



Master of Arts in Translation (English) Program Handbook

1447 H (2025-26) Academic year

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1. Welcome From the Head of the Department

On behalf of the Department of English, I am pleased to welcome you to the Master of Arts in our Translation Program. Choosing to pursue graduate studies in translation reflects your academic dedication and your interest in a field that plays an essential role in communication across languages and cultures.



This program is designed to provide you with a solid foundation in the theory and practice of translation. Throughout your studies, you will engage with key concepts in translation studies and gain practical experience in translating a variety of text types. The program also aims to develop analytical and research skills that support professional practice as well as further academic pursuits.

Our faculty members are committed to creating a supportive and intellectually stimulating learning environment that values critical thinking, accuracy, and professional responsibility. You will have opportunities to engage in coursework, applied translation activities, and research-related tasks that enhance your awareness of linguistic and cultural considerations relevant to translation.

This handbook has been prepared to guide you throughout your academic journey. It outlines the program's requirements, academic regulations, relevant procedures, and course descriptions, and should serve as a key reference during your studies.

I encourage you to make full use of the academic resources and support available within the department. I am confident that your time in the program will be both enriching and rewarding, and I look forward to seeing your academic progress and professional growth.

Dr. Sami Alsalmi

Head of the Department of English
College of Language Sciences
King Saud University

Disclaimer

The content of this handbook is strictly intended for MA students enrolled in the Master of Arts Program in Translation at King Saud University. The Department of English reserves all copyright and distribution rights.

2. Program Overview

The Master of Arts in Translation (English) is a two-year graduate program offered by the College of Language Sciences. The program grants the degree of *Master of Arts in Translation (English)* and is designed to qualify professional translators both scientifically and practically.

The program introduces students to the most prominent theories in Translation Studies, develops advanced research skills, and equips students with practical expertise across a wide range of translation domains. Special emphasis is placed on modern translation technologies, computer-assisted translation (CAT) tools, and methods for evaluating translation quality.

The program targets graduates of English bachelor's programs, including teaching assistants in Saudi universities, professional translators and interpreters working in ministries, hospitals, translation offices, and publishing houses.

- **Duration of study:** Two academic years
- **Language of instruction:** The language of instruction for all courses, assessments, and research work in the Program is English.
- **Language requirement:** Applicants must demonstrate adequate fluency in both spoken and written Arabic to translate effectively between Arabic and English.
- **Fees:** 70,000 Saudi Riyals

3. Program Objectives

- To provide students with advanced knowledge of major theories, models, and approaches in Translation Studies.
- To equip students with practical skills applicable across various translation domains.
- To foster independent research capabilities using appropriate methodologies.
- To develop proficiency in modern translation technologies and terminology management tools.
- To cultivate professional and ethical awareness in translation practice.

4. Program Learning Outcomes

Graduates of the MA in Translation program are expected to:

- Provide creative and specialized solutions to current issues and problems of translation in complex and advanced contexts
- Critically evaluate, review, and reflect on key concepts, theories, approaches, and techniques in the field of translation
- Conduct advanced research in the field of translation using specialized techniques, and methods of scientific research
- Apply specialized translation processes, techniques and strategies based on text type, mode and context
- Review, assess, and comment on translated works based on scientific principles, models, and metrics
- Utilize efficiently the technological means relevant to translation, research, and analysis

5. Admission Requirements

In addition to the admission requirements mentioned [in the unified regulations for graduate studies in Saudi universities](#) and the organizational and [executive rules and procedures for graduate studies at King Saud University](#), the Department requires the following to enrol in the program:

- A Bachelor's degree in English, Translation, or a related field from a recognized university with a minimum cumulative GPA of 3.75.
- A minimum IELTS score of 6.5 in IELTS or its equivalent.

Differentiation criteria

- Bachelor's degree Cumulative GPA (%40)
- IELTS (%60)

6. Application Procedures

[The Graduate Studies Electronic Admission Portal User Guide](#) (dgs.ksu.edu.sa) outlines a step-by-step application procedure for postgraduate programs at King Saud University. Applicants begin by creating a new portal account, entering personal details, emergency contacts, and uploading valid identification (National ID or Passport/Iqama). They then input their academic qualifications—including degree certificates and transcripts—select their desired program (and sub-track, if applicable), and confirm their compliance with program requirements. Next, applicants upload required English language test scores (e.g., IELTS/TOEFL) and any program-specific documents under additional requirements, followed by two distinct academic letters of recommendation. After completing these sections, candidates pay a non-refundable application fee and return to the system to complete the final declaration, and formally submit the application. Once submitted, the application status changes to "Under Processing," and applicants receive a confirmation email with their application number, after which they must track their status and follow up with the academic department regarding any scheduled admission tests or interviews.

7. Program Structure

The program offers two tracks: **Thesis Track and Research Project Track**. It is organized over four academic levels. Students must successfully complete coursework, research preparation, and a thesis or research project according to the approved study plan.

8. Brief Course Descriptions (Core Courses)

511 TRAJ	Translation Studies	3 credit hours
This course introduces students to Translation Studies as an academic discipline. It provides an up-to-date overview of major theoretical movements and key theorists such as Catford, Newmark, Jakobson, Nida, and Vermeer. Students explore fundamental concepts, classifications, and approaches that have shaped the field.		
512 TRAJ	Research Methodology	3 credit hours

This course introduces the principles of academic research in translation. Students learn how to define research problems, formulate research questions and hypotheses, select appropriate methodologies, collect and analyze data, and present findings. The course also familiarizes students with academic writing conventions, formatting guidelines, and referencing styles.		
513 TRAJ	Translation in Humanities	2 credit hours
This course trains students to translate texts related to the humanities, including business, economics, management, law, media, and politics. It focuses on text analysis, terminology, text types, and problem-solving strategies in humanities translation.		
514 TRAJ	Terminology and Translation	2 credit hours
This course introduces basic concepts in terminology studies. Students learn to identify terms, analyze conceptual relations and hierarchical structures, use specialized dictionaries effectively, and deal with newly introduced terminology in translation.		
521 TRAJ	Culture and Translation	2 credit hours
This course explores the relationship between language, culture, and translation. Topics include translatability between Arabic and English, political and emotional concepts, categorization principles, color conceptualization, and cultural reflections in grammar.		
522 TRAJ	Translation in Technical and Scientific Fields	2 credit hours
This course focuses on translating scientific and technical texts such as those in medicine, engineering, physics, and technology. Students analyze text types, terminology, and common translation challenges specific to technical and scientific discourse.		
523 TRAJ	Discourse and Translation	3 credit hours
This course examines discourse organization and rhetorical patterns relevant to translation. Students analyze various genres including academic, literary, technical, legal, political, promotional, and media discourse, as well as emerging forms such as multimodal and computer-mediated communication.		
524 TRAJ	Linguistics and Translation	3 credit hours
This course introduces major linguistic approaches to translation, including systemic, functional, and cognitive linguistics. It highlights the contribution of linguistic theory to modern descriptive approaches in Translation Studies.		
531 TRAJ	Translation and Technology	2 credit hours
This course introduces theoretical and practical aspects of translation technologies. Students learn to use corpora, terminology management systems, translation memories, and other computational tools to enhance translation efficiency and productivity.		
532 TRAJ	Translation Quality Assessment	2 credit hours
This course familiarizes students with contemporary approaches to Translation Quality Assessment (TQA). Students apply quality metrics to translated texts and learn methods for evaluating translations, including post-editing practices.		

533 TRAJ	Audiovisual Translation	2 credit hours
This course provides training in audiovisual translation with a focus on subtitling. Students learn about linguistic, technical, and cultural challenges in subtitling and gain hands-on experience using professional subtitling software.		
534 TRAJ	Advanced Topics in Translation	3 credit hours
This course addresses advanced issues such as equivalence, domestication and foreignization, literary versus free translation, neologisms, idioms, collocations, abbreviations, proverbs, and causes of translation failure.		
544 TRAJ	Translation at the Workplace	3 credit hours
This course connects theory with real-world translation practice. Students translate authentic texts such as contracts, medical reports, commercial agreements, political speeches, brochures, and websites, developing professional awareness and decision-making skills.		
598 TRAJ	Thesis Proposal Preparation	One Unit
Students are required to write a research proposal under the supervision of a faculty member in the topic they have selected to work on for their theses.		
599 TRAJ	Research Project	(4) Units
Students complete a 12,000-word research project following one of these options: 1. Translation of a published text with critical commentary, 60% of the project's word count should be devoted to the translation per se while 40% should go to the students' comments and clarifications. 2. Comparative assessment of multiple translations of the same text. 3. A publishable research paper submitted to a peer-reviewed translation journal.		
600 TRAJ	Thesis	6 credit hours
Students write a thesis in the field of translation. The thesis must be written in English and conducted under faculty supervision.		

9. Study Plan

A. Thesis Track

Level One		
Course code	Course name	Hours
511	Translation Studies	3
512	Scientific Research Methodology	3
513	Translation in Humanities	2
514	Terminology and Translation	2
Total		10

Level Two		
Course code	Course name	Hours
521	Culture and Translation	2
522	Technical and Scientific Translation	2
523	Discourse and Translation	3
524	Linguistics and Translation	3
Total		10

Level Three		
Course code	Course name	Hours
531	Translation and Technology	2
532	Translation Quality Assessment	2
533	Audiovisual Translation	2
534	Advanced Topics in Translation	3
598	Thesis Proposal Preparation	1
Total		10

Level Four		
Course code	Course name	Hours
600	Thesis (Pre-requisite 598 TRAJ)	6
Total		6

B. Research Project Track

Level One		
Course code	Course name	Hours
511	Translation Studies	3
512	Scientific Research Methodology	3
513	Translation in Humanities	2
514	Terminology and Translation	2
Total		10

Level Two		
Course code	Course name	Hours
521	Culture and Translation	2
522	Technical and Scientific Translation	2
523	Discourse and Translation	3
524	Linguistics and Translation	3
Total		10

Level Three		
Course code	Course name	Hours
531	Translation and Technology	2
532	Translation Quality Assessment	2
533	Audiovisual Translation	2
534	Advanced Topics in Translation	3
Total		9

Level Four		
Course code	Course name	Hours
544	Translation in the Field of Work	3
599	Research Project	4
Total		7

10. Teaching and Learning Strategies

The program adopts a variety of teaching and learning strategies to ensure both theoretical depth and practical competence. These include:

- Lectures and seminars
- Practical translation workshops
- Case studies and text analysis
- Research-based learning
- Technology-enhanced instruction
- Individual and group projects

11. Assessment Methods

Students' performance in the program is assessed using a range of methods aligned with course learning outcomes. These methods may include:

- Written examinations
- Translation assignments and portfolios
- Research papers and projects
- Oral presentations
- Classroom participation
- Practical translation tasks

The weighting of assessment components is specified in individual course syllabi and follows the regulations approved by the university.

12. Attendance Policy

Students are required to attend all scheduled classes, seminars, and practical sessions. Attendance regulations are governed by the university's graduate studies regulations. Students who fail to meet the minimum attendance requirements may be denied entry to the final examination or required to repeat the course.

13. Academic Integrity and Research Ethics

The Program is committed to upholding the highest standards of academic integrity. Students are expected to conduct all academic work honestly, ethically, and in accordance with the University's regulations and policies.

Academic integrity requires that all submitted work is the student's own and that proper acknowledgment is given to the ideas, words, data, or work of others. Any form of academic misconduct undermines the values of scholarship and is considered a serious violation.

Academic misconduct includes, but is not limited to:

- Plagiarism, including presenting another person's work, ideas, or translations as one's own without proper citation
- Cheating in examinations, quizzes, or assessments
- Unauthorized collaboration or assistance
- Fabrication or falsification of data or research results
- Reuse of previously submitted work without prior approval (self-plagiarism)
- Inappropriate use of artificial intelligence (AI) tools, including submitting AI-generated content, translations, analyses, or written work as one's own without explicit permission from the course instructor, or without clear disclosure of the extent and purpose of AI use.

Students are responsible for familiarizing themselves with acceptable academic practices, including proper citation, referencing, research ethics, and the responsible use of digital and AI-based tools (see [Guidelines for the Use of Generative Artificial Intelligence in Higher Education for Students and Faculty Members at King Saud University](#)). Ignorance of academic integrity standards does not exempt students from responsibility.

Any suspected violation of academic integrity will be handled in accordance with university regulations and may result in academic penalties, including but not limited to a failing grade, suspension, or dismissal from the program (see Article 32 in [KSU Regulations for Graduate Studies](#)).

The Department encourages students to seek guidance from faculty members whenever there is uncertainty regarding academic integrity, acceptable use of AI tools, or proper academic practice.

14. Regulations and Guidelines for Scientific Integrity and Publication Ethics

Research conducted at King Saud University must adhere to rigorous standards of scientific integrity and publication ethics. Authorship credit must strictly reflect authentic intellectual contributions, prohibiting both ghost and gift authorship, with author order determined by contribution level. Researchers are required to report all data transparently without falsification or selective concealment, uphold zero tolerance for plagiarism, and ensure citations accurately represent directly reviewed sources. All studies involving human, animal, or environmental subjects must strictly comply with national bioethical laws to protect safety and human dignity, while authors remain obligated to fully declare funding sources and abide by institutional governance. For more information, check [*Guidelines for Scientific Integrity and Publication Ethics*](#).

As per [Article 28 in KSU Regulations for Graduate Studies](#), every graduate student in both the Master's and Doctoral stages is required to pass a training course on scientific integrity, as well as the rules for citation and quoting from scientific sources and references, during their study of the first level of the program's academic plan. This course shall be conducted under the supervision of the Deanship and in coordination with the relevant entities at the University. For more information, check the webpage dedicated for [The Permanent Sub-Committee for Human and Social Sciences Research Ethics](#)

15. Ethical Use of AI

Under the university's research and supervision framework, Generative AI tools may strictly serve as supportive aids and must never replace original intellectual contribution, critical analysis, or supervisor oversight. Researchers and graduate students are required to disclose all AI usage in proposals and theses, independently verify AI outputs against authoritative literature to prevent data falsification or bias, and strictly avoid uploading confidential research or institutional data into public platforms. Faculty members and supervisors must establish upfront boundaries for AI application, mentor students on ethical usage and verification practices, and ensure that unreleased research drafts or student theses are never submitted to unapproved AI platforms for evaluation. For more information, check [King Saud University's Generative AI Guidelines](#).

16. Graduation Requirements

To graduate from the Master of Arts in Translation program, students must:

- Successfully complete all required coursework.
- Obtain approval of the thesis proposal.
- Complete an approved thesis or research project. The former requires passing a viva.
- Fulfill all academic and administrative requirements of the College of Language Sciences and the Deanship of Graduate Studies.

17. Career Prospects

Graduates of the program are qualified for a wide range of professional and academic careers, including:

- Professional translator or interpreter
- Translation project manager
- Terminologist or language consultant
- Audiovisual translation specialist
- Academic researcher or teaching assistant
- Editors, copyeditors, proofreaders
- Positions in government institutions, international organizations, media agencies, and publishing houses

18. Academic Procedures (In Line with KSU Regulations of Graduate Studies)

The MA in Translation program follows the general regulations of Graduate Studies at the University. The procedures outlined below are adapted to suit the nature and level of a master's program and are consistent with institutional policies applied across graduate programs within the College of Language Sciences.

19. Coursework Regulations

- Students must register for all courses offered at their designated level according to the approved study plan.
- Courses are typically offered once per academic year; failure to register according to the plan may delay program completion.
- The minimum passing grade for any postgraduate course is C+ (see Article 40, [KSU Regulations of Graduate Studies](#)), and students must maintain the minimum cumulative GPA specified by the Deanship of Graduate Studies to remain in good academic standing (Article 32 and Article 63).

20. Dropping or Postponing Courses or Semesters

- Students who face extenuating circumstances and wish to drop a course or postpone a semester must consult their academic advisor or supervisor before submitting an official request.
- Requests must be submitted through the university's electronic system ([KSU Edugate](#)) within the deadlines announced by the Deanship of Graduate Studies.
- Supporting documentation may be required, and requests are reviewed by the relevant departmental and college councils in accordance with university regulations.

21. Thesis Proposal Procedures

- Students may register for **598 TRAJ – Thesis Proposal Preparation** after completing the required coursework.
- Each student must secure an approved supervisor from the department to oversee student progress in the proposal and thesis.

- The proposal must follow the approved content and formatting guidelines issued by the Deanship of Graduate Studies.
- Proposals are reviewed by the department and college councils before being submitted for final approval by the Deanship of Graduate Studies.
- Students may register for the proposal course in accordance with the maximum duration allowed by university regulations (Article 42).

22. Thesis Regulations

- Upon approval of the thesis proposal by the Deanship of Graduate Studies, students become eligible to register for **600 TRAJ – Thesis**.
- The thesis must be written in English and conducted under the supervision of an approved faculty member.
- Supervisors submit periodic progress reports in accordance with graduate studies requirements.
- Students must comply with all formatting, submission, and ethical guidelines issued by the Deanship of Graduate Studies.

23. Thesis Examination and Completion

- When the supervisor confirms that the thesis is ready for examination, the department initiates the thesis examination procedures in accordance with university regulations.
- The thesis examination committee includes internal examiners as stipulated by the Regulations of Graduate Studies.
- The Thesis defense will be publicly announced and consist of a panel of internal examiners. Following the decision of the examination panel, the student must complete all required revisions and submit the final approved version of the thesis to be eligible for graduation.
- Students are required to adhere to the graduation procedures and timelines specified by the Deanship of Graduate Studies (Article 57).
- For detailed directives and regulatory workflows regarding thesis and project approvals and evaluation, students should consult the official guidebook (see Academic Supervision System of Theses and Projects).

24. Publication and Research Output

- Students are encouraged to produce publishable research derived from their thesis or coursework.
- Any publication must adhere to ethical research standards and acknowledge affiliation with the university.

25. Writing Guide: Formatting

Throughout the writing process, students and supervisors must strictly adhere to the standards outlined in *The General Framework for Writing Master's Theses and Doctoral Dissertations* and

its Formatting Guidelines issued by the Deanship of Graduate Studies. Further, students are required to strictly adhere to the writing manuals established by the Program and its templates (see Academic Supervision System of Theses and Projects).

26. Regulations Governing the Supervision of University Theses

The main supervisor is responsible for ensuring the research's overall quality, originality, and alignment with the student's academic discipline. They must maintain consistent communication through regular meetings (at least once every three weeks), offer timely feedback, and enforce strict adherence to research ethics, safety, and intellectual property standards. Additionally, the supervisor tracks student development by submitting quarterly progress reports to the Deanship of Graduate Studies and assists in securing research funding. For more information, see the [Regulations Governing the Supervision of University Theses](#).

27. The Programme Academic Staff

#	Faculty Name	Email
1.	Dr. Badr Alharbi (Program Coordinator)	balharbi@ksu.edu.sa
2.	Professor Hind Alotaibi	hialotaibi@ksu.edu.sa
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19.	Dr. Ebtisam Alsaif	ialsaif@ksu.edu.sa

28. Regulations of Graduate Studies

Students are advised to consult the [official Graduate Studies bylaws, procedures, and updated regulations published by the Deanship of Graduate Studies](#) for matters related to:

- Registration and withdrawal deadlines
- Course postponement and program suspension
- Thesis submission and examination timelines
- Graduation requirements and procedures

29. Academic Advising and Psychological and Professional Counselling

Academic advising at COLS aims to support students throughout their educational journey by clarifying university regulations, guiding degree plan progression, and strengthening engagement

between students and faculty advisors. By identifying academic challenges early and offering targeted counselling and case monitoring, academic advisors foster academic recovery, elevate learning outcomes, and ensure a smooth, well-supported path to graduation. Each student is assigned a designated academic advisor, whose name is accessible via the Edugate portal. Students encountering an issue should complete the problem [description form](#) and submit it to the appropriate staff member for resolution. The [KSU Guidance and Counseling Center](#) works as the coordinating unit for the Academic Advising Unit at COLS.

Beyond academic tracking, the Academic Advising Unit at COLS addresses personal, social, and psychological factors that impact student well-being and academic performance (such as test anxiety, stress management, and adaptation challenges). Complex or specialized psychological cases are confidentially referred to the central [Student Guidance and Counseling Center](#) for professional therapeutic support and ongoing case management. [KSU Guidance and Counseling Center](#) also established [virtual clinics for psychosocial support](#).

30. The Student Disciplinary Regulations Guide

[The Student Disciplinary Regulations Guide](#) published by the Deanship of Admissions and Registration at King Saud University outlines the official code of conduct, rights, and administrative procedures governing student behavior. It defines academic and non-academic violations—such as exam cheating, unauthorized absences, forgery, property damage, and actions compromising campus safety or institutional ethics. Furthermore, the document details the formal investigation process, student rights during disciplinary hearings, and the spectrum of penalties that may be imposed, ranging from official warnings and grade cancellations to temporary suspension or permanent expulsion.

31. Forms

A [comprehensive set of administrative forms](#), including program extension requests, academic pledges (such as joint supervisor undertakings and thesis defense commitments), course registration adjustments, graduation clearance procedures, and financial or fee-related applications, is available to streamline graduate student procedures. Upon the coordinator's request, graduate students are required to access, complete, and submit the relevant forms to facilitate official approvals and ensure compliance with university regulations.

32. Student Complaint and Grievance Procedure

The [Student Rights Protection Unit](#) at KSU is dedicated to fostering a fair academic community by educating students on their rights and advising them on formal grievance procedures. Operating under the Deanship of Student Affairs, the Unit provides counseling for both academic and non-academic issues, oversees college-level subcommittees, investigates complaints, and issues rulings on appeals to safeguard justice and fairness across campus. For more information, see the [mechanism for submitting a complaint](#) and [complaint forms](#).

33. Academic and Technical Services

The [My KSU](#) Portal URL is the official **Single Sign-On (SSO) Portal** for **King Saud University (KSU)**, managed by the university's Deanship of e-Transactions and Communications. The Portal serves as the primary gateway for KSU students, faculty, staff, and administrative personnel to log into the university's internal web services and digital applications using a single set of credentials.

- **Edugate Academic Portal:** Serves as the primary university database for academic record-keeping, course registration, grade tracking, etc. Access the portal directly via the [KSU Edugate Portal](#).
- **KSU Email:** Provides the official university cloud messaging suite, granting students and faculty access to Outlook, Teams, OneDrive storage, and core Office web apps using unified KSU credentials. Log into your university inbox at the [KSU Mail Sign-in Portal](#). Instructions for account authentication and configuring mobile access are detailed within the KSU [Deanship of e-Transaction and Communication](#).
- **Software Library:** Centralizes licensed institutional software downloads, offering authorized statistical packages, research tools, and productivity applications to university members. Access the repository at the [Deanship of e-Transactions Software Library](#).
- **KSU Training** refers to the official [e-training portal](#) and learning management platform operated by King Saud University (KSU) in Saudi Arabia.
- **Blackboard Learning Management System (LMS):** Functions as the primary virtual learning environment for accessing course syllabi, participating in lectures, submitting assignments, and taking digital assessments. Log into courses via the [KSU Blackboard LMS Portal](#). Step-by-step guidance on navigation, submission workflows, and mobile setup is available in the [Student LMS Services](#).
- **Deanship of Library Affairs:** [King Salman Library](#) (male campus) and [Princess Sarah Library](#) (female campus) house the physical catalog, interlibrary loan requests, space reservations, and specialized archives. Search the holdings and administrative services through [the KSU Deanship of Library Affairs Portal](#). Students can search for books, references, and theses using [the search online tool](#). The small library at the COLS (Female Campus, Bldg# 4; First Floor) provides a quiet environment designed for focused, independent study. It is equipped with computer workstations, shared study tables, and a specialized collection of reference resources and dictionaries. The Deanship has dedicated a department that aims to provide equal access to information, intellectual, and cultural resources for students with special needs (including individuals who are blind, visually impaired, deaf, or mobility-impaired). Students are required to familiarize themselves with the [book borrowing policy](#). Library Whatapp 0118061000. Students can suggest books through this [link](#).
- **Digital Databases (SDL):** Grants remote and campus-wide access to millions of full-text journal articles, e-books, and international research repositories via individual and Saudi Digital Library (SDL) subscriptions. Browse electronic resources at the [KSU Digital Databases Portal](#). For search strategies and database authentication instructions, refer to the downloadable [KSU Database Search Manual PDF](#).
- **IT Support:** This portal serves as the primary centralized hub for technical support, IT service management, and digital infrastructure assistance across King Saud University. Direct access: <https://its.ksu.edu.sa/>
- **The Writing and Speaking Centre:** [The center](#) provides specialized language consultations in writing and speaking skills across various languages offered at the College of Language Sciences to support KSU students.

- Appointment Booking System: kingsaud.mywconline.net
- Announcement Subscription Form: [Google Form](#)
- Booking Assistance Request Form: [Google Form](#)
- **The Talented Students Track** is an initiative designed to identify, nurture, and empower exceptionally gifted students at King Saud University. For more information, visit <https://dsp.ksu.edu.sa/ar/node/1488>
- The **Student Scientific Publishing Support Program** launched by the Deanship of Scientific Research at KSU aims to encourage undergraduate and graduate students, as well as study-abroad (scholarship) students and recent graduates (within one year of publication), to actively participate in scientific research and contribute to KSU's global research standing. Financial rewards are granted to applicants based on their published papers.
 - **Official Program Page:** <https://dsrs.ksu.edu.sa/ar/node/4193>
 - **Application Form (Active Students):** [Microsoft Form - Main Application](#)
 - **Application Form (Alumni / Non-KSU Email):** [Microsoft Form - Alumni Application](#)
- The **Research Center at COLS** serves as the central hub for advancing scientific inquiry, promoting interdisciplinary language research, and supporting academic research excellence within KSU. The Center provides faculty and graduate students with technical guidance necessary to produce high-impact scholarly work. For more information on the Centre's research priorities, visit the [Center's Webpage](#).
- **[Journal of Research in Language & Translation \(JRLT\)](#)** is an open-access, bi-annual, peer-reviewed academic journal published by COLS at KSU. Launched in 2021 under the sponsorship of the Vice Presidency for Graduate Studies and Scientific Research, JRLT provides a platform for disseminating high-quality empirical and theoretical research in linguistics and translation studies. The journal provides emerging scholars and graduate students with accessible venues for publishing original research.
- The **[AI and Linguistic Technologies Lab](#)** was established at COLS to bridge modern artificial intelligence—specifically Large Language Models (LLMs), Generative AI (GenAI), and Natural Language Processing (NLP)—with computational linguistics and translation. It serves as a specialized research hub for faculty, researchers, and students to explore interdisciplinary fields, including prompt engineering, machine translation tooling, and computer-assisted language learning, in alignment with KSU's tech initiatives and Saudi Vision 2030.
- **[The Deanship of Skills Development \(DSD\)](#)** at KSU is a core institutional body dedicated to empowering students, researchers, and staff through targeted capacity-building programs. The Deanship focuses on elevating academic performance, refining research competencies, and fostering professional and personal growth to match labor market and academic standards. Programs such as the **Student Trainer** initiative and specialized career pathway tracks provide students with leadership and peer-mentoring opportunities. The Deanship collaborates with prestigious strategic partners (such as LinkedIn, PMI, and international training federations) and holds global accreditations (including SEDA and IFTDO) to ensure high-quality training deliverables. Students can access seasonal training calendars, sign up for workshops, and track attendance certificates through the official DSD portal, with sessions held at the dedicated training halls on the university campus.
- **The Medical Clinic – Female Student Campus** provides essential primary healthcare, emergency first aid, and medical support services to students, faculty, and campus staff. The

clinic ensures immediate healthcare access and emergency response within the university grounds.

- **Location:** Female Student Campus, **Building 25, 1st Floor** (Entrance Gate 3).
- **Operating Hours:** Sunday – Thursday, **8:00 AM – 4:00 PM**.
- **Contact & Emergency Details:**
 - During Operating Hours (**First Aid Dispatch**): 011-8055333
 - **Outside Operating Hours (King Khalid University Hospital Ambulance):**
 - **From Mobile:** 011-4699999
 - **From Internal Campus Landline:** 99999
- The [International Students Department](#) at King Saud University provides comprehensive support and welfare services to scholarship students throughout their academic journey. Its offerings include full healthcare coverage at KSU hospitals, dedicated airport reception, temporary hospitality housing, and guaranteed university accommodation. International students receive a monthly stipend alongside additional financial allowances for initial furnishing, discounted dining, and graduation shipping costs. Beyond practical logistics, the department fosters academic success and cultural integration through specialized training workshops with the Deanship of Skills Development, university orientation tours, and annual cultural events like the *Peoples' Heritage Festival*.
- The [Research Support Program](#) provides financial funding, technical logistics, and administrative support to foster high-impact scientific research and increase KSU's publication footprint in international, peer-reviewed journals (specifically Web of Science / Scopus indexed). The program offers a comprehensive suite of research support services designed to assist researchers and graduate students throughout every stage of the publishing workflow. To safeguard academic integrity prior to manuscript submission, the program provides [similarity index checking](#) using specialized software to detect text overlap. Authors can access **research consultations** for expert advice on methodology, research design, and data analysis, as well as professional **linguistic editing** to refine grammar, academic style, and clarity for international submission. Additionally, the service provides targeted **journal selection** guidance to help authors identify reputable, indexed peer-reviewed journals that best match the scope and potential impact of their work.
- The [Humanities Research Center](#) focuses on enhancing qualitative and theoretical scholarship across the humanities by offering targeted workshops in Web of Science and Scopus publishing, AI-powered literature mapping, and cross-disciplinary proposal writing. Complementing this, the [Scientific and Medical Studies Research Center](#) acts as the university's central administrative engine, providing interactive training on securing internal and external grants, navigating institutional research ethics and IRB compliance, statistical data analysis, and aligning postgraduate research with university strategic priorities.
- The [Unified Student Housing Regulations](#) establish the operational and administrative framework for managing student residence halls across King Saud University. The policy details strict eligibility criteria prioritizing full-time regular and scholarship students from outside the local region, while outlining room assignment, registration, and renewal procedures. It enforces mandatory resident obligations, including adherence to code-of-conduct standards, curfew rules, visitor policies, and facility care protocols. Additionally, the regulations govern room check-out workflows and clearance requirements upon graduation, withdrawal, or completion of residency terms. Finally, it defines specific administrative penalties, fee

forfeitures, and disciplinary actions for violations such as unauthorized occupancy, property damage, or breach of housing safety rules.

- [Important Websites and Software](#) for young researchers

34. Program Contact Information

Official communication and procedural matters are coordinated through the department in accordance with college and university regulations.

Department of English delt@ksu.edu.sa

MA in Translation Graduate Studies Committee postgradtranslation@ksu.edu.sa