



Centre for Languages and Translation

Two-Year Diploma in English Language.

دبلوم لغة انجليزية نظام سنتين بعد الثانوية.

Program Specification Document

وثيقة توصيف البرنامج

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1. Program Identification and General Information

Program Title	Two-Year Diploma in English Language
Awarding Institution	Ibb University
Institution responsible for the program	Centre for Languages and Translation - Ibb University
Program type	Diploma
Language of Instruction	English
Years of study in the program	Two Years
Mode of delivery	Regular
Teaching Institution	Centre for Languages and Translation / Ibb University
System of study	Two Years / 4 Semesters
Duration of study	Two Years / 4 Semesters
Final Award/s available	Two-Years Diploma in English Language
Award title	Two-Years Diploma in English Language
Prerequisite qualification for admission to the program	Secondary School Certificate
Average Grade for Joining the program	As per Ibb University rules and admission announcements every academic year
Other requirements	According to Ibb University rules and regulations.
Coordinator	1. Dr. Abdul-Kawi Al-Shamiri
Prepared by	1. Dr. Abdul-Malik Mansour 2. Dr. Abdul-Rahman Al-Imad 3. Dr. Mohammad Ali Al-Khulaidi 4. Dr. Marwan S. S. Moqbel 5. Dr. Mona M. Abdulkhalek 6. Mr. Majed Nasher
Last date of accreditation	



2. Overview

Two-Year Diploma in English Language is a Diploma offered by the Centre for Languages and Translation, Ibb University, Yemen for graduates of the Yemeni secondary school or equivalent from institution recognized by the Ministry of Higher Education and Scientific Research. It is intended to qualify the secondary school graduates in English language. The Diploma is a two-year study program developed to enable EFL students to possess adequate knowledge, skills, and competencies to use the English language for general purposes. This diploma program of English language offers a group of courses developed to help EFL students reach an adequate level of English language proficiency.

3. University Vision, Mission and Goals

3.1 University Vision / رؤية الجامعة:

Excellence at the national and Arab level in teaching, learning, scientific research and community service to meet the needs of comprehensive development and achieve quality standards.

التميز على المستوى الوطني والعربي في التعليم والتعلم والبحث العلمي وخدمة المجتمع بما يلبي احتياجات التنمية الشاملة ويحقق معايير الجودة.

3.2 University Mission / رسالة الجامعة:

Ibb University is a national university that seeks to provide a distinguished high education that contributes effectively to the needs of comprehensive development and making the future of Yemen by achieving quality standards in academic programs, encourage scientific research to produce and apply knowledge, provide a supportive university environment, and building effective national and international partnership.

جامعة إب جامعة وطنية تسعى إلى تقديم تعليم عال متميز تسهم مخرجاته بفعالية في تلبية احتياجات التنمية الشاملة وصنع مستقبل اليمن من خلال تحقيق معايير الجودة في البرامج الأكاديمية، والارتقاء بالبحث العلمي لإنتاج المعرفة وتطبيقها، وتوفير بيئة جامعية داعمة، وبناء شراكة وطنية ودولية فاعلة.

3.3 University Goals / أهداف الجامعة:

Ibb University draws its goals from the goals of Yemeni universities specified by Law No. (30) of 1997 AD, and its amending of some of the republican decree articles by Law No. (18) of 1995 regarding Yemeni universities, which can be summed up as follows:

1. Upbringing citizens who believe in Allah, affiliated to their homeland and their nation, following the sublime Arab-Islamic values, familiar with the heritage of their nation and its civilizations, cherishing them, looking forward to conscious benefit from the Arab-Islamic civilization, cultural and human heritage, conducting scientific research, encouraging it, directing it to serve the community and contribute to the progress of knowledge, sciences, literature, arts and strengthen scientific and cultural



ties with universities and scientific bodies inside and outside the country.

2. Providing specialized and in-depth study opportunities for students in different fields of knowledge in order to meet the country's needs of specializations, technicians and experts with interest and focus on the following:

- * Raising the level and quality of preparation and qualification.
 - * Forming the general culture aimed at developing the elements of the correct Islamic personality and the correct knowledge and scientific formation.
 - * Establishing the correct Islamic vision stemming from the horizons of comprehensive Islamic knowledge and its perception of the universe, man and life.
 - * Forming the skills of innovative and critical scientific thinking.
 - * Acquire the necessary scientific and applied knowledge and skills and make use of them to solve problems effectively and efficiently.
 - * Teaching and empowering students with conducting and applying scientific research and evaluation.
 - * Developing positive talents and skills towards work in general, with a focus on developing a spirit of cooperation, teamwork, effective leadership, a sense of responsibility and moral commitment.
 - * Developing positive trends towards science and technology, their accelerating developments, and how to benefit from all of this in developing and solving the environmental and Yemeni society problems.
 - * Developing the positive attitudes of students of the concept of life-long self education.
3. Caring for the Arabic language, teaching, developing and generalizing its use as a scientific and educational language in various areas of knowledge and science, as it is the civilized vessel of meanings, values and morals for the civilization and mission of Islam.
4. Developing knowledge by conducting scientific research in various areas of knowledge, whether at the individual or collective level, and directing it to serve the needs of society and development plans.
5. Paying Attention to the development of technology and benefiting from it in developing the society.
6. Encouraging the movement of authorship, translation and publishing in various areas of knowledge, with a special focus on the Yemeni heritage.
7. Contributing to the promotion of literature, arts and the progress of science.
8. Providing academic climate in support of freedom of thinking, expression and publication, without prejudice to the doctrine of the nation and its values and ideals.
9. Strengthening ties between universities and the public and private institutions in the country to



ensure mutual interaction, development of knowledge, expertise and resources, and effective participation in bringing about comprehensive development in the country.

10. Strengthening scientific and cultural links with Arab and foreign universities and scientific bodies, research centers, Arab and foreign and development so as to develop the Yemeni universities and enhance their status.

11. Providing technical and specialised studies and consultations for the various public and mixed agencies and institutions of the state.

12. Contributing to the development of policies and job methods of the state agencies and institutions, and that of the public and private sectors, and providing innovative problem-solving models and experiences

13. Raising the efficiency of work level within the state institutions and agencies, as well as the public and private sectors, through contributing to the in-service preparation and training programmes.

تستقي جامعة إب أهدافها من أهداف الجامعات اليمنية المحددة بالقانون رقم (30) لسنة 1997م والقاضي بتعديل بعض مواد القرار الجمهوري بقانون رقم (18) لسنة 1995م بشأن الجامعات اليمنية والتي يمكن إجمالها على النحو الآتي:

1. تنشئة مواطنين مؤمنين بالله منتمين لوطنهم وأمتهم متحلين بالمثل العربية الإسلامية السامية، مطلعين على تراث أمتهم وحضاراتها معتزين بهما، ومتطلعين للاستفادة الواعية والإفادة من الحضارة العربية الإسلامية والتراث الحضاري والإنساني وإجراء البحوث العلمية وتشجيعها، وتوجيهها لخدمة المجتمع والمساهمة في تقدم المعارف والعلوم والآداب والفنون وتوثيق الروابط العلمية والثقافية مع الجامعات والهيئات العلمية داخل البلاد وخارجها.

2. إتاحة فرص الدراسة المتخصصة والمتعمقة للطلاب في ميادين المعرفة المختلفة تلبيبة لاحتياجات البلاد من التخصصات والفنيين والخبراء مع الاهتمام والتركيز على الآتي:

- * رفع مستوى ونوعية الإعداد والتأهيل.
- * تكوين الثقافة العامة الهادفة إلى تنمية مقومات الشخصية الإسلامية الصحيحة والتكوين المعرفي والعلمي القويم .
- * ترسيخ الرؤية الإسلامية الصحيحة النابعة من آفاق المعرفة الإسلامية الشاملة وتصورها للكون والإنسان والحياة .
- * تكوين مهارات التفكير العلمي الابتكاري والناقد.
- * اكتساب المعارف والمهارات العلمية والتطبيقية اللازمة وتسخيرها لحل المشكلات بفعالية وكفاءة.
- * تدريس وتمكين الطلاب من أساليب وطرق إجراء البحوث العلمية وتطبيقها وتقويمها.
- * تنمية المواهب والمهارات الإيجابية نحو العمل بشكل عام مع التركيز على تنمية روح التعاون والعمل الجماعي والقيادة الفعالة والشعور بالمسؤولية والالتزام الأخلاقي.
- * تنمية الاتجاهات الإيجابية نحو العلوم والتكنولوجيا، وتطوراتها المتسارعة، وكيفية الاستفادة من كل ذلك في تطوير وحل قضايا البيئة والمجتمع اليمني.



- * تنمية الاتجاه الإيجابي للطلاب لمفهوم التعلم الذاتي والمستمر مدى الحياة.
3. العناية باللغة العربية وتدريبها وتطويرها وتعميم استعمالها كلغة علمية وتعليمية في مختلف مجالات المعرفة والعلوم وذلك باعتبارها الوعاء الحضاري للمعاني والقيم والأخلاق لحضارة الإسلام ورسائله.
4. تطوير المعرفة بإجراء البحوث العلمية في مختلف مجالات المعرفة سواء على المستوى الفردي أو الجماعي، وتوجيهها لخدمة احتياجات المجتمع وخطط التنمية.
5. الاهتمام بتنمية التقنية (التكنولوجيا) وتطويرها والاستفادة منها في تطوير المجتمع.
6. تشجيع حركة التأليف والترجمة والنشر في مختلف مجالات المعرفة مع التركيز بوجه خاص على التراث اليمني.
7. الإسهام في رقي الآداب والفنون وتقديم العلوم.
8. إيجاد المناخ الأكاديمي المساعد على حرية الفكر والتعبير والنشر بما لا يتعارض مع عقيدة الأمة وقيمتها السامية ومثلها العليا.
9. تقوية الروابط بين الجامعات والمؤسسات العامة والخاصة في البلاد بما يكفل التفاعل المتبادل والبناء للمعارف والخبرات والموارد والمشاركة التي تكفل الإسهام الفعال في إحداث التنمية الشاملة في البلاد.
10. توثيق الروابط العلمية والثقافية مع الجامعات والهيئات العلمية ومراكز البحوث والتطوير العربية والأجنبية بما يساعد على تطوير الجامعات اليمنية وتعزيز مكانتها.
11. تقديم الدراسات والاستشارات الفنية والمتخصصة لمختلف أجهزة الدولة ومؤسساتها العامة والمختلطة.
12. المساهمة في تطوير السياسات وأساليب العمل في مؤسسات وأجهزة الدولة والقطاعين العام والخاص وتقديم النماذج والتجارب المبتكرة لحل المشاكل المختلفة.
13. رفع كفاءة العاملين في مؤسسات وأجهزة الدولة والقطاعين العام والخاص وذلك من خلال المساهمة في برامج الإعداد والتأهيل أثناء الخدمة.

4. Centre Vision, Mission and Goals:

4.1 Centre Vision / رؤية المركز:

Distinction at the national and regional levels in teaching languages, translation, scientific research and community service, in accordance with quality standards and academic accreditation.

التميز على المستويين الوطني والإقليمي في تعليم اللغات والترجمة والبحث العلمي وخدمة المجتمع ، وفق معايير الجودة والاعتماد الأكاديمي.

4.2 Centre Mission / رسالة المركز:

Preparing and qualifying distinguished cadres, scientifically, professionally and in languages and translation research in order to meet the requirements of the labour market through an encouraging educational environment, efficient teaching staff, quality programs and effective partnership.



إعداد وتأهيل كوادر متميزة علمياً ومهنياً وبحثياً في اللغات والترجمة تلبي متطلبات سوق العمل من خلال بيئة تعليمية حافزة وكادر تدريسي كفؤ وبرامج مجودة وشراكة فاعلة.

4.3 Centre Values / قيم المركز :

The values of the centre are:

1. Perfection and excellence.
2. Institutionalism.
3. Professionalism.
4. Teamwork.
5. mutual respect.
6. Transparency and accountability.
7. Respect of the customs and traditions of the community.
8. Partnership.

يلتزم المركز بالقيم الآتية:

1. الإتقان والتميز.
2. المؤسسية.
3. المهنية.
4. العمل الجماعي.
5. الاحترام المتبادل.
6. الشفافية والمساءلة.
7. احترام عادات وتقاليده المجتمع.
8. الشراكة.

4.4 Centre Goals / أهداف المركز :

Centre for Languages and Translation draws its objectives from the objectives of Ibb university, which are as follows:

1. Providing specialized educational programs in the field of languages, translation and scientific research.
2. Providing programs and courses to qualify university cadres and community institutions in the field of languages, translation and scientific research.
3. Providing translation and language consulting services for individuals and institutions.
4. Contributing to the production and transfer of knowledge in the field of languages, translation and scientific research.
5. Developing students' scientific research skills
6. Organizing scientific activities in the field of languages, translation and scientific research.
7. Encouraging the movement of research, authorship, translation and publishing in languages and translation studies.
8. Establishing an effective partnership with the national and regional centers in the field of languages, translation and scientific research.

يستقى مركز اللغات أهدافه من أهداف جامعة إب وهي كالتالي:

1. تقديم برامج تعليمية متخصصة في مجال اللغات والترجمة والبحث العلمي.
2. تقديم برامج ودورات لتأهيل كوادر الجامعة ومؤسسات المجتمع في مجال اللغات والترجمة والبحث العلمي.



3. تقديم خدمة الترجمة والاستشارات اللغوية والبحثية للأفراد والمؤسسات.
4. الاسهام في انتاج ونقل المعرفة في مجال اللغات والترجمة والبحث العلمي.
5. تنمية مهارات البحث العلمي لدى الطلاب.
6. اقامة الفعاليات العلمية في مجال اللغات والترجمة والبحث العلمي.
7. تشجيع حركة البحث العلمي والتأليف والترجمة والنشر في اللغات ودراسات الترجمة.
8. اقامة شراكة فاعلة مع المراكز الوطنية والإقليمية في مجال اللغات والترجمة والبحث العلمي.

5. Department Vision, Mission and Goals:

5.1 Department Vision / رؤية القسم:

Excellence at the national and regional levels in teaching English language, translation and research in order to meet the labour market requirements and fulfil the quality assurance standards.

التميز على المستويين الوطني والإقليمي في تدريس اللغة الانجليزية والترجمة والبحث العلمي وخدمة المجتمع ، وفق معايير الجودة والاعتماد الأكاديمي.

5.2 Department Mission / رسالة القسم:

Preparing and qualifying distinguished cadres, scientifically, professionally and in English language and translation research, through an effective educational environment, distinguished teaching staff and quality programs in order to achieve quality standards and meet the needs of the labour market.

إعداد وتأهيل كوادر كفوة علمياً ومهنياً وبحثاً في اللغة الانجليزية والترجمة من خلال بيئة تعليمية فاعلة وكادر تدريس متميز وبرامج مجودة بما يحقق معايير الجودة ويلبي احتياجات سوق العمل.

5.3 Department Goals / أهداف القسم:

English Department draws its objectives from the goals and objectives of the Centre for Languages and Translation, Ibb university, which are:

1. Providing specialized educational programs in English language, translation and scientific research.
2. Providing programs and courses to qualify university cadres and community



institutions in English language, translation and scientific research.

3. Providing translation service (English ⇌ Arabic) and consulting in English language and translation for individuals and institutions.
4. Contributing to the production and transfer of knowledge in English language, translation and scientific research.
5. Developing the scientific research skills of the Department students.
6. Organizing scientific activities in English language, translation and scientific research.
7. Encouraging the scientific research, authorship, translation and publication in English language and translation studies.

يستقي قسم اللغة الانجليزية - مركز اللغات أهدافه من أهداف مركز اللغات بجامعة إب وهي كالتالي:

1. تقديم برامج تعليمية متخصصة في مجال اللغة الانجليزية والترجمة والبحث العلمي.
2. تقديم برامج ودورات لتأهيل كوادر الجامعة ومؤسسات المجتمع في مجال اللغة الانجليزية والترجمة والبحث العلمي.
3. تقديم خدمة الترجمة (الانجليزية ⇌ العربية) والاستشارات في مجال اللغة الانجليزية والترجمة للأفراد والمؤسسات.
4. الاسهام في انتاج ونقل المعرفة في مجال اللغة الانجليزية والترجمة والبحث العلمي.
5. تنمية مهارات البحث العلمي لدي طلاب القسم.
6. اقامة الفعاليات العلمية في مجال اللغة الانجليزية والترجمة والبحث العلمي.
7. تشجيع حركة البحث العلمي والتأليف والترجمة والنشر في اللغة الانجليزية ودراسات الترجمة.

6. Program Mission, Goals, and Outcomes

6.1 Program Mission / رسالة البرنامج:

Providing the students with the necessary knowledge, various practical skills and competencies to use



English language for general as well as job-related purposes in accordance with the quality Standards and meet the needs of the labour market.

تزويد الطلاب بالمعرفة والمهارات العملية والكفاءات المختلفة اللازمة لاستخدام اللغة الإنجليزية للأغراض العامة والمتعلقة بالوظيفة وفقاً لمعايير الجودة وبما يلبي متطلبات سوق العمل.

6.2 Program goals and objectives / أهداف البرنامج

Two-Year Diploma in English Language aims at:

1. Providing students with the needed information in English language.
2. Creating opportunities for students to practice English language.
3. Enabling students to communicate effectively and appropriately in real life situations.
4. developing the students' basic knowledge of English, including pronunciation, listening, vocabulary and grammar.
5. Developing the students' reading skills and strategies.
6. Training the students on writing English for different purposes.
7. Enabling the students to read various types of English texts, such as short stories, emails, letters, articles, newspapers, magazines and other written forms of English.
8. Meeting the requirements of the labour market.

يهدف دبلوم اللغة الانجليزية نظام سنتين بعد الثانوية إلى:

1. تزويد الطلاب بالمعلومات المطلوبة باللغة الإنجليزية.
2. خلق فرص للطلاب لممارسة اللغة الإنجليزية.
3. تمكين الطلاب من التواصل بشكل فعال ومناسب في المواقف الحقيقية.
4. تنمية معرفة الطلاب الأساسية باللغة الإنجليزية، بما في ذلك النطق والاستماع والمفردات والقواعد.
5. تنمية مهارات واستراتيجيات القراءة لدى الطلاب.
6. تدريب الطلاب على الكتابة باللغة الإنجليزية لأغراض مختلفة.
7. تمكين الطلاب من قراءة أنواع مختلفة من النصوص الإنجليزية، مثل القصص القصيرة ورسائل البريد الإلكتروني والمقالات والصحف والمجلات وغيرها من الأشكال المكتوبة باللغة الإنجليزية.
8. تلبية متطلبات سوق العمل.



7. Program Standards& Benchmarks:

1.1 Academic Standards

Refer to:

(Annex 1: Academic Standards of the Program)

1.2 Program Benchmarks

Refer to:

(Annex 2: Survey on Similar programs)

(Annex 3: Survey on Intended Learning Outcomes of similar programs)

(Annex 4: Survey on credit hours of similar programs)

(Annex 5: Survey on courses of similar programs)

1.3 Government Rules and Regulations:

- 1- Republican Decree No. (32) of 2007 establishing the executive regulations for the Yemeni Universities Law.
- 2- Republican Decree No. (91) of 12 – 6 - 1996 establishing Ibb University.
- 3- President of Ibb University Decree No. (37) of 18 – 02 - 2012 establishing the Centre for Languages and Translation.
- 4- The Centre for Languages and Translation Council meeting no (1) 10 January 2022
- 5- Act No. 40/2008, Prime Minister regarding the Higher Educational System Regulations in the Yemeni Universities.
- 6- Rules and regulations issued by the Council for Academic Accreditation and Quality Assurance.

8. Learning Outcomes: / مخرجات التعلم:

A: PILOs of Knowledge and Understanding Skills:

Upon the completion of the course, the student has to be able to:

- A1. Show familiarity with the modern English language.
- A2. Show familiarity with the various skills of English language.
- A3. Demonstrate a good competence in using English in real situations.
- A4. Recognize the various job-related structures of English language.

B: PILOs of Cognitive/ Intellectual Skills:

- B1. Use modern English in various real situations.
- B2. Critically discuss various types of forms written English language.
- B3. Read and write various types of language forms written in English.



B4. Critically analyse the translated texts from English into Arabic vice-versa.

C: PILOs of C . Practical and Professional Skills:

C1. Communicate appropriately in English language.

C2. Analyze the different English texts.

C3. Use English in various real situations

C4. Translate various texts from English into Arabic and vice-versa.

D: PILOs of General and Transferable Skills:

D1. Communicate effectively in English language.

D2. Work individually or in a team.

D3. Use English in various job-related situations.

D4. Apply the professional ethics in communicating and translating texts.

9. Graduates Attributes: / مواصفات الخريج :

After completing the Two-Year Diploma in English Language the graduate has to be able to:

1. Write various English texts for different purposes.
2. Communicate effectively and appropriately in English.
3. Listen to English used in everyday life.
4. Read various types of English texts, such as short stories, emails, letters, articles, newspapers, magazines and other written forms of English.
5. Translate various texts from English into Arabic and vice-versa.
6. Analyzed English according to the various linguistic levels.
7. Make use of electronic resources in English.
8. Demonstrate commitment to ethical, legal and social responsibilities in translating texts.

بعد الانتهاء من دبلوم اللغة الإنجليزية – عامين بعد الثانوية ، يجب أن يكون الخريج قادرًا على:

1. كتابة نصوص إنجليزية مختلفة لأغراض مختلفة.
2. التواصل بشكل فعال ومناسب باللغة الإنجليزية.
3. الاستماع إلى اللغة الإنجليزية المستخدمة في الحياة اليومية.
4. قراءة أنواع مختلفة من النصوص الإنجليزية ، مثل القصص القصيرة ورسائل البريد الإلكتروني والمراسلات والمقالات والصحف والمجلات وغيرها من أشكال اللغة الإنجليزية المكتوبة.
5. ترجمة نصوص مختلفة من اللغة الإنجليزية إلى العربية والعكس.
6. تحليل اللغة الإنجليزية حسب المستويات اللغوية المختلفة.
7. الاستفادة من المصادر والتطبيقات الإلكترونية باللغة الإنجليزية.
8. إظهار الالتزام بالمسؤوليات الأخلاقية والقانونية والاجتماعية في ترجمة النصوص.

10. Teaching and Learning Strategies

1. Lectures /Interactive Lectures
2. Illustrations
3. Seminar/ Project/Presentation



4. Discussions
5. Directed self-study
6. Problem Solving
7. Group work
8. Guided Individual Reading.
9. Case Studies

Teaching Strategy	Description
Lectures/Interactive Lectures,	Lecture is one of the most useful and common methods in teaching translation studies. It is a method in which the teacher is the main source of the information. The teacher communicates information, explains the theories, concepts, foundations and rules of translation and interpretation. The learners have to receive what the teacher gives in the classes. Lecture includes presenting information, conducting dialogues, exchanging the roles in the classrooms and encouraging students to participate in translating texts from English into Arabic and vice versa.
Illustrations	something that illustrates, as a picture in a book or magazine. a comparison or an example intended for explanation or corroboration. the act or process of illuminating. the act of clarifying or explaining; elucidation. <i>Archaic.</i> illustriousness; distinction.
Tutorials	a paper, book, film, or computer program that provides practical information about a specific subject. 2 : a class conducted by a tutor for one student or a small number of students.
Seminar/ Project/Presentation	This method is to discuss the problems that face the programme or learners. The students participate in collecting, presenting the information and suggesting the appropriate solutions to the problems. Students participate in expressing their views and opinions on how to propose appropriate treatments and solutions and develop perceptions that contribute to the development of the education system in the Department effectively.
Discussions	It is a process of talking in on a particular topic in order to come to a decision or a conclusion. The learners are encouraged to indulge in discussing some topics or answer a raised question by the teacher in order to show their opinions and practice how to accept or refute the opinions of the others involved in the discussion.
Exercises	Learners have to do the exercises given to them by the tutor at the end of each lesson.



Practical lab sessions	The learners practice what they have learned theoretically in the lab alone or in group, either in the presence of the tutor or alone
Directed self- study	Directed self-study is a strategy that allows the learners to take the initiatives and take charge of their learning under the guidance of the teacher. It describes a process in which students take the initiative, with or without the help of others, in diagnosing their learning needs, formulating learning goals, identifying learning resources for choosing and implementing appropriate learning and practice of translation and interpretation.
Problem Solving	It is a process or act of finding a solution to a problem. The tutor organizes the lessons in a form of problems and the students have to find their own appropriate solution or select from the solutions suggested by their classmates or the tutor. All the students participate in the solution of the existing translation problem or answering the raised questions.
Small-Group learning	The students work together on particular topic of English. They all work together or divided into small homogenous groups to be taught or practice translation.
Guided Individual Reading.	Guided reading is an individual process in which one student is indulged in reading source or targeted texts while the others follow and give comments and illustrations on the appropriateness of the translation. It gives the tutor the opportunity to observe students reading and translation. This strategy includes practical suggestions on reading and translation. It helps the students to develop greater control over the reading and translating process through the development of reading strategies that assist decoding and encoding meaning. Guided reading and translating helps the tutor to discover the individuals' abilities in reading and translating texts from English into Arabic and vice-versa.
Brainstorming	Brainstorming is a group problem-solving method that involves the spontaneous contribution of creative ideas and solutions. This technique requires intensive, freewheeling discussion in which every member of the group is encouraged to think aloud and suggest as many ideas as possible based on their diverse knowledge.
Case Studies	Case study is a process or record of a particular case of the language or translation aspects in which detailed consideration is given to the development of a particular person, group, or situation over a period of time. It takes one language or translation phenomenon and study it thoroughly to discuss all its aspects.



11. Assessment Tools

11.1 Course Assessment

11.2 Assessment Strategy

Description

Written Examinations

Mid-Term and Final Exams of the subjects according to the course specification of each subject.

Assignments

Assignments are curricula and extra-curricular activities done by learners and assessed individually unless assigned for group work.

Oral exams

It is a tool in which the tutor poses questions to the learners orally. The learner has to answer the question in such a way as to demonstrate sufficient knowledge of the subject to pass. It is used to check the pronunciation, interpretation and the ability to interpret from English into Arabic and vice-versa.

Quizzes

It is a brief test done at the end of a class to check one aspect of translation or interpretation.

Writing Technical/Project Report

The learner is asked to write assignments on particular topic given by the tutor or on a particular topic either individually or in a group.

Coursework Activities

It is the activities which are added at the end of the lesson in the course books or assigned by the tutor. The students have to do them individually or in groups. They are discussed in the class or evaluated by the tutor.

Presentations

A student selects a topic to present, explain or a text to translate or interpret it in front of his classmates in the presence of the tutor and the other students discuss it and state their comments.

Seminar

The learners have to do seminars in order to discuss particular translation topic and they are asked some questions by their tutor or classmates. Seminar is also used as a method for evaluation of the students performance on interpretation topics.

11.3 Alignment of Program Intended Learning Outcomes (PILOs) with Teaching Strategies and Assessment Methods:

PILOs

Teaching Strategy

Assessment Methods



Knowledge and Understanding (A1,A2,A3,A4)	Lectures, Discussions, Group work, Guided Individual Reading, Case Studies.	Written Tests, Assignments, Oral exams, Quizzes.
Intellectual Skills (B1,B2,B3,B4)	Lectures, Discussions, Group work, Guided Individual Reading, Case Studies.	Written Tests, Assignments, Oral exams, Quizzes, Presentations.
Professional & practical skills (C1,c2,C3,C4)	Lectures, Discussions, Group work, Guided Individual Reading, Problem solving, Case Studies.	Written Tests, Assignments Oral exams, Quizzes, Writing Technical/Project Report, Presentations, Seminar.
General & Transferable Skills (D1,D2,D3,D4)	Written Tests, Assignments, Oral exams, Quizzes, Problem solving, Presentations	Assignments, Writing Technical/Project Report, Presentations, Seminar.

12. Intended Learning Outcomes Mapping:

See Annexes 6,7, and 8,9,10.

Annex 6: Alignment of Program objectives with Program Intended Learning Outcomes (PILOs).

Annex-7, Alignment of Program Objectives with Council of Accreditation Standards.

Annex-8, Themes and their Weightage with Program Intended Learning Outcomes (PILOs).

Annex-9, Coding System and Alignment of Courses with Program Intended Learning Outcomes (PILOs).

Annex (10) Matrix of mapping program P- ILO's with courses.

13. Program Structure

13.1 Pre - Requisites Courses Requirements

1. Secondary School Certificate

13.2 Program and Tracks Core

	First Year	Second Year
1	English Grammar I	Advanced Grammar
2	Reading Comprehension I	Advanced Reading
3	Speaking I	Conversational Skills
4	Listening I	Translation I



5	Writing I	English for Specific Purposes
6	English Grammar II	TOEFL Preparation
7	Reading Comprehension II	Advanced Writing
8	Speaking II	Advanced speaking
9	Listening II	Translation II
10	Writing II	English for Business

13.3. Alignment of Courses with the Learning Outcomes.

No.	Name of the Subject	Alignment of Courses with the Learning Outcomes															
		A1	A2	A3	A4	B1	B2	B3	B4	C1	C2	C3	C4	D1	D2	D3	D4
1	English Grammar I	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
2	Reading Comprehension I	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
3	Speaking I	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
4	Listening I	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
5	Writing I	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
6	English Grammar II	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
7	Reading Comprehension II	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
8	Speaking II	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
9	Listening II	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
10	Writing II	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
11	Advanced Grammar	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
12	Advanced Reading	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
13	Conversational Skills	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*



14	Translation I	*	*	*	*		*		*		*	*	*	*	*	*	*
15	English for Specific Purposes	*	*	*	*		*		*		*	*	*	*	*	*	*
16	TOEFL Preparation	*	*	*	*		*		*		*	*	*	*	*	*	*
17	Advanced Writing	*	*	*	*		*		*		*	*	*	*	*	*	*
18	Advanced speaking	*	*	*	*		*		*		*	*	*	*	*	*	*
19	Translation II	*	*	*	*		*		*		*	*	*	*	*	*	*
20	English for Business	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*

13.3 Distribution of Total Credit Hours

The Two-Year Diploma in English Language is a two Years Course and four semesters with twenty papers, five papers each semester distributed as follows:

Level		ONE	Semester				ONE
Code	Name of the Subject		C. H.	Type	M. I.	Dept. responsib le.	Prerequisite
	English						
DE101	English Grammar I		2	Core	Eng.	English	
DE102	Reading Comprehension I		2	Core	Eng.	English	
DE103	Speaking I		2	Core	Eng.	English	
DE104	Listening I		2	Core	Eng.	English	
DE105	Writing I		2	Core	Eng.	English	
Total			10				



Level		ONE	Semester				TWO
Code	Name of the Subject		C. H.	Type	M. I.	Dept. responsible.	Prerequisite
	English						
DE201	English Grammar II		2	Core	Eng .	English	English Grammar I
DE202	Reading Comprehension II		2	Core	Eng .	English	Reading Comprehension I
DE203	Speaking II		2	Core	Eng .	English	Speaking I
DE204	Listening II		2	Core	Eng .	English	Listening I
DE205	Writing II		2	Core	Eng .	English	Writing I
Total			10				

Level		TWO	Semester				ONE
Code	Name of the Subject		C. H.	Type	M. I.	Dept. responsibl e.	Prerequisite
	English						
DE301	Advanced Grammar		2	Core	Eng.	English	English Grammar II
DE302	Advanced Reading		2	Core	Eng.	English	Reading Comprehension II
DE303	Conversational Skills		2	Core	Eng.	English	Speaking II
DE304	Translation I		2	Core	Eng. & Arabic	English	
DE305	English for Specific Purposes		2	Core	Eng.	English	
Total			10				



Level		TWO	Semester				TWO
Code	Name of the Subject		C. H.	Type	M. I.	Dept. responsib le.	Prerequisite
	English						
DE401	TOEFL Preparation		2	Core	Eng.	English	
DE402	Advanced Writing		2	Core	Eng.	English	Writing II
DE403	Advanced speaking		2	Core	Eng.	English	
DE404	Translation II		2	Core	Eng. & Arabic	English	Translation I
DE405	English for Business		2	Core	Eng.	English	
Total			10				

Abbreviations used in the Study Plan Mapping

1	C. H.	Credit Hours	
2	M. I.	Medium of Instruction	
3	Eng.	English Language	

14. Admission Requirements:

- As per the rules and regulations of the university and the percentage agreed upon and declared by the Ministry of Higher Education and Scientific Research, Yemen.
- Passing the entrance test and the interview.

15. Attendance and Graduation Requirements:

- Attendance should not be less than 75% in each course.
- The student has to complete the courses with a minimum of 50% overall grade to be granted the diploma

16. Grading System for the Marks:

From 90% to 100% of total marks	Excellent
From 80% to less than 90%	Very Good
From 65% to less than 80%	Good
From 50% to less than 65%	Pass
Less than 50%	Poor/Fail



17. Facilities Required for Running the Program

1. Classrooms facilitated with comfortable and enough chairs and tables.
2. Data Show, Laptop, media player, screen, headsets.
3. Computer Lab for practicing various types and techniques of translation and interpretation.
4. Digital library for recorded speeches and electronic books and articles

18. Learning Resources:

Learning Resources	Required Material
References and Textbooks	Books (Hard or soft)
Scientific Journals	Journals in most leading publishers nationally, regionally and internationally
Computers and Electronic Devices	Language Lab / Computer Lab, head sets
Computer software	Software related to language learning and translation, such as SDL Trados Studio, etc...
Library needs	University Library and Digital Libraries
Other Resources	Recorded speeches in English and Arabic for interpretation

19. Program Policies

1 Class Attendance:

At least 75% of the course hours should be attended by the student. Otherwise, he/she will not be allowed to attend the final exam.

2 Tardy:

Any student who is late for more than 15 minutes from starting the class will not be allowed to attend the class and will be considered absent. If his/her being late for an emergency reason, he/she has to inform the instructor and he will decide to allow him/her to attend the class.

3 Exam Attendance/Punctuality:

A student should attend the exam on time. Any student who is late for more than 30 minutes from starting the exam will not be allowed to attend the exam and will be considered absent according to Ibb University rules. Any student involved for any emergency during the exam, he/she has to inform the person in charge so his absence can



be taken in consideration according to the rules of Ibb University.

4 **Assignments & Projects:**

In general, one assignment is given to the students after each chapter; the student has to submit all the assignments for checking on time. Assignments and projects will be assessed individually unless the tutor requests for a group work.

5 **Cheating:**

Cheating by any means is prohibited in the university and leads to consequences. It will cause the student failure and he/she must re-study the course. In case the cheating is repeated during his / her study the student will be disengaged from the Centre.

6 **Plagiarism:**

Plagiarism by any means will cause the student failure in the course. Other disciplinary procedures will be according to Ibb University rules. Plagiarism is taking the work and production of others without acknowledging him / her. It is also the attending of a student the exam of a course instead of another student.

20. Attached Appendices: / المرفقات :

No.	Appendix No.	Description
1	(Annex-1)	Academic Standards Curriculum Criteria of Accreditation Board
2	Annex (2)	Survey on Similar programs)
	Annex (3)	Survey on Intended Learning Outcomes of similar programs
	Annex (4)	Survey on credit hours of similar programs
3	Annex (5)	Survey on courses of similar programs
4	Annex (6)	Alignment of Program Objectives with Program Intended Learning Outcomes
5	Annex (7)	Alignment of Program Objectives with Council of Accreditation Standards
6	Annex (8)	Themes and their Weightage with Program Intended Learning Outcomes (PILOs)
7	Annex (9)	Coding System and Alignment of Courses with Program Intended Learning Outcomes (PILOs)
8	Annex (10)	Matrix of mapping program (P ILO's) with courses
	Annex (11)	Mapping of mission and objective of program of master of information technology with vision, mission and objectives of faculty, deanship of graduate studies and scientific research, and university
	Annex (12)	Survey/ Mapping of Vision, Mission and Objectives of Similar Accredited Programs at International Universities (Benchmarks)
	Annex (13)	Language Centre Enviromental Analysis



	Annex (14)	Programme Environmental Analysis
	Annex (15)	Centre Establishment Decree

21. References

1	Prof. Yehya Ahmed AL-Sohbani	
2		

Team Work (Postgraduate Diploma in Translation)

No.	Full Name	Signature
1.	Dr. Abdul-Kawi AL-Shamiri (Dean of the Centre and Coordinator of the Programme.)	
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6.	Dr. Mona M. Abdulkhalek	
7.	Mr. Majed Nasher	

ATTESTED BY:

1	Dean of the Centre for Languages and Translations	
2	Dean of the Centre for Academic Accreditation & Quality Assurance.	
3	Vice President for the Academic Affairs	
4	University President	