Programme

At the start of the course the student is asked to submit an intake form. As a result, the program can be tailored to individual students.

The structure of the regular course

The regular course consists of a series of full evening lessons of 3½ hour, in principle at the Wednesday evening. The evening program is structured as follows:

06.30 - 07.15 p.m.: Practical grammar

07.15 - 08.30 p.m.: Dutch-English translation

08.30 - 08.45 p.m.: Break

08.45 - 10.00 p.m.: English-Dutch translation

The year course consists of 33 lessons, composed of 3 trimesters of 11 lessons. It is possible to enrol for one trimester of 11 lessons, either for both directions or for 1 direction.

The structure of the written course

The structure of the written course is very flexibel. It is possible to enrol for the full year program for both directions (D-E (+grammar) and E-D) or for the year program for one direction (either D-E (with grammar), or E-D).

The year program, either for or for both directions, consists of 33 course assignments (course period: 66 study weeks – holiday periods are not included). The trimester program consists of 11 course assignments, either for one or for both directions (course period: 22 study weeks – holiday periods are not included).

In the full D-E course program and the trimester course attention is paid not only to translating but also to grammar. The program of the E-D trimester courses is restricted to translation jobs.

In all course options, the assignments are sent by email and these shall be returned by email as well. The submitted work is subsequently corrected and provided with remarks and suggestions to the distance student. Any additional remarks and suggestions can be also made per email.

In addition the student is given the opportunity to visit at least one evaluation meeting per trimester program, in principle after completion of 7 assignments. This evaluation meeting is not required but recommended. An evaluation skype session may be arranged instead of an evaluation meeting.

The translations refer to texts with a general nature. The average length of the texts is 300 words (varying from about 200 words to 500 words). The student is advised to take a time limit of about 2 hours per 500 words. Please apply one and a half line spacing and do not indicate alternative translations!