



Guide to Translation Program

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About Translation Program

The Department of Translation at the College of Languages and Translation is one of the key academic departments at Najran University. It was established by the decision of the Higher Education Council No. (10/48/1428) during its 48th session, held on 27/12/1428 AH. The department offers a bachelor's degree in Translation between English and Arabic, reflecting the university's commitment to providing high-quality education in language and communication studies.

The program is designed to equip students with both comprehensive theoretical knowledge and practical experience in written and oral translation. It integrates modern, technology-based tools and innovative teaching methods across all levels to enhance the learning experience and ensure students are well-prepared for professional roles. This balanced approach supports the development of critical translation skills that meet current academic and industry standards.

The department aims to address the growing demand in the labour market for qualified specialists in translation and translation studies, particularly in English—recognized globally for its importance and wide usage. Additionally, the department aspires to contribute to the dissemination of Islamic knowledge and

culture by leading efforts to publish translated Islamic texts, thereby promoting greater understanding of Islam, its values, and its civilization.

Chairman's 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!

Significance of the Translation Program

The Translation Program offers an integrated curriculum designed to prepare students for academic, professional, and educational careers in the fields of English language and translation. As one of the few such programs offered by Saudi universities, it enables Najran University to provide distinguished services that contribute to national leadership and academic excellence.

There is a growing demand for graduates and researchers in the fields of translation, interpretation, and translation studies. The program also serves as a vital resource for supporting Najran University and other institutions in translation tasks from Arabic to English and vice versa. By offering this program locally, Najran University facilitates access to specialized education for students in the region and neighbouring countries, eliminating the need to travel abroad or to other cities within the Kingdom.

The bachelor's program includes rigorous training in independent thinking as well as fluent spoken and written language expression. Students specialize in English translation and interpretation to meet the needs

of society and the labour market for skilled translators and English language professionals. Outstanding graduates are encouraged to pursue master's and doctoral studies abroad to fulfil the growing need for qualified university instructors. The program also addresses the increasing demand for professionals capable of engaging with social and cultural developments and translating English literary and artistic works for the benefit of local communities

Program Mission, Goals, Objectives and Learning Outcomes

Program Mission

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

Program Goals

1. Equipping students with the necessary knowledge and skills in the field of translation.
2. Providing a supportive academic and educational environment to both faculty members and students.
3. Fostering the program's social responsibility through community service initiatives and research activities.

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 counselling 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.

Program Learning Outcomes

KNOWLEDGE AND UNDERSTANDING	
K1	Demonstrate deep knowledge of the English linguistic system.
K2	Outline the various theories of translation and interpretation.
K3	Distinguish various cultural stances associated with English.

SKILLS

S1	Master effectively (both written and spoken) communication skills in the source and target languages in different contexts.
S2	Demonstrate advanced composition skills in English.
S3	Translate and interpret between English and Arabic in a variety of specialized fields.
S4	Master cutting-edge translation and interpretation programs and tools.
S5	Conduct up to date research in the fields of translation and interpretation

Values, Autonomy, and Responsibility

V1	Bear responsibility for self-study and self-improvement.
V2	Show self-confidence during the activities and tasks assigned.
V3	Have ethics of translation and interpreting professions.

Requirements for Joining the Program

Fulfilling Admission & Registration Deanship Requirements.

Certificate of General Secondary Education Completion.

Guidance and Orientation

Guidance and Orientation Programs for New Students

- 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.

Academic Advising

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.

Besides:

1. Students are divided according to their levels among faculty members for academic counselling and consultation.

2. Names of distinguished students are given to a particular faculty member for guidance and academic counselling.
3. Names of low-graded students are given to a particular faculty member for guidance and academic counselling.
4. Complaints and suggestion file is assigned to a particular committee faculty member for discussion and problem solving.
5. Academic Advising icon is activated online through the university portal.
6. Daily Follow-up is conducted to ensure the availability of teaching staff member to offer consultations and academic advice for students.
7. 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.

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 including 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 their 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, following up and guiding frequent absentees.
- Setting and following 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.

- Special Support.

➤ **For low achievers/ disabled students the following procedures are implemented: -**

- Arranging 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 honoured and given credit certificates at Department Ceremony to encourage them maintain their excellent academic achievement and creativity.

Learning Resources and Courses

1. Learning Resources

The program utilizes a variety of learning resources, including textbooks, reference materials, e-learning tools, and web-based resources. Internet databases are regularly consulted to identify and include relevant learning materials that support the teaching of each course, and these are documented in the course specifications.

The university maintains a contract with an accredited bookstore to ensure the timely availability of required textbooks and references. A comprehensive list of these resources is prepared or duplicated in sufficient quantities for students before the start of each academic year.

2. Facilities and Equipment

The program is supported by essential educational facilities, including the Central Library, well-equipped and air-conditioned classrooms, and four language laboratories. These facilities are designed to enhance the learning experience and provide students with access to the tools and environments necessary for effective language acquisition and translation practice.

3. Procedures to Ensure a Healthy and Safe Learning Environment

Several health and safety measures are in place across college classrooms and laboratories. These include First Aid kits, fire extinguishers, central air-conditioning, and other safety arrangements to ensure a secure and comfortable learning environment for students and staff.

Courses Taught

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	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours	Type of requirements (Institution, College, or Program)
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
Level 3	220 Eng -3	English Grammar 3	Required	121 Eng -3	3	Department
	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
Level 4	221 Eng-3	Phonetics & Phonology	Required	-	3	Department
	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
	235 TRA-3	General Translation	Required	230 TRA-3	3	Department

Level	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours	Type of requirements (Institution, College, or Program)
	-	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

Level	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours	Type of requirements (Institution, College, or Program)
	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

Teaching Staff

No	Faculty Name	Gender	Academic Rank	Degree	Institution Graduated From	Year of the Highest Qualification	General Specialty	Specific Specialty	Mode of Study	Nationality
1	Dr. Mutahar Qassem	Male	Associate Professor	PhD	University of Mysore, India	2016	English	Translation Studies	On-campus	Yemeni
2	Dr. Sameh Mahmoud	Male	Assistant Professor	PhD	Sohag University, Egypt	2017	English	Translation Studies	On-campus	Egyptian
3	Dr. Ayed Alhajri	Male	Assistant Professor	PhD	Cardiff University, United Kingdom	2024	English	Translation Studies	On-campus	Saudi
4	Yahiya Alqahtani	Male	Lecturer	PhD	University of Reading	2025	English	Translation Studies	On campus	Saudi

5	Majid Al-Enezi	Male	Demonstrator	Master	University of Leeds	2021	English	Translation Studies	On campus	Saudi
6	Muhammad Al-Hamami	Male	Demonstrator	Master	Birmingham University	2021	English	Translation Studies	On campus	Saudi
7	Anfal Al-Wadei	Female	Demonstrator	Master	King Khalid University, KSA	2018	English	Translation Studies	On campus	Saudi
8	Dr. Abdulhafeed Faqih	Male	Professor	PhD	Delhi University, India	2003	English	Linguistics	On campus	Yemeni
9	Dr. Anwar Al-Athwary	Male	Associate Professor	PhD	Aligarh Muslim University, India	2004	English	Linguistics	On campus	Yemeni
10	Dr. Mariam Abdou	Female	Associate Professor	PhD	Sanaa University	2009	English	Linguistics	On campus	Yemeni
11	Dr. Samia Azieb	Female	Associate Professor	PhD	University of Jordan, Amman	2017	English	Linguistics	On-campus	Algerian
12	Dr. Muneera Mofteh	Female	Associate Professor	PhD	UPM, Malaysia	2011	English	Linguistics	On-campus	Yemeni
13	Dr. Al-Batoul Al-Hazmi	Female	Associate Professor	PhD	New South Wales University, Sydney, Australia	2017	English	Linguistics	On-campus	Saudi
14	Dr. Nazim Alqahtani	Male	Assistant Professor	PhD	The University of Birmingham	2024	English	Linguistics	On-campus	Saudi
15	Dr. Ali Al-Ealiwi	Male	Assistant Professor	PhD	George Mason University, United States of America	2020	English	Linguistics	On-campus	Saudi
16	Dr. Abdul-Rahman Al-Wadei	Male	Assistant Professor	PhD	Edinburgh University	2021	English	Linguistics	On-campus	Saudi
17	Dr. Abdulaziz Al-Shahrany	Male	Assistant Professor	PhD	University of Melbourne, Australia	2022	English	Linguistics	On-campus	Saudi
18	Dr. Ali Al-Zubi	Male	Assistant Professor	PhD	University Sains Malaysia	2019	English	Linguistics	On-campus	Jordanian

19	Dr. Um-Alhusein Mohammad	Female	Assistant Professor	PhD	Algazira University	2013	English	Linguistics	On-campus	Sudanese
20	Dr. Marwa Ibrahim	Female	Assistant Professor	PhD	Khartoum University, Sudan	2015	English	Linguistics	On-campus	Sudanese
21	Dr. Looloo Ali	Female	Lecturer	PhD	Sudan University of Science & Technology	2019	English	Linguistics	On-campus	Yemeni
22	Asmaa Al-Qawi	Female	Lecturer	Master	Khartoum University, Sudan	2004	English	Linguistics	On-campus	Sudanese
23	Ziyad Alsulami	Male	Demonstrator	Master	Lancaster University, UK	2022	English	Linguistics	On-campus	Saudi
24	Fatima Al-Suwaidan	Female	Demonstrator	Master	Najran University	2019	English	Linguistics	On-campus	Saudi
25	Raisa Al-Swaidan	Female	Demonstrator	Master	Najran University	2019	English	Linguistics	On-campus	Saudi
26	Norah Mofareh	Female	Demonstrator	Master	Najran University, Najran	2020	English	Linguistics	On-campus	Saudi
27	Hadeel Alsharif	Female	Demonstrator	Master	Najran University, Najran	2017	English	Linguistics	On-campus	Saudi
28	Ghzail Al Mutlaqh	Female	Teaching Assistant	Master	King Khalid University, Abha	2017	English	Linguistics	On-campus	Saudi
29	Hajar Abuhamama	Female	Teaching Assistant	Master	King Khalid University, Abha	2021	English	Linguistics	On-campus	Saudi
30	Yara Muqri	Female	Teaching Assistant	Master	King Khalid University, Abha	2021	English	Linguistics	On-campus	Saudi
31	Amal Haider	Female	Demonstrator	Bachelor	Najran University	2019	English	Linguistics	On campus	Saudi
32	Sahar Al-Muneeef	Female	Teaching Assistant	Master	University of Leicester, UK	2020	English	Translation Studies	On-campus	Saudi
33	Fatima Al Soliman	Female	Demonstrator	Master	Najran University	2019	English	Linguistics	On-campus	Saudi
34	Sarah Al Mudawis	Female	Demonstrator	Master	Najran University, Saudi Arabia	2019	English	Linguistics	On-campus	Saudi
35	Muhammad Al-Bahouth	Male	Demonstrator	Master	University of Leeds	2020	English	Translation Studies	On-campus	Saudi
36	Hayat Alzahrani	Female	Lecturer	Master	Najran University, KSA	2014	English	Linguistics	On-campus	Saudi
37	Reem Mesfer Alshahrani	female	Temporary teaching assistant	Master	King Khalid University	2024	English Language	Translation	On-campus	Saudi

38	Mashael Saad Alqahtani	female	Temporary teaching assistant	Master	King Khalid University	2025	English Language	Translation	On-campus	Saudi
39	Atheer Abdulaziz Alqahtani	female	Temporary teaching assistant	Master	King Khalid University	2024	English Language	Translation	On-campus	Saudi