant	Applied Linguistics
Hanan Almutairi	Teaching Assistant	Applied Linguistics
Atheer Alqahtani	Temporary Teaching Assistant	Translation
Mashael Alqahtani	Temporary Teaching Assistant	Translation
Reem Ashahrani	Temporary Teaching Assistant	Translation