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Introduction

Babel University Professional School of Translation (USA) is a professional school offering an online learning distance course, which trains professionals in translation. In 2002, 2007, and 2013, DEAC, a certifying body recognized by the US Department of Education, gave accreditation to BABEL University for the quality of our education. We offer a degree in MST (Master of Science in Translation), which has been established as an industry standard for translation professionals. We offer four majors to match the demand in the translation market.

Literary Translation Major
Finance and IR Translation Major
Patent, Technical and Medical Translation Major
International Paralegal and Legal Translation Major

Babel University Professional School of Translation
#208, 1833 Kalakaua Avenue, Honolulu, Hawaii 96815, US
Website: http://www.babel.edu | Email: pst@babel.edu | Phone: 808-946-3773 | Fax: 808-946-3993
Chancellor & CEO: Miyoko Yuasa
Vice-Chancellor: Tomoki Hotta

Babel Corporation
CEO / President: Tomoki Hotta
Corporate Secretary: Yuji Tateno
Treasurer: Miyoko Yuasa

Student Services
Student Services Manager: Yuji Tateno (yuji@babel.edu)

Hours of Operation
Monday through Friday 10:00am — 5:00pm

Holidays
Winter Closure December 28 through January 3
Martin Luther King Day Third Monday in January
Presidents Day Third Monday in February
Good Friday April 10
Memorial Day Last Monday in May
Independence Day July 4
Labor Day First Monday in September
Columbus Day October 12
Veterans Day November 11
Thanksgiving Day Forth Thursday in November
Christmas Day December 25
Mission

“Communication is Translation. Translation is Communication.” By embracing and inheriting our founder’s spirit, the Babel University Professional School of Translation (BUPST) fulfils our mission to develop a high-quality, practical translation education program for English-to-Japanese and Japanese-to-English translation and provide our students with the knowledge and skills necessary for translation professionals.

We strive to empower our students to realize their full potential and enable them to contribute to individuals, societies, education, industries, nations, and the world as “bridges of communication” for sharing and exchanging information, knowledge, wisdom, and insight which surpasses culture and language barriers around the world.

Goals

In order to achieve the mission stated above, BUPST educates its students to have the following competencies with key abilities, achieved through distance learning:

Language Competence

- Read and understand the source language accurately and deeply.
- Write and express the target language in a stylish manner as well as in a way that is easily understood and is suited for each genre.
- Read source materials and write, review, edit, proofread translated materials critically as a professional translator. Thinking critically does not mean grasping original or translated materials negatively, but rather, checking and considering the logical composition and content of the original and translated text to identify issues in translation, analyze them properly, and translate them appropriately.

Expert Competence

- Develop and possess expertise in at least one area of specialization.
- Develop specialized skill knowledge essential for each genre.
- Acquire the techniques to research and obtain necessary information.

Cultural Competence

- Understand the cultural background of the writer and the source materials.
- Understand the cultural background of the target audience.
- Integrate the understandings of both of these backgrounds to produce translation that will satisfy both the source and target cultures.

IT Competence

- Use hardware and software applications required for translation.
- Understand computer-aided translation (CAT) technology.
- Acquire research skills using information technology (IT) tools.

Managerial Competence

- Have fundamental knowledge of the basic legal rights of a professional translator.
- Be professional regarding time management, problem solving, work efficiency, and work effectiveness.
- Demonstrate sufficient ability in leadership, coordination, and collaboration to execute team-based translation projects.
Program Outcomes (Corresponding to Five Competencies)

Upon successful completion, students will be able to do the following:

- Translate skillfully while considering the client's needs, audience perception, and cultural differences of multiple countries from a professional translator's viewpoint. (Language, Expert, and Cultural Competencies)
- Translate using specialized terminology and expressions in one's field of expertise. (Expert Competence)
- Demonstrate a high level of writing, summarizing, drafting, proofreading skills. (Language and Expert Competencies)
- Analyze, assess, and judge what key points would need to be discussed and explained to the client during a translation project and propose solutions proactively in a translation project to ensure smooth execution. (Language, Expert, Cultural, and Managerial Competencies)
- Correctly estimate one's work speed in advance to manage work schedules efficiently during translation projects. (Managerial Competence)
- Demonstrate a high level of research skills necessary for any translation project. (Expert and IT Competencies)
- Demonstrate basic IT skills to perform translation work in a professional manner. (IT Competence)

Accreditation, Licensing, and Approval

Accreditation
Babel University Professional School of Translation is accredited by the Distance Education Accrediting Commission. The DEAC is listed by the U.S. Department of Education as a recognized accrediting agency. The DEAC is recognized by the Council for Higher Education Accreditation (CHEA).

The Distance Education Accrediting Commission (DEAC)
1101 17th Street NW, Suite 808 Washington, D.C. 20036
Website: [http://www.deac.org/](http://www.deac.org/) | Email: info@deac.org | Tel: 202-234-5100 | Fax: 202-332-1386

State Licensing
BABEL UNIVERSITY Professional School of Translation is authorized by the State of Hawaii, Department of Commerce and Consumer Affairs to offer education in master's degree program, under Hawaii Post-secondary Education Authorization Program (HPEAP).

State of Hawaii, Office of The Director, Department of Commerce and Consumer Affairs
335 Merchant Street, Room 310, P.O. Box 541, Honolulu, HI 96809
Website: cca.hawaii.gov | Tel: 808-586-2850 | Fax: 808-586-2856

SARA Approval
BABEL UNIVERSITY Professional School of Translation received an institutional approval to participate in the National Council for State Authorization Reciprocity Agreement (NC-SARA). SARA (State Authorization Reciprocity Agreement) is an agreement among member states, districts, and territories that establishes comparable national standards for interstate offering of post secondary distance education courses and programs.

National Council for State Authorization Reciprocity Agreements
3005 Center green Drive, Suite 130, Boulder, Colorado 80301: Tel. 303-848-3275; email: info@nc-sara.org
Since its foundation in 1974, Babel has trained numerous professional translators. We have done so by implementing a unique learning strategy of:

1. Systematically incorporating internship programs
2. Offering workshops
3. Teaching Translation Grammar*

Babel began offering distance learning courses for educating translators in 1975. In 1984, Babel International (currently Babel Trans-Media Center) was founded as Babel's translation service department. Babel Career System was founded in 1987 as an agency providing professional staffing of translators and other language-related professionals. These two departments provide our alumni with a career support system as translation professionals. The high quality of our graduates is evidenced by the overwhelming positive feedback received regarding Babel translation services and staffing. Because Babel Trans-Media Center are active in the business community, we can keep up with the latest information and needs of the industry and quickly incorporate that information into our educational curriculum. Since its foundation, Babel has also been active in publication through Babel Press, which has published reference books on translation and translation techniques. Babel also published the monthly magazine World of Translation, a popular translation magazine which increased awareness about the translation profession. Now called The Professional Translator, this web magazine provides readers with helpful information on translation techniques and business.

**The Internet and Translation**

The Internet has drastically changed the translation business environment. The market has expanded globally at a dizzying pace, not only creating a large demand for various types of translation, but also literally transforming the translation process. Learning institutions therefore have had to adapt to this ever-changing business environment. Translators without computer skills and Internet knowledge cannot survive in the translation world. Translators are expected to be adept at using various computer-assisted translation tools, searching for information on the Internet, and working a virtual team member. Translators must constantly strive to produce even higher quality translation by incorporating new techniques, information, and technology.
**Japan and the US.**

Japan is known as a country of translation. For centuries, Japan has been importing various information from abroad, not only translating that information into Japanese but also refining it to help seamlessly mold to fit the national culture. Babel has incorporated this approach to translation in developing its Plain Language and Translation Grammar courses. In contrast to Japan's rather homogenous population, the US population is comprised of people of various ethnic backgrounds. This has resulted in the development of straightforward communication techniques that are less culturally biased.

With the spread of the Internet, global communication has become increasingly commonplace. However, linguistic and cultural differences often result in miscommunication, often caused by lack of knowledge of cultural nuances surrounding languages being translated. Babel does not believe that translation is simply converting words from one language to another. Translation is conveying information form one language into another so that the entire context is effectively communicated. This can only be accomplished by having a deep understanding of cultures in both the source and target languages. Babel uses methods to provide clear and concise translation, making sure cultural differences are also accounted for.

**Professional School of Translation**

Babel is committed to providing professional instruction and training for translators. Professional instruction and certification ensures that graduates possess the skills and knowledge needed to produce accurate, timely, and polished translation. Just as doctors earn an M.D. and lawyers a J.D., professional translators should hold an advanced degree in their field.

Babel University Professional School of Translation (BUPST) is certified by the Distance Education Accrediting Commission (DEAC) as an accredited distance learning graduate school. This accreditation is proof of the quality of education BUPST provides.

**Global Independence**

BUPST students are well trained in translation techniques essential for today’s translation professionals. Our graduates earn a Master of Science in Translation (MST), which certifies that those graduates possess the skills and knowledge to effectively translate in the languages they have chosen. Graduates can work worldwide without having to travel. This professional freedom is what we like to call global independence.

* Translation Grammar is a unique system of grammar developed by Babel.
Mastering the Five Competences necessary for acquiring specialized translation skills is essential for professional translators. These have been developed by close analysis of actual content encountered in the translation business. By systematically learning and mastering each of the five Competences, all our students are able to effectively acquire techniques expected of active professional translators in the global market.

### Language Competence

Language skills are the first and primary skills translators need to acquire. Language skills include: the ability to read and interpret the source language (the language of the original text); the ability to write the target language (the language you are translating into); the ability to express the content in a way that is easily understood and is suited for each genre; and the ability to write and express the content in a stylistic manner. Considering the fact that all documents in the translation business are intended to be read, professional translators should be always conscious of the audience while translating.

### Expert Competence

Translation is needed in every industry where globalization is taking place. Therefore, professional translators are required to develop specialized skill knowledge and expertise essential for each genre. That does not mean that they need to memorize industry specific jargon; instead, they need to acquire the techniques that allow them to research and obtain the necessary information and therefore allow them to successfully complete the translation. Professional literacy aims at the acquisition of those techniques.

### Cultural Competence

Translation is not just about changing words into a different language. Translators need to be able to translate the way that the targeted readers can understand what the writer of the original text is trying to say, which cannot be done without understanding the cultural background of the writer as well as the cultural background of the target audience. Cultural literacy aims to encourage translators to acquire the ability to comprehend the perspectives of both culture.

### IT Competence

Since the use of Internet is already in commonplace within the translation business, computer literacy is crucial for professional translators today. It includes the ability to utilize not only basic computer programs, but also translation and desktop publishing software. Professional translators also need to acquire virtual team translation skills. Web creation skills will enable translators to market themselves in the translation industry.

### Managerial Competence

If professional translators decide to establish their own translation firms, managerial skills will be required. A majority of projects in the translation business, even in publication, is done in teams rather than by an individual translator. Translation project managers are therefore required to have the ability to coordinate the work for efficient production. Also, the ability to market and present themselves as a professional is becoming more and more important for today’s professional translator.

### Major/Degree/Study Method/Professors

**Major/Degree:**

BABEL University PST offers a two-year master program in the following four majors.

- **Major 1:** Master of Science in Literary Translation
- **Major 2:** Master of Science in Finance & IR Translation
- **Major 3:** Master of Science in Patent, Technical and Medical Translation
- **Major 4:** Master of Science in Legal Translation

Students who complete the required credits (36 credits) and pass the graduation project will be granted a master’s degree of MST (Master of Science in Translation) according to their major.

**Required Credits/Enrollment Period:**

The required credits are 36 credits (first year 18 credits, second year 18 credits). Average enrollment period is two years. Maximum enrollment is four years.

**Study Method:**

BABEL University PST is located on an online Web campus. There is a separate password to each lecture room in which you will attend the lessons.

**Lesson Style:**

1. Audio lecture by an professor
2. Corrected assignments, instructions with rubrics to assignments, Q&A via Internet, and researches and studies
3. Textbook downloaded or distributed by other means

**Professors/Instructors:**

Professors for each of the four majors are translation education professionals at the forefront of their field. The professors have scientific foundation that will be directly useful in practical business. Instructors are translation education professionals and guide students by commenting, corrections with rubrics, critiques, marknings and gradings, and Q&A and individual consultations.
1. Application for test = Submission of application for admission
Notice of receipt of application and confirmation of testing format (within two business days after applying)

2. Assign test proctor (five days before written examination)
Confirmation Notice (within two business days after proctor nomination)

3. Submit a resume with photo, curriculum vitae, and an essay, with a university academic transcript and a diploma (two days prior to written examination)

Japanese native speakers must submit an official score of their 530 or more on the paper-based Test of English as a Foreign Language (TOEFL PBT), 71 or more on the Internet Based Test (TOEFL iBT), 800 or more on the TOEIC Score.

English native speakers must submit an official score of their JLPT (Japanese-Language Proficiency Test) N2 or more “certificate of results and scores” along with their application for admission.

Applicants whose native language is neither Japanese nor English are required to submit both an official score of their TOEFL PBT 530 or more, TOEFL iBT 71 or more, IELTS 6.5 or more, PTE 50 or more scores and their JLPT (Japanese-Language Proficiency Test) N2 or more “certificate or results and scores”.

4. Written examination sent via email

5. Submit completed written examination (within two hours after beginning test) observed by proctor

6. Complete oral examination (a student will be contacted via ZOOM for a 30 minute online interview) with student identity verification by photo attached on resume

7. Decision passing or failure of applicant
Within 2 days after completion of all the entrance examination, Vice Chancellor tentatively decides passing or failure of applicant, based on all the application and examination papers including the personal resume, working history, the short essay, the evaluation statement of written examination, the evaluation statement of interview, and the TOEFL, TOEIC score document and/or JLPT score document along with the transcript and the diploma. Formal determination of passing or failure is made by the Admission Committee, within 2 days from Vice Chancellor’s decision, to which Vice Chancellor requests for final determination. Based on the determination by the Admission Committee, Chancellor issues a success certificate to the applicant who passes the entrance examination.

8. Notice of acceptance (within five business days after oral examination).
“Notice of Acceptance” form, an enrollment agreement, guidelines for tuition fees, and an enrollment application will be sent via email.

9. New applicants for admission are required to submit the enrollment application and the enrollment agreement with signature within one week upon receipt.

10. New applicants for admission are required to submit the required papers within 14 days upon receipt of “Guidelines for Admission” and “Notice of Acceptance” sent by mail.

11. First payment of tuition is required within one week after submitting the enrollment application.

12. After confirming payment of first-year tuition and submission of required papers, a student ID and password together with Student Handbook will be sent to begin the program.
Admission Dates: January, April, July, October (Quarter System)

Student Number: 50 students (per Quarter)

Eligibility: Those who possess a Baccalaureate degree

Application Documents:
1. Application form (Please use the online form)
2. Essay (approximately 1200 letters) on "Reason for applying" and "Reason for choosing Babel University Professional School of Translation (USA)"
3. Bachelor degree diploma: 1 copy
   · University academic transcript: 1 copy
4. Language or professional qualification certificates (copied)
   *TOEFL PBT530 or more, TOEFL iBT71 or more, IELTS6.5 or more, PTE50 or more scores for students whose native language is Japanese.
   *JLPT (Japanese-Language Proficiency Test) N2 or more for students whose native language is English.
   *Students whose native language is neither Japanese nor English must submit both an official score of their TOEFL PBT530 or more, TOEFL iBT71 or more, IELTS6.5 or more, PTE50 or more scores and their JLPT (Japanese-Language Proficiency Test) N2 or more.

Application Period: Please refer to school website for the latest information.

Application/Exam Fees: US $70

Examination Process: There is a first-stage exam and a second-stage exam.

[First-Stage Exam (Written Exam)]
- Exam Details: e-mail written exam
- Exam Type: English-Japanese translation (dictionary allowed)
- Time Required: 120min
- Proctoring: The proctor will observe testing from beginning to end to determine that students completed the test with no other assistance.
- Date: Please refer to school website for the latest information.
- The exam questions will be sent at the preferred time (you can choose from three option dates) via email and the answers must be sent back within the time limit.
- Results: Applicants will be notified via e-mail (score and comments will also be notified)

[Second-Stage Exam (Interview)]
- Exam Details: Interview (ZOOM interview for long distance applicants)
- Time Required: 30min ~ 1hr
- Date: After passing the first-stage exam at a preferred date and time
- Submission of an approximately 1200-letter essay on "Reason for applying" and "Reason for choosing Babel University"
- Results: Applicants will be notified via e-mail (within 5 days after interview).

Admission Process:
1. We will send a "Notice of Acceptance" and "Guidelines for Tuition Fees Payment"
2. Applicants who have passed the exam should complete the admission procedure by the directed date.
3. Submitted documents cannot be returned regardless of the reason.
School Expenses:

<table>
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<tr>
<th></th>
<th>First Year</th>
<th>Second Year</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admission Fee</td>
<td>US $2,000</td>
<td>—</td>
<td>US $2,000</td>
</tr>
<tr>
<td>Tuition Fee</td>
<td>US $10,000</td>
<td>US $10,000</td>
<td>US $20,000</td>
</tr>
<tr>
<td>Total</td>
<td>US $12,000</td>
<td>US $10,000</td>
<td>US $22,000</td>
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Cost per credit hour: US$555/credit

Students must pay the first year tuition by the first day of the class, and the second year tuition by the first day of the second year at Babel University.

Since all course learning materials, audio lectures, and other materials are created originally for BUPST by BUPST professors, students typically do not need to purchase additional learning or other materials. The following 4 courses however do require that students purchase books on Amazon or any other online bookstore:


The total cost for all books listed above is less than $150. The above courses are also elective courses, which means that students are not required to take them.

In addition, all students must pay for binding and shipping to BUPST when creating their graduation project (either translation project or thesis). Although the total cost varies based on the weight of the final project and the student's country of residence, the total is less than $500.

Study Period and Extra Charge
A student may stay active for 4 years without paying any additional continuing fees. A student who doesn't complete the program within 4 years has to pay $400 continuing fee for each remaining credit.

Cancellation:
(1) A Student may request cancellation by conveying a notification of cancellation to Babel in any manner. A Student has five (5) calendar days after signing an enrollment agreement or similar contractual document to cancel enrollment and receive a full refund of all monies paid to Babel. A Student requesting cancellation more than five calendar days after signing an enrollment agreement, but prior to beginning a course or program, is entitled to a refund of all monies paid.
(2) The costs for optional services, such as expedited shipment of materials, experiential portfolio assessment, or other special services, such as dissertation binding, are not subject to refund after the five (5) calendar day student-right-to-cancel enrollment.
(3) A Student whose costs for education are paid in full, but not eligible for a refund, is entitled to receive all materials including kits and equipment.
(4) Babel may cancel the agreement in the event that (a) the Student has died, become unable to continue education at Babel, or (b) the Student fails to obey Babel's policies, rules, and instructions.

Refund:
(1) In the event that a Student dies within five days after signing the enrollment agreement, or a Student conveys cancellation notice to Babel within five days after signing the enrollment agreement, that Student is entitled to receive a 100% refund of tuition and other fees paid.
(2) In the event that a Student dies after enrollment but before beginning coursework and has not yet received a password to access program courses, or a Student cancels the enrollment agreement with Babel between 6 to 31 days after enrollment, that Student is entitled to receive a 100% refund of tuition.
(3) In the event that a Student cancels this enrollment agreement after beginning courses at Babel, that Student may receive a percentage of the tuition and fee paid less the application fee according to the following schedule, provided that the Student makes the request to cancel this enrollment agreement during the two-year period after enrollment:
   a) If the Student has completed 10% or less of the program, that Student may be refunded 90% of the tuition and other fees paid minus the application fee.
   b) If the Student has completed over 10% but 25% or less of the program, the Student may be refunded 75% of the tuition and other fees paid minus the application fee.
   c) If the student has completed over 25% but 50% or less of the program, the student may be refunded 50% of the tuition and other fees paid minus the application fee.
   d) If the student has completed over 50% of the program, the Student may not be refunded the tuition and fees paid.
   e) The said percentages of the completion of the progress (i.e. 10% or less, over 10% but 25% or less, over 25% but 50% or less, and over 50% as
stipulated in a), b), c), and d) above) shall be calculated as 18 credits for the first year, assuming the Student requesting the refund has paid the tuition and fees for the first year and cancels within one year after enrollment.

f) The said percentages of the progress (i.e. 10% or less, over 10% but 25% or less, over 25% but 50% or less, and over 50% as stipulated in a), b), c), and d) above) shall be calculated as 36 credits for the first and second years, assuming the Student requesting the refund has paid the tuition and fee for the first and second years and cancels after one year after enrollment for the second year.

g) In case of payments made by installments, an amount calculated according to the above guidelines shall be deducted from the amount the Student requesting the refund has paid by installment, and the balance will be refunded to the Student.

Sample refund calculation:

<table>
<thead>
<tr>
<th>Upon withdrawal after the progress being 10% or less of the program,</th>
<th>The refund amount would be $9,000 (90% of $10,000) plus $1800(90% of admission fee).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upon withdrawal after the progress being more than 10% - 25% or less of the program,</td>
<td>The refund amount would be $7,500 (75% of $10,000) plus $1500(75% of $2000).</td>
</tr>
<tr>
<td>Upon withdrawal after the progress being more than 25% - 50% or less of the program,</td>
<td>The refund amount would be $5,000 (50% of $10,000) plus $1000(50% of $2000).</td>
</tr>
<tr>
<td>Upon withdrawal after the progress being more than 50% or less of the program,</td>
<td>Babel shall be entitled to retain the entire total tuition and admission fee. There is no refund to be made.</td>
</tr>
</tbody>
</table>

h) A Student is considered to be actively participating in a course once that Student registered for and received a password for that course, and listen audio lecture and read text of the lesson.

**Grading Policy**

**Minimum passing grade:**
Grades for each course range from A to F. Grades for each course range from A to D and F. Grades A and B are passing grade. Grade C students may take reexamination till passing grade is awarded. Grades D and F are failure, and credits are not given to the students who are awarded as failure.

**Grade will be based on total scores from the following:**
1. Assignments (All of lessons)
2. Final Exam

<table>
<thead>
<tr>
<th>Grade</th>
<th>Score</th>
</tr>
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<tbody>
<tr>
<td>A</td>
<td>85-100</td>
</tr>
<tr>
<td>B</td>
<td>70-84</td>
</tr>
<tr>
<td>C</td>
<td>60-69</td>
</tr>
<tr>
<td>D</td>
<td>50-59</td>
</tr>
<tr>
<td>F</td>
<td>49 and under</td>
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</tbody>
</table>

**Items to Be Evaluated**
1. Use of Expressions
   - Spelling and punctuations, Uniformity of expressions, Typos and errors
2. Understanding of Original Sentences
   - Grammar, Syntax, Story
3. Transforming
   - Translation Grammar, Appropriateness & Expression
4. Expression
   - Consistency, Choice of writing style in target language
5. Research
   - Background, Terminology

**Final exam and Proctoring Procedures**
Students are required to take a final exam after completing all lessons for a course. Students must pass the exam with a satisfactory grade (A or B). Each final exam includes a combination of translation and research problems. Students must fill out an online form requesting to take a final exam (request form requested from and sent to Student Services via email). Typically, the final grade for a course is a combination of a student's coursework and their grade on the final exam. There are courses
however where the student’s final grade is based solely on the final exam. A proctor will monitor the entire testing process to verify that a student completes final exams without other assistance.

**Student identity verification**

In order to be accepted for admission to Babel University Professional School of Translation prospective students must submit a personal resume, a current personal photo, and undergo an oral test (via ZOOM).

**Expectations for maintaining satisfactory academic progress**

Upon completion of each course, students are asked to complete a course evaluation on the quality of course content, course instructor, and school administration. Babel University Professional School of Translation will address any issues brought up in course evaluations as required.

**Dismissal policy**

The following are reasons for dismissal from Babel University of Translation:

1. Failure to pay tuition for extended period.
2. Failure to earn credits necessary for graduation within four years.
3. Conviction of criminal offense, regardless of country.
4. Repeated abusive or violent antisocial conduct or language towards persons or groups that may interfere with school administration.

Babel University PST has absolutely no entrance restrictions regarding a student's race, color of skin, religion, gender, age, or national origin. In addition, all students participating in our various activities are treated equally, and can enjoy the privileges and benefits that our school offers. Furthermore, Babel University PST has no restrictions in its educational policies, entrance policies, or any other policies regarding an applicant's race, color of skin, religion, gender, age, or nationality.

**Management, Staffs, Deans, Advisory Board:**

Chancellor: Miyoko Yuasa
General Counsel: Yoshiharu Ishida
Educational Director: Tomoki Hotta
Student Service Manager: Yuji Tateno
Alumni Service Manager: Hisayo Miyamoto

Vice Chancellor: Tomoki Hotta
Director of Administration: Miyoko Yuasa
Advertisement & Publishing Manager: Takashi Kosaka
eTrans Technology Manager: Seiichi Komuro

**Deans:**

Akio Kobayashi, Dean
(Dr., English Literature)
Literary Translation Major

Takashi Kosaka, Dean
(MA., Cross-cultural Communication)
Patent, Technical and Medical Translation Major

Akinori Nakajima, Dean
(MS., Management)
Finance & IR Translation Major

Yoshiharu Ishida, Head of Deans
(BA., Legal Communication)
International Paralegal & Legal Translation Major

**Advisory Board:**

Dr. Kiyoshi Kawahara (majoring in Translation Theories)
Dr. Sugao Kawamura (majoring in Translation Cultures)
Dr. Takanari Tajiri (majoring in Transpersonal Psychology)
Dr. Kei Fujisawa (majoring in Linguistics & Music Theories)
Technological Requirements

(1) Hardware
1. PC
Windows 10 system requirements
• Processor: 1 gigahertz (GHz) or faster processor
• RAM: 1 gigabyte (GB) for 32-bit or 2 GB for 64-bit
• Hard disk space: 16 GB for 32-bit OS 20 GB for 64-bit OS
• Graphics card: DirectX 9 or later with WDDM 1.0 driver
• Display: 800x600

2. Printer/scanner  All-in-one printer recommended

3. Headset/web camera Any devices that can be used for online conferencing

(2) Software requirements
2. Web Browser: Google Chrome (Internet Explorer, Mozilla Firefox)
3. Anti-Virus Software: Microsoft Security Essentials, McAfee, Norton, etc.
4. E-mail software: Windows Mail, Outlook, Becky, Gmail etc.
5. Office software: Microsoft Office (Word, Excel, PowerPoint, 2010 later
6. Online conferencing software: ZOOM

(3) Internet connection
Continuous broadband connection (fiber optic cable) recommended

(4) Learning Management System
Babel University Professional School of Translation uses Moodle as its learning management system. This platform is called PST Moodle, and can be accessed via the following URL: http://www.bupst.us/
Babel University Professional School of Translation’s administration will send students a PST Moodle ID and password via email. Google Chrome is recommended when using PST Moodle. PST Moodle can also be used on Mac computers and iPads.

The following are the main features of PST Moodle:
• Assignment submission
• Discussion forum
• Files upload & download
• Grading
• Chat
• Instant messages

(5) Web Conferencing System
Babel University Professional School of Translation uses ZOOM as its Web conferencing system.

The following are the main features of ZOOM:
• Includes 100 participants
• Unlimited meeting duration for all meeting sizes
• Desktop and application sharing
• Private and group chat
• Raise hand (Participants can alert the Host that they have a question when they are muted)
• Whiteboarding

System Requirements:
• An internet connection – broadband wired or wireless (3G or 4G/LTE)
• Speakers and a microphone – built-in or USB plug-in or wireless Bluetooth
• A webcam or HD webcam - built-in or USB plug-in
• Or, a HD cam or HD camcorder with video capture card

Supported Operating Systems:
• Mac OS X with MacOS 10.7 or later Windows 10, 8 or 8.1, 7

Supported Browsers:
• Windows: IE7+, Firefox, Chrome, Safari5+  Mac: Safari5+, Firefox, Chrome
In the Literary Translation major, the program will have students obtain skills and proficiency to carry out competent and idiomatic translation as a professional translator majoring literary translation.

The required and elective credits are 36 for graduation.

E-J: English to Japanese
J-E: Japanese to English

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<th>Required or Elective</th>
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First year: 18 credits (*Include "Translation Grammar: Basic Rules" and "Graduation Projects I")
Second year: 18 credits

<Faculty>
Akio Kobayashi : PhD, Professor of Sophia University, English Literature, Translation
Ken Inoue : MA, Professor of Tokyo University, Chairperson of International Comparative Literature Association, Translation
Shosaku Maeda : MA, Former Professor of Tezukayamgakuin University, Linguistics, Translation
In the Finance and IR Translation major, the program will have students obtain skills and proficiency to carry out competent, idiomatic and businesslike translation as a professional translator majoring finance and IR translation.

The required and elective credits are 36 for graduation.

### Courses

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<th>Competence</th>
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First year: 18 credits (*Include "Translation Grammar: Basic Rules" and "Graduation Projects I")

Second year: 18 credits

### Faculty

**Akinori Nakajima**: MS, Management, Translating Annual Reports and IR Papers (E-J)

**Peter M Skaer**: PhD, Hiroshima University, Linguistics, Translation, Plain English

**Sugao Kawamura**: PhD, Former Lecturer of Tokiwa University, History, Translation History
Patent, Technical and Medical Translation Major

In the Patent, Technical, and Medical Translation major, the program will have students obtain skills and proficiency to carry out accurate and complete translation as a professional translator majoring Patent, Technical, and Medical documents translation.

The required and elective credits are 36 for graduation.

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<th>Competence</th>
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First year: 18 credits (*Include "Translation Grammar: Basic Rules" and "Graduation Projects I")
Second year: 18 credits

<Faculty>
Sachiyo Takeoka : PhD, Physician, Medical English, Translation
Takashi Kosaka : MA, Associate Professor of Kanda University of International Studies, Cross-cultural Communication, Former Monterey Institute of International Studies
Hisayo Miyamoto : MS, Mathematics, Summary Theory, Translation
In the International Paralegal and Legal Translation major, the program will have students obtain skills and proficiency to work as international paralegals and to carry out accurate and complete translation as professional translator majoring legal documents translation.

The required and elective credits are 36 for graduation.
E-J: English to Japanese  
J-E: Japanese to English

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First year: 18 credits ("Include "Translation Grammar: Basic Rules" "Graduation Projects I" "Translating Contracts level I (E-J)" "Translating Contracts level I (J-E)"")
Second year: 18 credits

<Faculty>
Yoshiharu Ishida : BA, Chairman of Japan Translation Association, Legal Translation, Translation Theory
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<th>Competence</th>
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<th>Course Name</th>
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<th>Assessment methods</th>
<th>Required / Elective</th>
<th>Credits</th>
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<td>Synopsis Writing</td>
<td>Obtain writing skills of synopsis asked by publishers or other clients, which is necessary for translators.</td>
<td>Accurately and skillfully write a synopsis requested by publishers and clients. Read a book 200 pages or more in length and write a synopsis whose page length is approximately 1/25th of the book. Write such a synopsis in approximately 10 working hours.</td>
<td>Synopsis Writing Assignments</td>
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<td>Literature / Fiction and Non-fiction (1)</td>
<td>Understand the meaning of words, phrases, and grammar constructions. Capture the overall image of the source text, and translate into natural target language (Japanese) while maintaining the nuances of the original.</td>
<td>Translate idiomatically and comprehensively the source language (English) into the natural target language (Japanese) by understanding the meaning of words, phrases, and grammatical construction, and also by capturing the overall image of the source language (English) text and writing target language (Japanese). Such idiomatic translation should maintain the nuances found in the source language text. Translate at a speed of 250 words (source language) per hour.</td>
<td>Final Exam Reading &amp; Translation Assignments</td>
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<td>51004</td>
<td>Literature / Fiction and Non-fiction (2)</td>
<td>Obtain expression technique of target language (Japanese) which is fit source language (English) through various and wide genre of fictions and non-fictions including novel, autobiography, essay, column, criticism and articles.</td>
<td>Accurately write target language (Japanese) text, being careful to preserve the style and idioms found in the source language (English) text. Translate at a speed of 250 words (source language) per hour.</td>
<td>Final Exam Reading &amp; Translation Assignments</td>
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<td>Expert Competence</td>
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<td>52012</td>
<td>Translating Informational Texts (E-J)</td>
<td>Learn non-fiction translation through translating various sentence styles.</td>
<td>Translate idiomatically and comprehensively various sentences and texts, focusing on non-fiction and general education books. Translate at a speed of 250 words per hour (source language).</td>
<td>Final Exam Reading &amp; Translation Assignments</td>
<td>Elective</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>52009</td>
<td>Translation for Subtitles/Drama (E-J)</td>
<td>Obtain a high level of subtitle translation skill through practical exercises of theatrical movie subtitles.</td>
<td>Accurately perform idiomatic translation of theatrical movie subtitles with a high degree of proficiency. Translate at a speed of 3 hours for one source language movie approximately 1.5 hours in length.</td>
<td>Final Exam Reading &amp; Translation Assignments</td>
<td>Elective</td>
<td>2</td>
</tr>
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<td></td>
<td>52084</td>
<td>Translational J-E Basic Rules (J-E)</td>
<td>Understand the difference of expression and thinking methods between Japanese-English translation and English-Japanese translation by comparing original and translated texts of English and Japanese novels.</td>
<td>Accurately and fluently translate Japanese texts into English for publication by understanding basic rules of and differences between English and Japanese concerning word usage, grammar, syntax, and semantics. Translate at a speed of 250 words per hour (source language).</td>
<td>Final Exam Reading &amp; Translation Assignments</td>
<td>Elective</td>
<td>2</td>
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<tr>
<td></td>
<td>52090</td>
<td>Translational J-E Expression Rules (E-J)</td>
<td>Understand the difference of value and means of expression through comparison of source language and translated language of an English novel as well as a Japanese novel.</td>
<td>Translate accurately, precisely, fluently, and elegantly Japanese texts into English texts for publication, by understanding advanced-level rules of and differences between English and Japanese concerning word usage, grammar, syntax, semantics, and pragmatics. Translate at a speed of 250 words per hour (source language).</td>
<td>Final Exam Reading &amp; Translation Assignments</td>
<td>Elective</td>
<td>2</td>
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<td>Expert Competence</td>
<td>Major 2</td>
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<td>52027</td>
<td>Translating Annual Reports and IR Papers(E-J)</td>
<td>Obtain how to understand the content of annual reports in English and skills in translating such reports.</td>
<td>Translate accurately, comprehensively, and clearly English annual reports from companies listed in the US stock exchange market into Japanese annual reports in a way that is compatible with the standards of Japan’s stock exchange market. This is made possible by understanding and becoming familiar with the style of writing for standard annual reports used in New York, London, and Tokyo stock exchange markets. Translate at a speed of 250 words per hour (source language).</td>
<td>Final Exam Reading &amp; Translation Assignments</td>
<td>Elective</td>
<td>2</td>
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<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Course Description</td>
<td>Language</td>
<td>Course Type</td>
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<td>52025</td>
<td>Translating Financial &amp; Securities Documents (E-J)</td>
<td>Obtain knowledge of finance and securities business and acquire skills to translate documents thereof by using reports to investors, briefing of U.S. bank CEOs, and public announcement for U.S. banks and securities companies. Translate precisely, comprehensively, and with polished language English written public announcements and investors reports in the financial and securities business in the U.S. into Japanese. Translate at a speed of 250 words per hour (source language).</td>
<td>Final Exam Reading &amp; Translation Assignments</td>
<td>Elective</td>
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<tr>
<td>52054</td>
<td>International Finance Translation (E-J)</td>
<td>Obtain knowledge and skills in international finance translation through reading and translating English printed media. Translate accurately, comprehensively, and fluently various English articles, commentaries, editorials and other documents in the field of international finance into Japanese by understanding and becoming familiar with terminology, word and idiom usage, writing style of such articles, commentaries, editorials and other documents in the field of international finance in both the U.S. and Japan. Translate at a speed of 250 words per hour (source language).</td>
<td>Final Exam Reading &amp; Translation Assignments</td>
<td>Elective</td>
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<tr>
<td>52065</td>
<td>Translating Patent Documents into Japanese (E-J)</td>
<td>Obtain knowledge and skills of patent translation with the main focus on E-J patent documents translation, such as how to search for and browse the Patent Offices' website in Japan, US and other countries, creating a list of frequently used words and idioms, and translating patent claims. Students who have successfully completed this course will be able to translate accurately, precisely, and comprehensively English patent documents including patent applications, patent claims, and patent specifications into Japanese for submission to the Japan Patent Office by understanding and becoming familiar with terminology, word and idiom usage, writing style and standards, and patent application practices in both the U.S. and Japan. Translate at a speed of 250 words per hour (source language).</td>
<td>Final Exam Reading &amp; Translation Assignments</td>
<td>Elective</td>
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<tr>
<td>52078</td>
<td>Translating Medical Documents (E-J)</td>
<td>Acquire skills and knowledge in order to not only accurately read and comprehend, but also translate clearly and concisely pharmaceutical and other medical related writings, theses, and articles by practicing with several documents. Students who have successfully completed this course will be able to translate accurately, precisely, clearly, and comprehensively English medical and pharmaceutical articles, theses, compositions, and writings into Japanese by understanding and being familiar with terminology, word and idiom usage, writing style, grammar, syntax, semantics, and pragmatics of such medical and pharmaceutical articles, theses, compositions and writings. Translate at a speed of 250 words per hour (source language).</td>
<td>Final Exam Reading &amp; Translation Assignments</td>
<td>Elective</td>
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<tr>
<td>52079</td>
<td>Translation Course for Medical Journalism</td>
<td>Develop and refine skills in general medical translation by reading and translating medical articles and literature. Students who have successfully completed this course will be able to translate accurately, precisely, clearly, and comprehensively English medical and healthcare related media articles and writings into Japanese by understanding and becoming familiar with terminology, word and idiom usage, writing style, grammar, syntax, semantics, and pragmatics of such medical and healthcare related media articles and writings written in both English and Japanese. Translate at a speed of 250 words per hour (source language).</td>
<td>Final Exam Reading &amp; Translation Assignments</td>
<td>Elective</td>
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<tr>
<td>52036</td>
<td>Technical Translation (E-J)</td>
<td>Obtain skills and knowledge for accurate and smart translation of English written scientific and technical documents into Japanese, which include catalogues, manuals, specifications, industrial standards, patents, and articles. Students who have successfully completed this course will be able to translate accurately and comprehensively English scientific and technical documents including technical articles, operation manuals, catalogues, specifications and industrial standards into Japanese by understanding and becoming familiar with terminology, word and idiom usage, writing style, grammar, syntax, semantics, and pragmatics of such scientific and technical documents written in both English and Japanese.</td>
<td>Final Exam Reading &amp; Translation Assignments</td>
<td>Elective</td>
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<tr>
<td>51021</td>
<td>Obtain reading and comprehension skills of basic English written contracts, conversion skills into Japanese, and writing skills of Japanese-written contracts by using basic textbooks and exercise workbooks.</td>
<td>Obtain basic skills in writing English contracts.</td>
<td>Obtain reading and comprehension skills of English written litigation documents and court papers (49 types in total), conversion of it into English, and writing skills of Japanese written litigation documents and court papers, or vice versa, by using Basic Textbooks and Exercise Workbooks.</td>
<td>Obtain reading and comprehension skills of various types of English written contracts used for business (16 types), and conversion of it into Japanese and writing skills of Japanese written business contracts.</td>
<td>Obtain reading and comprehension skills of various types of complex and lengthy Japanese written contracts and be able to translate it into English. Students will also have writing skills to produce English written contracts at the same level and length.</td>
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<tr>
<td>51022</td>
<td>Translate accurately and comprehensively English basic contracts of short length (1 to 2 pages) into Japanese by understanding and becoming familiar with legal terminology, word and idiom usage, writing style, grammar, syntax, semantics, and pragmatics of such basic contracts written in both English and Japanese. Translate at a speed of 250 words per hour (source language).</td>
<td>Translate accurately and comprehensively Japanese basic contracts with short length (1 to 2 pages) into English by understanding and becoming familiar with legal terminology, word and idiom usage, writing style, grammar, syntax, semantics, and pragmatics of such basic contracts written in both Japanese and English. Translate at a speed of 250 words per hour (source language).</td>
<td>Translate accurately and comprehensively English intermediate level contracts of ordinary length (7 to 9 pages) used in business into Japanese by understanding and becoming familiar with legal terminology, word and idiom usage, writing style, grammar, syntax, semantics, and pragmatics of such intermediate level contracts written in both English and Japanese. Translate at a speed of 250 words per hour (source language).</td>
<td>Translate accurately and comprehensively Japanese written intermediate level contracts of ordinary length (7 to 9 pages) used in business into English by understanding and becoming familiar with legal terminology, word and idiom usage, writing style, grammar, syntax, semantics, and pragmatics of such intermediate level contracts written in both English and Japanese. Translate at a speed of 250 words per hour (source language).</td>
<td>Translate accurately and comprehensively Japanese complex, high level, and lengthy (more than 15 pages) contracts drafted in professional law firms or corporate law departments into English by understanding and becoming familiar with legal terminology, word and idiom usage, writing style, grammar, syntax, semantics, and pragmatics of such complex, high level, and lengthy contracts written in both English and Japanese. Translate at a speed of 250 words per hour (source language).</td>
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<td>51023</td>
<td>Final Exam Reading &amp; Translation Assignments</td>
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<td>51025</td>
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<td>51026</td>
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<td>Expert Competence</td>
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<tr>
<td>5107</td>
<td>Legal Drafting (Contracts)</td>
<td>Build proficiency and learn skills for planning and drafting English written international business contracts. Resources include basic textbooks and exercise workbooks. This course is not the course for translation, but a course for drafting contracts in English.</td>
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<tr>
<td>5205</td>
<td>Basic Rules of English and Japanese</td>
<td>Plan, prepare, and draft accurately, comprehensively, and fluently (like an experienced lawyer) English complex, high level, and lengthy contracts without translating Japanese written contracts into English by understanding and becoming familiar with legal terminology, word and idiom usage, writing style, legal analysis and planning, and legal drafting at the level of professional lawyers. Translate at a speed of 250 words per hour (source language).</td>
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<tr>
<td>52025</td>
<td>English Drafting in International Business Contracts</td>
<td>Final Exam Reading &amp; Translation Assignments</td>
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<tr>
<td>52045</td>
<td>Translating Documents Used by Legal Departments of Financial</td>
<td>Final Exam Reading &amp; Translation Assignments</td>
<td>Elective</td>
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<tr>
<td>52044</td>
<td>International Transactions and Law</td>
<td>Final Exam Reading &amp; Translation Assignments</td>
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<tr>
<td>52063</td>
<td>Practice Skills for International Paralegal</td>
<td>Final Exam Reading &amp; Translation Assignments</td>
<td>Elective</td>
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<tr>
<td>5101</td>
<td>Translation Grammar : Basic Rules</td>
<td>Final Exam Reading &amp; Translation Assignments</td>
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<tr>
<td>51029</td>
<td>Translation Grammar : Written Expression</td>
<td>Final Exam Reading &amp; Translation Assignments</td>
<td>Required</td>
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<tr>
<td>52023</td>
<td>Plain Written English</td>
<td>Final Exam Reading &amp; Translation Assignments</td>
<td>Elective</td>
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<tr>
<td>52059</td>
<td>Summarize Translation Grammar (E-J)</td>
<td>Final Exam Summarizing Assignments</td>
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<tr>
<td>Course Code</td>
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<td>Assignment Type</td>
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<tr>
<td>51010</td>
<td>Practical Legal Knowledge for Translators</td>
<td>Learn how to deal with legal problems: how to draft a written agreement when registering for a translation company or when being hired; how to collect overdue translation fees; what type of contracts is needed when asking for translation permission from an overseas author, etc.</td>
<td>Case Study-Essay Assignments</td>
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<tr>
<td>52010</td>
<td>Translation Business Management</td>
<td>Obtain comprehensive knowledge on translation business in order to operate and manage translation business.</td>
<td>Case Study-Essay Assignments</td>
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<tr>
<td>52055</td>
<td>Starting up Translation Business</td>
<td>Guide students in how best to establish a translation business.</td>
<td>Case Study-Essay Assignments</td>
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<tr>
<td>52044</td>
<td>Building a Web Pages</td>
<td>Obtain knowledge and skills to create homepages on the Internet and to teach students HTML which is useful for building web pages.</td>
<td>Job-oriented Training Assignments</td>
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<tr>
<td>52056</td>
<td>Text Processing for Translators</td>
<td>Obtain skills to quickly create user dictionaries and parallel facing page translation files useful for translation. Accomplished by teaching how to process basic texts and preparing students to fully use translation software.</td>
<td>Job-oriented Training Assignments</td>
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<tr>
<td>52087</td>
<td>Translation Research Studies</td>
<td>1) Understand the fundamentals of research that is consistent with methodology. 2) Obtain practical and basic research skills that require abilities in researching, &quot;analysis,&quot; &quot;writing,&quot; and &quot;reporting.&quot;</td>
<td>Research Report</td>
<td>Required</td>
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<tr>
<td>52075</td>
<td>History of Translation in the World</td>
<td>Understand how translation has historically developed around the world.</td>
<td>Research &amp;Essay Assignments</td>
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<tr>
<td>52076</td>
<td>Intercultural Communication</td>
<td>Understand the importance of intercultural communication. Gain knowledge of theories and practices of intercultural communication. Learn to think about practical issues from an intercultural perspective.</td>
<td>Research &amp;Essay Assignments</td>
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<tr>
<td>52090</td>
<td>Translation Studies</td>
<td>Learn the social and cultural history of translation studies, understand various theories of translation studies, and master the methodology and theories to analyze translation multilaterally.</td>
<td>Research &amp;Essay Assignments</td>
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</table>
Graduation Project

To graduate from BUPST program, all student candidates must choose one of two options: (a) a Translation Project or (b) a Thesis Project. Students opting to complete the Final Project must translate a published book. The students opting to produce a Thesis must write an academic thesis paper.

<table>
<thead>
<tr>
<th>All Graduation Projects</th>
<th>Graduation Projects I</th>
<th>Graduation Projects II</th>
</tr>
</thead>
<tbody>
<tr>
<td>Determine a title of the thesis or a title of the book to be translated as a graduation project and make its work schedule, summary, and plan.</td>
<td>Demonstrate his or her abilities to prepare and write a thesis summary plan (in case that he or she chooses a thesis project) or a translation project plan (in case that he or she chooses a translation project) both of which shall be evaluated as satisfiable by the guidance professor.</td>
<td>Required 2</td>
</tr>
<tr>
<td>Write a thesis consisting of 40,000 words or more, or translate a book having 200 pages or more.</td>
<td>Demonstrate his or her abilities to prepare and write a thesis (in case that he or she chooses a thesis project) or a translation (in case that he or she chooses a translation project) both of which shall be evaluated as satisfiable by the guidance professor and BUPST Graduation Project Assessment Committee consisting of Dean of each major, Vice Chancellor, and Chancellor.</td>
<td>Required 8</td>
</tr>
</tbody>
</table>
# Academic Calendar 2019

<table>
<thead>
<tr>
<th>Year</th>
<th>January Entrance</th>
<th>April Entrance</th>
<th>July Entrance</th>
<th>October Entrance</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019</td>
<td>Application Acceptance: Oct/01/2018 ~</td>
<td>Application Acceptance: Jan/07 ~</td>
<td>Application Acceptance: Apr/01 ~</td>
<td>Application Acceptance: Jul/01 ~</td>
</tr>
<tr>
<td></td>
<td>Registration: Nov/15 to Dec/15</td>
<td>Registration: Feb/15 to Mar/15</td>
<td>Registration: May/15 to Jun/15</td>
<td>Registration: Aug/15 to Sep/15</td>
</tr>
<tr>
<td></td>
<td>Term Date: Jan/07 to Mar/31</td>
<td>Term Date: Apr/01 to Jun/30</td>
<td>Term Date: Jul/01 to Sep/30</td>
<td>Term Date: Oct/01 to Dec/27/2019</td>
</tr>
</tbody>
</table>

## Model Study Plan for Literary Translation Major

1. New enrollment periods into Babel University of Translation are in January, April, July, and October.
2. Below is an example using a literary translation major enrolled as of January. All translation majors must satisfy the same required courses. Elective courses are selected by students and will differ by major.
3. All required courses are highlighted in yellow.
4. The number of course credits are shown in parenthesis after each course name.

<table>
<thead>
<tr>
<th>January-April</th>
<th>May-August</th>
<th>September-December</th>
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</thead>
<tbody>
<tr>
<td><strong>First Year</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* Translation Grammar: Basic Rules (1)</td>
<td>* Literature I-(1) Fiction and Non-fiction (E-J) (2)</td>
<td>* Literature I-(2) Fiction and Non-fiction (E-J) (2)</td>
</tr>
<tr>
<td>* Translation Grammar: Written Expression (2)</td>
<td>* Translation for Subtitles (E-J) (2)</td>
<td>* Translating Informational Texts (E-J) (2)</td>
</tr>
<tr>
<td>* Practical Legal Knowledge for Translators (1)</td>
<td>* Text Processing for Translators (1)</td>
<td>* Intercultural Communication (2)</td>
</tr>
<tr>
<td>* Summarize Translation Grammar (E-J) (1)</td>
<td></td>
<td>* Graduation Projects I (2)</td>
</tr>
<tr>
<td><strong>Second Year</strong></td>
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<td></td>
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<tr>
<td>* Synopsis Writing (2)</td>
<td>* Translation for Subtitles: Drama (E-J) (2)</td>
<td>* Translation Business Management (1)</td>
</tr>
<tr>
<td>* History of Translation in the World (2)</td>
<td>* Translational J-E Expression Rules (J-E) (2)</td>
<td>Building Web Pages (1)</td>
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<tr>
<td></td>
<td></td>
<td>* Graduation Projects II (8)</td>
</tr>
</tbody>
</table>

## Online Consulting Session

BUPST's consulting sessions provide an overall view of learning at BUPST such as admissions, BUPST's education system, BUPST's curriculum, and support after graduation. Consulting sessions are conducted online using Zoom so that you can participate from anywhere. All you need is a computer and access to the Internet.

Join in the PST Online Briefing Session
https://www.babel.edu/en/events/
Babel University Professional School of Translation (BUPST) allows students to earn BUPST credits based on performance in the **past five years** in the following **three areas**.

1) Official qualifications for translation  
2) Translation learning experiences

### 1-1. Official Qualifications for Translation

Students who have obtained the following official qualifications/certifications within the past five years will receive BUPST credits as follows.

#### 1-1-1. Exams offered in the United States

<table>
<thead>
<tr>
<th>Examination</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Translators Association (U.S.)</td>
<td>8</td>
</tr>
<tr>
<td>ProZ (U.S.)</td>
<td>2</td>
</tr>
<tr>
<td>IAAP (U.S.): Certified Administrative Professional (CAP)</td>
<td>4</td>
</tr>
</tbody>
</table>

#### 1-1-2. Exams offered in Japan

<table>
<thead>
<tr>
<th>Exam</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Japan Translation Association’s Official Professional Translation Qualification exams (in four subjects)</td>
<td>8</td>
</tr>
<tr>
<td>JTA Official Professional Translation Qualification exams (each of the four subjects)</td>
<td>2</td>
</tr>
<tr>
<td>JTA Official Project Manager Exam</td>
<td>2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Exam</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>JTA Official Publication Translation Proficiency Exam</td>
<td>2</td>
</tr>
<tr>
<td>JTA Business Translation Accreditation Exams</td>
<td>2</td>
</tr>
<tr>
<td>Japan Translation Federation (JTF) Translation Exam</td>
<td>2</td>
</tr>
<tr>
<td>NIPA Intellectual Property Translation Exam</td>
<td>2</td>
</tr>
</tbody>
</table>

#### 1-1-3. Exams offered in other countries

<table>
<thead>
<tr>
<th>Exam</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTTIC (Canada)</td>
<td>2</td>
</tr>
<tr>
<td>NAATI (Australia): Level four or higher</td>
<td>2</td>
</tr>
<tr>
<td>ITI (England)</td>
<td>2</td>
</tr>
</tbody>
</table>

### 1-2. Translation Learning Experiences

Students who have earned credits at a translation learning institution other than BUPST within the past five years can transfer those credits according to BUPST’s criteria for credit conversion standards. Those credits that are considered to be equivalent to BUPST’s subject learning requirements only will be accepted.

### 2. Upper Limit of Credits

BUPST will award up to 18 credits for translation performance apart from BUPST.

(Upper limit of each area is 9 credits.)

<table>
<thead>
<tr>
<th>Area</th>
<th>Max. Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Official Qualifications for Translation</td>
<td>9</td>
</tr>
<tr>
<td>2) Translation Learning Experiences</td>
<td>9</td>
</tr>
<tr>
<td>Upper limit of total awarded credits</td>
<td>18</td>
</tr>
</tbody>
</table>

### 3. Tuition Waiver

When credits are awarded by BUPST, $555 will be waived from tuition per awarded credit.

BUPST scholarship students are not eligible for transferring credits. Tuition waiver by the credit transfer hereunder will be calculated only when first enrolling in BUPST.

### 4. Required Documents

To take experiential or prior learning assessment credit transfer evaluations, the following documents/information are required prior to the entrance exam.

<table>
<thead>
<tr>
<th>Area</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Official Qualifications for Translation</td>
<td>Certification title, description, date obtained, and a copy of certificate</td>
</tr>
<tr>
<td>2) Translation Learning Experiences</td>
<td>Name of institution, course title, course syllabus, date completed, and a copy of certificate of course completion</td>
</tr>
</tbody>
</table>

### 5. Transfer Credit Disclaimer

The acceptance of credits earned at Babel University Professional School of Translation (BUPST) is determined by the receiving institution.
Digital Library

Babel University PST provides resources all around translation in Babel University PST Digital Library.

Resources in the library are comprised of about 500 monthly translation magazines published by Babel Press, affiliated Company in Babel group, translation-related study reports, web dictionaries and translation software. Also included are accumulation of translated samples based on translation grammar, translation manuals of translation projects, style guide and terminology database. More than 200 graduation works are also displayed on the library. All in all, these are the most valuable resources for professional translators.

Contents

Internet Resources
1. Materials related to Translation in general
2. Materials related to Business Translation
3. Materials related to Technology in Translation
4. Online Dictionary
5. Digital Text
6. Online Software
7. Websites and magazines useful for hunting potential writers
8. Reference Books

Database
1. List of MST Graduates and their Graduation Projects
2. Assignment papers for English Grammar in Translation
3. Legal Solution Online Services
4. Dictionary of Mistranslation

Download
1. Rulebook of English Grammar in Translation
2. Style Guide for English to Japanese Translation
3. Workshop for Style Guide of Vertical Writing
4. Software Terminology
Student Demographic Profile:

<table>
<thead>
<tr>
<th>Age Range</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>20-29</td>
<td>12%</td>
</tr>
<tr>
<td>30-39</td>
<td>88%</td>
</tr>
<tr>
<td>40-49</td>
<td>12%</td>
</tr>
<tr>
<td>50-59</td>
<td>8%</td>
</tr>
<tr>
<td>60-69</td>
<td>2%</td>
</tr>
<tr>
<td>70-79</td>
<td>2%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Gender</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Male</td>
<td>12%</td>
</tr>
<tr>
<td>Female</td>
<td>88%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Native Language</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>98%</td>
</tr>
<tr>
<td>Japanese</td>
<td>2%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Major</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major 1</td>
<td>28%</td>
</tr>
<tr>
<td>Major 2</td>
<td>8%</td>
</tr>
<tr>
<td>Major 3</td>
<td>22%</td>
</tr>
<tr>
<td>Major 4</td>
<td>42%</td>
</tr>
</tbody>
</table>

Success Indicators

Graduation Rate for Master of Science in Translation: 71.2%

- Achieved their learning goals: 91.5%
- Would recommend the institution to a friend: 87.7%
- Were satisfied with their studies: 93.3%

From January 2018 through December 2018
Alumni Survey

1. The curriculum of BUPST was effective and suitable for my purpose.

2. The teaching materials were satisfactory.

3. Professor / Instructor's guidance was appropriate.

4. The services provided by the Student Services Department were appropriate.

5. BUPST's learning platform, Moodle, was easy to use.

6. Academic Counselor's support was appropriate.

7. Information on tuition payment was appropriate.

8. Education that I received at BUPST is useful for my current work.
9. I feel that learning at BUPST was a worthy self-investment.

10. I would recommend BUPST to those who are considering or aspiring translation study.
BUPST Policies

1. Student Integrity and Academic Honesty Policy

Last updated: September 1, 2017

1. Intent of Policy
Academic and professional integrity and honesty are fundamental to education and training at Babel University Professional School of Translation (the School). This policy is intended to reinforce the importance of integrity and honesty of the students in an academic and professional environment of the School. This Policy applies to all students including regular students, coursework students and research higher degree candidates at the School (the Student).

2. Honesty of Identity
The Student shall not falsify in his or her identity at admission and entrance examination and through being enrolled in the School. The Student shall not impersonate or spoof in the School’s campus on the website or masquerade as others in the School’s lessons and the place of education and training. The Student shall not have any other person impersonate or spoof in the School campus on the website or masquerade in the School’s lessons and the place of education and training for himself or herself.

3. Cheating
1) In any submission for assignment, test, examination, dissertation and master’s thesis, or any other process in judgment or evaluation of the Student’s ability and knowledge, the Student shall take such examination process strictly in conformity with a way authorized by the School. The Student’s unauthorized conduct in violation of the School’s instructions shall be deemed to be cheating. The Student shall not take any cheating conduct in submission of assignment, test, examination, dissertation and master’s thesis or any other process in judgment and evaluation of ability and knowledge learned and trained.
2) In the same situation, the Student shall not get other person’s help by having such other person spoof on the web or otherwise masquerade for himself or herself.

4. Plagiarism and Fabrication
1) In any submission for assignment, dissertation and master’s thesis, or any other works to be submitted to the School, the Student shall not or shall not attempt to plagiarize, whether deliberate or unintentional, of an idea, phrase, sentence or materials from a source without proper acknowledgement of that source. The risk of plagiarism can be avoided by clearly indicating either in footnotes or in the paper itself the source of any major or unique idea or wording that the Student did not arrive at on his/her own.
2) The Student shall not falsify any information, data, or citation in his or her materials to be submitted to the School.
3) It is the Student’s duty that Student shall not be involved in plagiarism and fabrication even outside of the School.

5. Copyright Infringement
All the materials provided by the School are copyrighted for the School. The Student shall not copy, reprint, reproduce, distribute or use the materials without consent of the School.

6. Officer in Charge
The responsible officer in charge of the Student’s misconduct including falsification, impersonation, cheating, plagiarism and copyright infringement is Educational Director of the School.

7. Other Student’s Duty
Any student who has known other student’s misconduct shall inform it to the School.

8. Penalties, Procedure for Imposing Penalties, and Investigation and Discipline Committee
1) The Student who commits the any of misconducts stipulated in this Policy may be penalized for any of following sanctions:
   a) Suspension of granting the passing grade of the course or revocation thereof;
   b) Entry in the Student’s record of the School;
   c) Termination of supplying all the education and training of the School;
   d) Revocation of enrollment of the School;
   e) Banishment from the School;
   f) Announcement to other students and/or the translation industry personnel.

2) In the event that a student is suspicious to have committed any misconduct mentioned in this Policy, the School convokes an investigation and disciplines committee and has the committee investigate the fact. The investigation and disciplines committee is constituted by Educational Director, Student Service Manager, and Advertisement and Promotion Manager. After investigating the fact on the Student’s misconduct, Educational Director will pronounce the penalties upon the Student.

9. Student’s Complaint
If the Student to whom the penalties are pronounced has an objection, The Student may raise the objection in accordance with the School’s Complaints Policy.
2. Non-discrimination Policy

Last updated: September 1, 2017

Babel University Professional School of Translation (the School) is committed to maintaining a community which recognizes and values the inherent worth and dignity of every person; fosters tolerance, sensitivity, understanding, and mutual respect among its members; and encourages each individual to strive to reach his or her own potential. In pursuit of its goal of academic excellence, the School seeks to develop and nurture diversity. The School believes that diversity among its many members strengthens the institution, stimulates creativity, promotes the exchange of ideas, and enriches campus life.

Babel University Professional School of Translation prohibits discrimination against any member of the School community on the basis of race, religion, color, sex, age, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity and expression, disability, or status as a veteran.

The commitment to equal opportunity applies to all aspects of recruitment, employment and education of individuals at all levels throughout Babel University Professional School of Translation.

Any question of interpretation regarding this Nondiscrimination Policy Statement shall be referred to the Vice Chancellor for Ethics and Compliance for final determination.

3. Student Confidentiality and Privacy Policy

Last updated: September 1, 2017

1. Purpose of Policy

Babel University Professional School of Translation (the School) intends to treat the privacy of its students seriously as a matter of respect for each student's fundamental right to privacy of their personal information. This Student Privacy Policy serves to outline the School's commitment to privacy and to ensure high standards of confidentiality and security of students' information.

2. Scope of Policy

This Policy deals with the collection, retention, use, disclosure, security and access to students personal information. It applies to all students including regular students and coursework students who study at the School and higher degree candidates who are involved in research at the School (the Student).

3. Collection and Retention

1) The School collects students' personal information (Personal Information) in order to assist the provision of its services of education and training to students. Personal Information will not be collected unless it is relevant for a purpose related to a function or activity of the School. No Personal Information will be collected by unlawful or unfair means.

2) Where the School collects Personal Information for inclusion in a record, the School will take all reasonable steps to ensure that each individual of students is made aware of the purpose for which the information is being collected.

3) Details of Personal Information are collected for the purposes of the following:
   - processing enrollments and inquiries;
   - communicating accurately with students;
   - matching courses with students’ needs;
   - dispatching course information;
   - enrollment procedures;
   - delivering course texts, lectures, instructions, questions and answers and other materials;
   - managing record keeping;
   - managing students’ account details;
   - compiling statistics and market research.

4) The School will ensure that the collection of Personal Information does not intrude to an unreasonable extent upon the personal affairs of the individual concerned and that information collected is up to date and complete.

5) The School websites may use cookies and IP address data in order to collect information regarding website usage; IP addresses are not matched with Personal Information.

6) Personal Information is retained in data storage of the School's computers.

4. Use and Disclosure

1) The School acknowledges and respects the privacy of Personal Information.

2) The School uses Personal Information only for the purpose that it was collected in order to provide students with the School's education and training services, to communicate with students, faculty members and instructors, and staff, and to communicate with nominated people in the event of an accident or emergency.

3) The School does not provide Personal Information to external third party companies for the purpose of commercial use, provided, however, that the School may provide Personal Information to the affiliated companies, namely, Babel K.K. (Co., Ltd.) for the benefit of students receiving useful information and services from them.
4) The School also collects statistical information in order to improve the level of service provision, provided, however, that none of this information may be directly attributable to any individual of students.

5) The School may be required to provide Personal Information to external organization such as The Distance Education Accrediting Commission (DEAC), Council for Higher Education Accreditation (CHEA), US Department of Education (DOE), and other designated authorities in order to provide specific services and as required by law. The School may do so if required.

6) The School may disclose information of a student who violates the School’s rules and disciplines including Policy on Student Integrity and Academic Honesty.

7) Personal Information will not be disclosed to a third party, other than as described above, without the written consent of individual concerned. Students wishing to authorize the School to release their Personal Information to third party (ies) shall submit a student authority to release information form to the School.

5. Quality of Data
The School relies on students to advise of change in Personal Information in order to maintain complete, accurate and up-to-date records. The School will ensure that records are accurate, up-to-date, complete, and not misleading. The School requests updated information from students as the enrollment procedure.

6. Access and Correction

1) All students have the right to access to and inspect their own Personal Information held by the School free of charge. An individual may apply to receive a copy of their Personal Information held by the School. The School may charge a nominal fee for this service. Personal Information of students cannot be released to parents, partners or any other external party without the student’s written consent. Disclosure to a third party will only be granted after receiving written permission.

2) If a record is found to be inaccurate, a correction will be made. Where an individual requests that a record be amended because it is inaccurate but the record is found to be accurate, the details of the request for amendment are noted on the record.

7. Complaints
Any and all complaints regarding a privacy matter of Personal Information will be handled by Educational Director of the School.

8. Notice of Rights under FERPA
The Family Educational and Privacy Act (FERPA) affords students certain rights to protect their privacy with respect to students’ education records. These rights include the following:

1) BUPST shall investigate the student’s grades within forty five (45) days after receiving a request from a student. Students must submit a written request specifying their own grades to be investigated to the Student Service, or other BUPST staff, Vice Chancellor or Chancellor. BUPST shall set up such student with an interview with the applicable BUPST staff, the Student Service, Vice Chancellor and Chancellor to investigate his/her grades, and notify the student of the date and time of the investigation. If a BUPST staff member who did not engage in grading has received an investigation request from a student, such BUPST staff member shall inform such student of the correct person to whom the request is to be submitted.

2) Right to request for correction of a grade transcript that students consider inaccurate and incorrect. Students may request BUPST to correct their grade transcripts that appear to be inaccurate and incorrect. Students must submit a document specifying the part to be corrected and the reason why it is inaccurate and incorrect. If the BUPST decides not to correct the grade against the student’s request, BUPST shall notify the student of such decision and inform that he/she has the right to demand for a public hearing on his/her correction request. In addition, the student will be informed more about the procedures for the hearing as well.

3) Right to agree on disclosure of Personal Information included in students’ education records except for cases where FERPA permits disclosure without consent. Disclosure of students’ results without any consent to university staff with legitimate educational views is permitted as an exception. In this case, “staff” refers to employees employed by BUPST, managers, supervisors, staff members such as clerical workers (including personnel and health management staff), educators or researchers, individuals or companies having a contractual relationship with BUPST (lawyers, corporate auditors or creditors), board members, students who engage in tasks of public committees such as disciplinary committees or complaints processing committees, or students who assist staff as their jobs. If staff needs to confirm students’ education records in order to fulfill their responsibilities, such staff shall do it in accordance with their legitimate educational views. Upon request, BUPST will disclose the education record of a student who wishes to enter to another school without any consent from staff of such school.

4) Right to make a claim to satisfy FERPA’s requirements. Students shall have the right to make a claim to the managing organization of FERPA if the claim meets FERPA’s requirements. The managing organization of FERPA is as follows:

Family Policy Compliance Office US Department of Education
400 Maryland Avenue, SW Washington D.C. 20202-5920
(Phone 1-800-872-5327)
4. Complaint Policy

Last updated: September 1, 2017

1. Introduction

Babel University Professional School of Translation (the School) is committed to providing a high quality service to all students. The School welcomes students’ comments and opinions concerning every part of the School’s Master of Science in Translation (MST) program. If complaints arise, the School takes appropriate actions mentioned below to help students resolve their issues and to improve the School’s service and program continuously.

Students can expect to be treated with courtesy, respect and fairness at all times. The School expects that students will also treat the School’s staff dealing with complaint with the same courtesy, respect and fairness. Unreasonable and abusive behavior will be informed to the appropriate authorities as necessary.

2. Scope of Complaints

It is the policy of the School to provide an effective and timely method for students to bring forth their complaints. These complaints may include the following issues.

1. Complaints Concerning Administration
   - Enrollment/registration
   - Financial issues
   - Students services
   - Internship/scholarship

2. Complaints Concerning Program
   - e-Technology issues
   - Program contents/materials
   - Program effectiveness
   - Library services
   - Grading on assignments/examinations/thesis/graduation project
   - Performance of a Faculty member
   - Intellectual Property

3. Complaints Concerning Non Academic Matters
   - Equal Educational Opportunity
   - Discrimination
   - Discriminatory Harassment
   - Sexual Harassment
   - Misconduct, Dishonesty or Fraud in Research

3. Filing Complaints

Students may contact the Student Service Manager for any complaints via email.

Student Service Manager
Name: Yuji Tateno
Email: admin@babel.edu

The Student Service Manager will consult with the functional department manager to resolve issues. The School’s individuals may be interviewed if they are involved with students’ complaints.

Unless otherwise prescribed by regulation, the following general guidelines should be followed regarding responses to complaints:

1) Complaints should be acknowledged within 5 business days after receipt of a complaint.
2) Inquiries, comments, or objections should be answered or information provided within 15 business days after receipt.

If issues are not resolved, Students may file such dissatisfaction in writing to the Educational Director. Students should explain and describe their issues and demands clearly and precisely.

Educational Director
Name: Tomoki Hotta
Email: hotta@babel.edu

4. Investigation Committee

Within 30 days from the receipt of complaints, the Educational Director shall organize on investigation committee consisting of himself, the Students Service Manager and the individual concerned who is designated by the Educational Director. The investigation committee will determine its judgment within 90 days from the date of organization. The judgment will be notified to the student who has filed the complaints.

5. Appeal

If the student is dissatisfied in the judgment, the student may file an appeal to the appellate committee at the address below. The appellate committee is comprised of the Chancellor, the Vice Chancellor, and the Director of Administration. Appellate committee will make its judgment within 90 days from the date of appeal. Appellate committee's judgment is final.

Appellate Committee
Email: pst@babel.edu

6. Filing Complaints to External Organizations
After exhausting all institutional processes, the student may seek external grievance committee’s assistance in resolving complaints. The student can contact two organizations listed below.

i. Hawaii Post-Secondary Education Authorization Program (HPEAP)
Department of Commerce and Consumer Affairs
335 Merchant Street, Rm. 310
Honolulu, Hawaii 96813
(808) 586-7327
cca.hawaii.gov/hpeap
hpeap@dcca.hawaii.gov
*HPEAP may investigate complaints based on possible violations of the Hawaii authorization statutes or rules.

ii. The Distance Education Accrediting Commission (DEAC)
Distance Education Accrediting Commission
1101 17th Street NW, Suite 808, USA
Washington, DC 20036
Tel: 202-234-5100
Email: info@deac.org

5. Clock Credit Hour Policy

Last updated: July, 2018

1. Introduction
In order to accord with the standard of colleges and universities in the world, Babel University Professional School of Translation (BUPST) hereby determines this clock Credit Hour Policy.

2. Credit Hours
BUPST has two types of courses: 1-credit course and 2-credit course. One 1-credit course is comprised of 8 lessons. 2-credit course is comprised of 16 lessons. Each lesson consists of the following hours:

<table>
<thead>
<tr>
<th>Credits</th>
<th>Class Engagement</th>
<th>Preparation and Assignments</th>
<th>Returned Assignment</th>
<th># of Lessons</th>
<th>Total Hours (minimum)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Listening to audio/video lectures (0.5 h)</td>
<td>Researching for assignments (2h)</td>
<td>Reading comments, corrections with rubrics and critiques of assignments returned for self convincing: Reading class text, materials, and other online documents: Note taking(2.5h)</td>
<td>0.5 hours (minimum)</td>
<td>8</td>
</tr>
<tr>
<td>2</td>
<td>3 hours (minimum)</td>
<td>3 hours (minimum)</td>
<td>0.5 hours (minimum)</td>
<td>16</td>
<td>104 hours</td>
</tr>
</tbody>
</table>

3. Required time for graduation
BUPST expects students to take the following time at a minimum to complete required courses for graduation.

Table 2. Required time until graduation

<table>
<thead>
<tr>
<th>Required time for final exam (including the review after exam)</th>
<th>Credit hours of one course</th>
<th>Minimum number of courses to take</th>
<th>Total of required time</th>
<th>Required time of Graduation Project I and II</th>
<th>Total required time until graduation (minimum)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Each course (2 credits course)</td>
<td>4 hours</td>
<td>104 hours</td>
<td>13</td>
<td>1404 hours</td>
<td>700 hours</td>
</tr>
</tbody>
</table>

Graduation Project I and II consists of the following tasks: Selecting theme/book to translate, scheduling, writing synopsis, researching, drafting, translating, reviewing evaluation, asking questions to and getting answers from faculty, discussing progress and issues with faculty, re-writing/re-translating, formatting and submitting final work/translated book.

The average daily and yearly times until graduation are as follows.

Table 3. Expected daily work time until graduation (average)

<table>
<thead>
<tr>
<th>Work time/day (Average)</th>
<th>Number of days/year</th>
<th>Number of years to graduate (Minimum)</th>
<th>Total hours until graduation</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 hours</td>
<td>365 days</td>
<td>2 years</td>
<td>2190 hours</td>
</tr>
</tbody>
</table>

The credit hours are given to students by assessments of assignments of lessons and passing at the final examination.
4. Requirement for the Program
In order to complete the MST program, students are required to earn 36 credits or more, including graduation project.

6. Grading Policy

Last updated: September 1, 2017

1. Scope of Policy
This Policy applies to all submission papers for each lesson assignment, final examinations and intermediate examinations (if any), as well as graduation projects.

2. Lesson Assignment
Students' submission papers for assignment of each lesson of a course are marked and graded as follows:

<table>
<thead>
<tr>
<th>Marks</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>85 — 100</td>
<td>A</td>
</tr>
<tr>
<td>70 — 84</td>
<td>B</td>
</tr>
<tr>
<td>60 — 69</td>
<td>C</td>
</tr>
<tr>
<td>50 — 59</td>
<td>D</td>
</tr>
<tr>
<td>0 — 49</td>
<td>F</td>
</tr>
</tbody>
</table>

The marks and grades are awarded by instructors in charge. Outcomes are recorded in Student Service Department and also informed to students within five days from submission date.

3. Final Examination
Final examination and intermediate examination (if any) of a course, are marked and graded as follows.

<table>
<thead>
<tr>
<th>Marks</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>85 — 100</td>
<td>A</td>
</tr>
<tr>
<td>70 — 84</td>
<td>B</td>
</tr>
<tr>
<td>60 — 69</td>
<td>C</td>
</tr>
<tr>
<td>50 — 59</td>
<td>D</td>
</tr>
<tr>
<td>0 — 49</td>
<td>F</td>
</tr>
</tbody>
</table>

The marks and grades are awarded by instructors in charge. Grades A and B are passing grade. Grade C students may take reexamination till passing grade is awarded. Grades D and F are failure, and credits are not given to the students who are awarded as failure.

4. Graduation Project
Students' submission papers for their graduation projects are marked and graded by the School's investigation committee as follows.

<table>
<thead>
<tr>
<th>Marks</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>85 — 100</td>
<td>A</td>
</tr>
<tr>
<td>70 — 84</td>
<td>B</td>
</tr>
<tr>
<td>60 — 69</td>
<td>C</td>
</tr>
<tr>
<td>50 — 59</td>
<td>D</td>
</tr>
<tr>
<td>0 — 49</td>
<td>F</td>
</tr>
</tbody>
</table>

Grades A and B are passing grade. Grade C students may resubmit the graduation project till passing grade is awarded. Grades D and F are failure.

7. Grading Guidelines and Rubrics

Last updated: September 1, 2017

1. Introduction
Grading guidelines and rubrics set forth herein are developed to clarify and ensure adherence to the grading policy of BABEL University Professional School of Translation (the School) and to transmit the School's theory of action about teaching and learning into grading practices across all courses and programs.

2. General Guidelines
All student work must be evaluated fairly and appropriately. Faculty and instructors' judgment should be objective and consistent. Effective grading requires an understanding of how grading may function as a tool for learning and a willingness to listen to and communicate with students. It is important to balance the requirements of effective grading with other workload and professional commitments.

Grading involves all of these activities:

- Setting expectations with students through a grading policy
- Designing assignments and exams that promote the course objectives and outcomes
- Calibrating the application of a grading standard for consistency and fairness
- Making decisions about effort and improvement
- Deciding which comments would be the most useful in guiding each student's learning
- Returning assignments and helping students understand their grades
- Writing remarks and comments in a friendly, encouraging, speaking style.

This section contains general guidelines on how to make grading both more effective and more efficient.

1) Each time a correction is done, try to find strong points and offer as much praise as possible in the comments. (For example, even if there is a mistranslation, comment on the good points such as student's depth of expression or good rhythm of the translation text. Even if there are problems with Japanese expression, comment on points such as depth of understanding or faithful translation to the original text)

2) Comments shouldn't be assertive and judgmental like “this is wrong, the correct answer is this”. Rather, alternative ideas should be put forth to the student such as “this is another way to interpret the context,” “another possible
translation might be this, “why don’t you look this up in your dictionary?”, or “please confirm that in a reference book”. These kinds of comments should be sprinkled in to encourage student self-reflection and self-discovery.

3) Depending on the level of the student, if there are many problem points, please limit their number, and give priority to the ones that the student can most easily correct.

4) After the second assignment, take into account the content and grades of assignments submitted up to that point. (For example, praising the areas where the student is making progress and showing improvement, and pointing out the areas where the student is repeating the same mistakes)

5) For those students who have submitted all their assignments at one time, if the final product is unsatisfactory please don’t give a poor grade for the entire assignment. Rather, correct and assess only one assignment, and then ask the student to review the remaining assignments and resubmit them.

6) If a student continues to receive low grades, please consult with the person in charge in the Student Service and design a plan so that the student can receive counseling and have the opportunity to resubmit his assignments.

2. Grading Rubrics

A. Basic Points

1. Notation
   1) Manuscript Style: In cases where the prescribed writing format has clearly not been adhered to, deduct one point for each problem point. If the assignment is done as prescribed, it should receive full credit.

   2) The basic Japanese grammar: If there is misuse of characters, omitted characters, or misuse of words, deduct one point for each mistake. However, even if the same mistake is repeated in the text, take off only one point for the entire assignment.

   3) If the usage of punctuation marks or other symbols is inappropriate, deduct one point for each mistake. However, if the same mistake is repeated in the same text, take off only one point for the entire assignment.

   4) Since there are individual differences in how students use pause marks, only deduct points if the usage results in a complete misunderstanding. (or if complete misunderstandings arise due to the lack of their use)

   5) If notations are not uniform, take off one point for each mistake. However, if the same mistake is made throughout the assignment, deduct only one point.

2. Interpretation
   1) Interpretation of Phrases: If the meaning of phrases is not accurately grasped, take off one point or more depending on the degree of the error.

   2) Interpretation of Grammar/Sentence Structure: If grammar or sentence structure is not accurately understood, take off one point or more for each mistake. However, even if the same mistake is repeated in the text, take off only one point for the entire assignment.

   3) Interpretation of Content: If meanings embedded in context, the main thesis, nuances, or meanings “between lines” are not accurately understood, deduct one point or more for each mistake depending on the degree of the error.

3. Excesses or deficiencies
   1) Excesses or deficiencies in text: If inadequate, excessive or deficient phrases or sentences are included, deduct one point or more for each mistake depending on the degree of the error.

   2) If a translation is omitted, take off one or more points depending on the degree of the error.

4. Language Expression
   1) Consistency: If polite forms and normal forms are mixed together, resulting in irregular consistency in sentence form, take off one or more points depending on the severity of the error.

   2) If sentences are inconsistent in regards to their texture, difficulty, or gravity, deduct one point or more depending on the degree of the error.

   3) Naturalness of Japanese: If phrases or sentences are unidiomatic, unnatural, difficult to understand, or obscure, deduct one point or more for each mistake depending on the degree of the error.

   4) If there are modifications or distortions in subjects and predicates, take off one point or more for each mistake depending on the degree of the error.

5. Knowledge
   1) Background Knowledge/ Research Capabilities: If it is felt that there is a lack of background information or student research, take off one or more points for each mistake depending on the degree of the error.

   2) Depending on the topic, sometimes background information and research are unnecessary. In such cases, the assignment is obviously not graded down, but the following remark should be added in the space for comments – [since Item 05 cannot be graded, it has been transferred to the impression points section]

B. Impression Points

Elements that are deemed difficult to assess according to the grade reduction scoring system based on the above items, will be graded and assessed by the grade enhancement scoring system.

8. Examination Policy
This policy applies to the entrance examination and the final examination for each course of Babel University Professional School of Translation (BUPST).

1. Entrance Examination
   (1) The entrance examination is implemented by written examination and oral examination.
   (2) The written examination is implemented in a multiple choice method and a written answer form.
   (3) The oral examination is implemented by BUPST Vice Chancellor through telecommunication.
   (4) The purpose of the entrance examination is to test the fluency of English and Japanese so that the student is capable of learning BUPST program.

2. Course Final Examination
   (1) After all lessons of a course are completed, a course final examination is implemented in principle.
   (2) The course final examination is implemented by a written answer form (a multiple choice method and true / false questions shall not be used).
   (3) The question(s) for the course final examination is taken within the scope of the course.
   (4) The purpose of the course final examination is to test students’ mastering the contents of the course, and the question(s) thereof shall be reasonable.
   (5) The question(s) for the course final examination shall be prepared in one or more.
   (6) The question(s) for the course final examination shall be reviewed periodically (at least once a year).
   (7) When course contents are revised, the question(s) for the course final examination shall be reviewed.

3. Proctoring
   (1) All examinations are taken under proctorship.
   (2) Proctoring Policy, which is separately ruled, applies to the proctorship.

9. Proctorship Policy

Last updated: July 31, 2018

Introduction
Babel University Professional School of Translation (BUPST) uses a proctoring system for students who take course final tests. Students must take tests using one of the following methods where a proctor is present during the exam (if method I is not possible, then method II is used).

I. Requesting an Outside Proctor

1. The test process from requesting to taking the test
   1) The student appoints a proctor that meets the following conditions:

      The following individuals or organizations may serve as proctors:
      − Faculty member, administrator, or other professional staff member of a university, college, or school;
      − Qualified staff member at a commercial testing center;
      − Educational counselor;
      − Library staff member;
      − Member of the clergy;
      − Professional designated by BUPST; or
      − Any other acquaintance of the student who is approved by BUPST.

      The following individuals are NOT acceptable as proctors:
      − Family members, co-workers, friends of the student.
      − BUPST students and tutors,
      − Anyone with a perceived or real conflict of interest.

   2) The student selects either the BUPST office (Honolulu) or their residence as the test location.

   3) The student contacts the student services department to provide the following information via email and request to take a proctored test:
      1) Student information (name, phone number, email address)
      2) Course information (course number, course name, faculty name)
      3) Test location information (name and address)
      4) Proctor information (name, affiliation, position, phone number, email address)

   4) Within three days of receiving the request for a proctored test, the student services department will inform the student and proctor of the time and date, location, student information (picture included), and any other information for the course final test. At that point, the student services department will send the Affidavit Form to the student, and the Proctor Nomination Form and Instructions for Proctors and Affidavit Form to the proctor.

   5) The student services department will confirm the proctor’s intent once the proctor submits the completed and signed Proctor Nomination Form, and if necessary will verify that the proctor is a suitable selection. If the proctor’s willingness and/or suitability cannot be verified, the student must search for another proctor.

   6) On the day of the test, the student services department will send the student all necessary documents (test instructions, test questions, information on when the graded test will be returned, etc.).

   7) The student will fill in, sign, and submit to the student services department the Affidavit before beginning the test.
8) The proctor will be present the whole time the student is taking the test.
9) The proctor will promptly fill out, sign, and submit the Instructions for Proctors Form following the test.

2. Proctor Responsibilities

The proctor is responsible for verifying and attesting that the student has taken the test in a way that is honest and appropriate. To do so, the proctor must abide by the following guidelines.

1) For the BUPST test questions to be sent by email, the test location must have Internet access and computers that can be used.
2) The proctor will verify the student’s identity before the student begins the test.
3) The proctor will be present in the same room the entire time the student is taking the test to witness the test taking process.
4) During the test, the student is allowed to use dictionaries, books, textbooks, the Internet, and translation software. The student is never allowed to copy test questions, send test questions to others, or receive assistance from others.
5) When time is up, the proctor will verify that the student has stopped taking the test and sent their test answers to BUPST.
6) The proctor will submit the Instructions for Proctors Form to the student services department.
7) If there are extenuating circumstances that result in the suspending or discontinuing of the test such as a power outage, sudden illness, etc., the proctor will promptly contact the student services department regarding the situation. In such cases, the test will be rescheduled.

II. BUPST Staff Proctor System (using a web camera)

If the student cannot find an outside proctor and BUPST cannot provide an outside proctor, a BUPST staff member will use a web camera to monitor the student’s test (all students are required to use computers with web cameras).

1. The test process from requesting to taking the test

1) The student contacts the student services department to provide the following information via email and request to take a proctored test.
   1) Student information (name, phone number, email address)
   2) Course information (course number, course name, instructor name)
   3) Test location information (name and address)
2) The proctor is selected from the student services department or BUPST counselors.
3) Within three days of receiving the request for a proctored test, the student services department will inform the student of the time and date for the course final test. At that point, the student services department will send the Affidavit Form to the student.
4) On the day of the exam, the student services department will send the student all necessary documents (test instructions, test questions, information on when the graded test will be returned, etc.).
5) On the test day, (before the test is started) the BUPST staff member serving as the proctor will verify the student’s identity using the ZOOM video conferencing system. The proctor will also check the system being used, verifying the Internet connection and that there are no technical problems so that the proctor can monitor without problems.
6) The student will fill in, sign, and submit to the student services department the Affidavit before beginning the test.
7) The proctor will be watching via a web camera the entire time the student is taking the test to witness the test taking process.
8) When time is up, the proctor will verify that the student has stopped taking the test and sent their test answers to BUPST.
9) If there are extenuating circumstances that result in the suspending or discontinuing of the test such as a power outage, sudden illness, etc., the student will promptly contact the student services department regarding the situation. In such cases, the test will be rescheduled.

10. Student Identity Verification Policy

Last updated: September 1, 2017

Prospective students are required to submit an admission application with an attached photo taken within the past 3 months. When prospective students take BUPST’s entrance exam, the student’s identity is verified by using the photo on the student’s admission application. Student identity is verified when both the written and interview portions of the entrance exam are administered. BUPST may also verify student identity by requiring students to submit a driver’s license, passport, individual number card, or other government issued photo identification.
After students have enrolled, BUPST has the chance to meet with them on several occasions, including course final exams, graduation project guidance, and other oral exams. Student identity can be verified at these times. Student identity is finally verified when students attend their graduation ceremony.

11. Admission Policy

Last updated: September 1, 2017

1) BUPST expresses that its mission is to provide education and training in order to develop professional translators. BUPST is focused on creating top level professional translators. Professional translators are responsible for translating material of professional quality, which means they require an education that equips them to understand that material. BUPST accepts students aspiring to become translators of this caliber, and provides professional level education and training. BUPST requires applicants to have completed 4 or more years of postsecondary education (university) and to have earned at least a bachelor's degree. This requirement is naturally given the fact the BUPST awards a master's degree in translation to students that successfully complete the MST program.

2) BUPST's MST program is only for English to Japanese and Japanese to English translation. No other languages are offered in this program. It is therefore necessary for students to be fluent in both Japanese and English. Japanese applicants whose native language is Japanese must have undergone 10 years or more of English language education (in junior high, high school, and college). English native speakers living in English speaking countries must have undergone the equivalent amount of Japanese language education. Applicants whose native language is neither Japanese nor English must have undergone the equivalent amount of education for both Japanese and English languages. It is clear therefore that BUPST requires English and Japanese fluency as a requirement for admission.

3) Since BUPST seeks to develop top level professional translators, BUPST looks for applicants aspiring to make translation a career, and makes this a requirement for admission. The three requirements listed above (possess at least a bachelor's degree, fluency in both Japanese and English, and a aspiration to pursue translation professionally) will be mentioned in more detail later.

4) BUPST's education and training is all conducted online via the Internet. BUPST's translation training is all done using a computer. Students therefore need to be skilled at operating both a computer and the Internet.

5) Currently all BUPST students hold a bachelor's degree, are fluent in both English and Japanese, aspire to become professional translators, and are skilled in using a computer and the Internet.

12. Satisfactory Academic Progress Policy

Last updated: September 1, 2017

BABEL University Professional School of Translation (BUPST) employs numerous measures to encourage students' satisfactory academic progress.

1. Before beginning a course

Students are provided with a course study plan and syllabus outlining the standards that should be met and requirements for completion. Lesson guides are also provided for each course lesson, which provides a lesson study plan, a description of learning materials, and instructions for submitting assignments. Students will progress satisfactorily in their studies if they follow these course instructions.

2. Course Assignment

Assignments that students submit for each course lesson are returned with corrections, comments, and an overall evaluation. The overall evaluation is measured using a five letter grading system (A,B,C,D,F).

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>85 - 100</td>
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<tr>
<td>B</td>
<td>70 - 84</td>
</tr>
<tr>
<td>C</td>
<td>60 - 69</td>
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<tr>
<td>D</td>
<td>50 - 59</td>
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<tr>
<td>F</td>
<td>0 - 49</td>
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If students don't receive a passing grade on an assignment (A or B), they must restudy to the lesson again and resubmit the assignment. Assignment corrections with rubric and comments indicate the portions needing revision. If the student does not retake the portions of the course in question or resubmit assignments, or if the student fails to meet course standards after repeating the portion several times, they will not earn credits for the course. Students take a course final exam after completing all lessons.

3. Course Final Examination

Final exams are returned with comments, an overall evaluation, and grading.

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<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>85 - 100</td>
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<tr>
<td>B</td>
<td>70 - 84</td>
</tr>
<tr>
<td>C</td>
<td>60 - 69</td>
</tr>
<tr>
<td>D</td>
<td>50 - 59</td>
</tr>
<tr>
<td>F</td>
<td>0 - 49</td>
</tr>
</tbody>
</table>
If students fail to receive a passing grade on the final exam (A or B), they must retake the entire course and resubmit the final exam. If the student does not retake the final exam in question, or if the student fails to meet course standards after repeating the final exam several times, they will not earn credits for the course.

4. Graduation Project
Graduation projects are marked and graded by the BUPST’s investigation committee as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
<th>Letter</th>
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</thead>
<tbody>
<tr>
<td>85</td>
<td>100</td>
<td>A</td>
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<td>50</td>
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<td>D</td>
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<tr>
<td>0</td>
<td>49</td>
<td>F</td>
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</tbody>
</table>

Graduation projects are usually submitted in 6 parts (i.e. graduation projects divided into 6 parts), and the professor in charge may direct students to redo parts determined to be substandard. In such cases the professor will instruct students individually on how to revise parts in question.

Grades A and B are passing grade. If it is determined that a student has not achieved the standards, that student will be directed to redo and resubmit graduation projects. If the student redoes and resubmits their graduation project several times and still does not meet the required standards, they will not earn credits for their graduation project.

5. Responsibilities of Faculty and Student Service Department
Faculty/instructors are responsible for making sure that all grading follows determined grading criterion, and is conducted accurately, fairly, and consistently. Areas of evaluation and evaluation criterion are repeatedly reviewed, and designed to measure students' academic ability consistently and fairly.

The student services department continually monitors faculty/instructor evaluations, and verifies that evaluations both follow determined criterion and are conducted accurately, consistently and fairly. The Vice Chancellor is periodically notified of the results of the student services department's monitoring.

6. Length for Graduation
Babel University Professional School of Translation students must earn required credits within four years after enrolling. This is the recommended standard period for taking courses. It is possible however to extend enrollment by paying additional extension fees.

13. Honor Code Policy

Last updated: September 1, 2017

It is the responsibility of every student at Babel University Professional School of Translation (the school) to adhere steadfastly to truthfulness and to avoid dishonesty, fraud, or deceit of any type in connection with any academic program. The following examples illustrate conduct that violated the Honor Code, but this list is not intended to be an exhaustive compilation of conduct prohibited by the Honor Code.

1. Unauthorized assistance
Giving or receiving unauthorized assistance, or attempting to give or receive such assistance, in connection with the performance of any academic work.

Examples: Cheating on tests, helping someone to cheat on a test, working on an assignment or homework with someone when it is not permitted, etc.

2. Unauthorized materials
Unauthorized use of materials on information of any type or the unauthorized use of any electronic or mechanical devices in connection with the completion of any academic work.

Examples: Cheating during tests, using a cell phone during a test when not permitted, etc.

3. Access to examination before examination
Access to the contents of any test or examination or the purchase, sales, or theft of any test or examination prior to its administration.

Examples: Disclosing the content of a test to a friend who is in another section and taking the test after you, stealing a test before it is given, etc.

4. Plagiarism: Unauthorized use of another person's work without proper acknowledgement of source.

Examples: Copying and pasting information as if it was your own work, not citing quotes of materials, poor paraphrasing, not citing after paraphrasing, using another student's paper and turning it in as your own, etc.

5. Lying: Intentional representation by word or action of any situation of fact, or omission of material fact, so as to mislead any person in connection with any academic work (including, without limitation, the scheduling, completion, performance, or submission of any such work).

Examples: Fabricating documents, signing someone in on the attendance sheet for a class (or asking someone to sign in for you). Taking a test or quiz for someone, lying about why you missed class, need to make up a test, or need an extension on an assignment, etc.
6. Bribery: Offering or giving any favor or thing of value for the purpose of influencing improperly a grade or other evaluation of a student in an academic program.

Examples: Offering someone money for a better grade in a class, on a project, etc.

Interference: Conduct intended to interfere with an instructor's ability to evaluate accurately a student's competency or performance in an academic program.

14. Students with Disabilities and Accommodation Policy

Last updated: September 1, 2017

This policy applies to Babel University Professional School of Translation (the School)'s prospective students and students who are admitted for enrollment.

1. Students applicable
   (1) Prospective students who have any disabilities may apply for admission to the School, and the School's accommodation for disabilities.
   (2) Students who have been admitted and enrolled in the School, and who become later disabled may apply for the School's accommodation for disabilities.

2. Application for Accommodation
   (1) Prospective students who apply for admission shall submit an application for disabilities accommodation that describes the kind and condition of disability with a medical doctor's examination certificate and that the student wishes to receive the School's accommodation when the student applies for admission.
   (2) Students who have been admitted for enrollment and who become later disabled shall submit an application for disabilities accommodation that describes the kind and condition of disabilities with a medical doctor's examination certificate and that the student wishes to receive the School's accommodation after becoming disabled.

3. Determination and criteria for accommodation
   The School determines whether or not it will provide the accommodation within 30 days after receipt of application for accommodation by investigating the application for disabilities accommodation.

   Accommodations that the School provides are limited to the following criteria:
   (1) Accommodations for moving means such as wheelchairs and nursing robots are not provided, because translation is primarily conducted at home.
   (2) Accommodations for helping with operation of personal computers is not provided, because it is essentially necessary for a professional translator to use a personal computer. However, a voice input/output device is considered if requested.
   (3) Accommodations for helping daily life are not considered, because it does not relate to translation education and training.

4. Mental disabilities
   Accommodations to students and prospective students who are mentally disabled are determined by the School.

15. Netiquette Policy

Last updated: September 1, 2017

Netiquette is a set of rules for behaving properly online. Babel University Professional School of Translation (the School) provides its education and training for its MST program via the Internet. The School hereby establishes and implements netiquette policy by which student must comply.

1. Writing name
   When communicating online, students shall clearly write their name in the communication. Using fictitious names is not allowed at the School.

2. Slander, libel, defamation or threats
   Students shall not use any words that are considered to be slander, libel, defamation, or a threat to others communicating online.

3. Recognition of differences
   Students shall be sensitive to the fact that there will be differences based on cultural and linguistic backgrounds, as well as political and religious beliefs, and other general differences.

4. Good taste in writing
   Students shall use good taste when communicating online. Profanity and swearing are also part of being sensitive when communicating online and should be avoided. Slang can be misunderstood or misinterpreted.

5. Capital letters
   Students shall refrain from using capital letters when composing responses as this is considered "shouting" on the Internet as is regarded as impolite or aggressive. It can also be stressful on the eye when trying to read the message.

6. Respecting other views
   Students shall be respectful of others' views and opinions, and avoid publicly attacking or insulting others as this can cause hurt feelings and hinder sharing other points of view.

7. Acronyms
Students shall be careful when using acronyms. If using acronyms, it is best to spell out the meaning first, then put the acronym in parenthesis afterward. For example: Frequently Asked Questions (FAQs). After that, an acronym can be freely used throughout the given message.

8. Grammar and spelling, etc.
Students shall use good grammar and spelling, and avoid using text messaging shortcuts.

16. Accommodation for Disability

Last updated: August 1, 2018

Babel University Professional School of Translation (BUPST) is committed to providing education—including support services and reasonable accommodations for disabilities—to qualified applicants for whom such accommodation does not fundamentally alter the chosen program or create an undue burden.

For information regarding accommodation for disability, the student should consult the student services of BUPST to which application for admission is being made.

Following acceptance, the student may be asked if he or she has a disability requiring accommodation. A student who desires accommodation for a disability (e.g., physical, learning, or psychological) identified after acceptance should consult the student services regarding a request for accommodation. The accommodation request must be submitted in writing via email. The supporting documentation will be required and evaluated by appropriate University entities to determine whether or not the applicant can be expected to perform the essential functions of the program. All discussions will remain confidential.
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Professional School of Translation

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