

### Examination:

The exam takes place once a year in January and the enrolment deadline is the end of August of the preceding year.

Candidates will have to travel to Glasgow and/or Edinburgh for their CIOL exam. The examination will take place in January 2018. Word processing facilities for the exam are available subject to the payment of an additional fee. Please note spaces are limited and you are advised to enquire early if you require word processing for your examination.

The DipTrans exam is made up of three units:

- » Unit 01 - Written translation of a general text
- » Unit 02 - Written translation of a semi-specialised text in one of the following: Technology / Business / Literature
- » Unit 03 - Written translation of a semi-specialised text in one of the following: Science / Social science / Law

### Examination fee:

The examination fee set by the Chartered Institute of Linguists for 2018 is £610. **The fee must be paid by August if you want to sit the exam in January 2018.** We cannot accept responsibility for any late enrolment in this or any session.

Please Note: By enrolling in the course you are not committed to sit the exam if you do not feel prepared.

### Note regarding course content and fluency:

It is expected that you will have complete fluency in your language (**both written and spoken**) as well as in English. **This course is NOT a language course.**

### Cancellation:

In the event of cancellation by the applicant/student, a minimum administration fee of £50 will be charged to the student. The following charges apply:

- » Cancellation before the course start date: £50 administration fee.
- » Cancellation after the start date, but before the first tutor assignment is marked (as long as the materials are returned in unused conditions): £100.
- » Cancellation after any assignments are marked: no fee returned.

If, for any reason, the student does not sit the exam, a refund of course fees will not be available.

### Enrolment:

The following should be sent to us at the Glasgow office (by post, fax or email) to enrol:

- » Completed registration form.
- » Copy of CV
- » Course fee (see above).

Please Note: We reserve the right to reject applications. In such an instance the course fee will be returned before the start of the course.

### Course Enquiries:

Course enquiries can be made to **Jenny Whyte** or **João Madeira** by:

- » e-mail to: [CPD@globalglasgow.com](mailto:CPD@globalglasgow.com);
- » telephone to: 0141 429 3429.

# GLOBAL

## LANGUAGE SERVICES



CloL Diploma in Translation  
(DipTrans)

**GLOBAL**  
LANGUAGE SERVICES



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Email: [CPD@globalglasgow.com](mailto:CPD@globalglasgow.com) | [www.globallanguageservices.co.uk](http://www.globallanguageservices.co.uk)



## What is the Diploma in Translation (DipTrans):

The DipTrans is an Ofqual-accredited, internationally recognised qualification offered by the Chartered Institute of Linguists. It offers a professional route into the translation industry for individuals who may not want to take the academic route.

In addition to being more affordable and usually quicker to complete than a Master in Translation Studies, the DipTrans is also generally held in high regard in the translation industry, whereas not all Master programmes are always recognised. Translation agencies can give preference to applicants with the DipTrans over many Master programmes.

The Diploma in Translation also allows you to:

- » Use the title DipTrans after your name
- » Apply for membership of the Chartered Institute of Linguists

## Benefits:

DipTrans qualified translators may benefit from a variety of rewards, including:

- » The IoLET Level 7 (Ofqual) Diploma Translation is recognised by the Open University; you may be eligible for transfer of 60 credits at OU level 2.
- » Entry into the translation industry as a freelance translator.
- » Additional recognition for professional translators already working in the translation industry.
- » Advantage when applying for Project Management positions within the translation industry.
- » Career enhancement for many multinationals in the private sector.
- » Eligibility for membership of the Chartered Institute of Linguists.
- » Opportunity to apply for membership of the Institute of Translation and Interpreting.

## Modes of Study:

We currently offer two modes of study for the DipTrans – ‘Standard Course’ and ‘Enhanced Course’:

	Standard Course	Enhanced Course
Theoretical component	✓	✓
2 Practical case studies	✓	✓
Access to course forum	✓	✓
Past papers	✓	✓
Head Tutor support *	✓	✓
Individual tutor support	✗	✓
2 feedback tutorials	✗	✓
4 tutor marked assignments	✗	✓

\* Students in the Standard Course also have access to Head Tutor support, but please bear in mind that the Head Tutor may not be a speaker of your language.

## Course Language Combinations:

The following language combinations will be offered for the 2017-2018 session:

Standard Course	Enhanced Course
All language combinations	English into European Portuguese
	English into French
	English into Italian
	English into Polish

The list of languages for the enhanced course is expected to be substantially extended for the 2018-2019 session.

## Exam Language Combinations:

The exam is currently available in the following language combinations:

Language combinations into English:	Language combinations from English:	Other language combinations:
Albanian, Arabic, Bengali, Chinese, Croatian, Czech, Danish, Dutch, Finnish, French, Georgian, German, Greek, Hindi, Hungarian, Italian, Japanese, Norwegian, Panjabi, Polish, Portuguese, Romanian, Russian, Slovak, Spanish, Swedish, Tamil, Turkish, Urdu into English	English into Albanian, Arabic, Bengali, Bulgarian, Chinese, Croatian, Czech, Danish, Dari, Dutch, Estonian, Farsi, Finnish, French, German, Greek, Gujarati, Hebrew, Hindi, Hungarian, Indonesian, Italian, Japanese, Kurdish (Sorani), Latvian, Lithuanian, Nepalese, Norwegian, Panjabi, Polish, Portuguese, Romanian, Russian, Serbian, Slovak, Slovene, Somali, Spanish, Swedish, Tamil, Thai, Turkish, Urdu, Welsh	French into German French into Italian French into Spanish German into French German into Spanish Spanish into German Spanish into French

## Funding:

- » ILA200 funding is currently NOT available towards the course fees, but we are hoping it may be in the future.
- » Salary sacrifice – if you are in full time employment, you may want to check whether you can do the course/exam as part of the salary sacrifice scheme (**more information on:** <https://www.gov.uk/guidance/salary-sacrifice-and-the-effects-on-pay>)

## Fees and Payment schedule:

The current tuition fee is as follows:

	Standard Course	Enhanced Course
Course fee – single payment	£230	£430
Course fee – instalments	Not available	£447 *

\* Payment by instalments (subject to a 4% surcharge):

- » £207 upon registration
- » £120 to be received within two months of starting the course
- » £120 to be received within three months of starting the course

## Add-on courses:

Add-on courses are optional courses for students who have taken the standard/enhanced course, but still wish to get additional tutor support before sitting the examination. These will be offered from the 2018-2019 session.

You will need to complete either the standard or enhanced course before sitting an add-on course.

