

TRAINING COURSE ON LEGAL AND ADMINISTRATIVE TRANSLATION AND INTERPRETATION

(Arabic-Spanish, French-Spanish, English-Spanish, Romanian-Spanish, Russian-Spanish, Polish-Spanish, Chinese-Spanish)

JANUARY-FEBRUARY 2010

OBJECTIVES

The main objective of the course is to train professionals who, apart from knowing both languages and cultures in contact:

- know and master techniques of information transfer and adequate terminology,
- know how to deal with cultural differences in legal and administrative settings,
- observe the ethical principles attached to the interpretation and translation of documents and materials used in legal and administrative settings.

AIMED AT

- People with an extensive knowledge of the chosen pair of languages.
- People who have served or are currently serving as liaisons for immigrants and refugees, eliminating barriers in a variety of settings (police stations, schools...)
- People who have experience as linguistic and cultural mediators on either an oral or written level (interpreters and translators), but who have not been trained.

SYLLABUS (17 ECTS credits)

1. Characteristics of legal and administrative T&I and related topics.
2. Direct and inverse translation. Techniques, tools and resources.
3. Consecutive and bilateral interpreting. Note-taking.
4. Practice with: a) legal documents: birth certificates, marriage and divorce certificates, and so on; b) forms from different Spanish administrations: passport application form, residence permit, and so on; c) work related forms: contracts, dismissals, and so on; d) forms to register children for schools or adults for the adults school; interpretation role-plays, and so on.

PRE-REGISTRATION

The pre-registration form can be downloaded at: <http://www2.uah.es/aulatraduccion>

Deadline: December 2009

LECTURERS

Professionals from different institutions: teachers, lawyers, legal translators and/or interpreters with experience in the chosen pair of languages

CALENDAR AND SCHEDULE

January – February 2010

Schedule: Monday - Thursday, 16:00 - 20:00 .

Universidad de Alcalá. Colegio San José de Caracciolos; c/ Trinidad, 5; 28801 Alcalá de Henares.

ACADEMIC FEES AND SCHOLARSHIPS

- Registration: 725€, secretarial fees not included (subject to revision).
- A limited number of scholarships are available. Applicants must submit a copy of their latest tax return (*declaración de Hacienda*) or a certificate from the Employment Office (INEM) or Tax Agency documenting their employment or family status upon pre-registration.
- Diplomas will be issued upon the students' request.
- A minimum of 5 students per language pair is needed in order for that group to be taught.

FURTHER INFORMATION AND PRE-REGISTRATION (preferably by fax or e-mail)

E-mail: traduccion.sspp@uah.es/ aula.traduccion@uah.es

Fax: 91 885 44 45 Tel.: 91 885 5347

Schedule: Monday – Friday; 9:30 - 13:00 and Monday – Thursday; 14:00 - 18:00

Further information at: <http://www2.uah.es/traduccion> y <http://www2.uah.es/aulatraduccion>