Programme

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

The structure of the online course

The online course consists of a series of evening classes lasting 3½ hours, on Wednesday evenings. The evening programme 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-long course consists of 30 lessons, composed of 3 terms of 10 classes.

The structure of the correspondence course

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

The year-long programme, either for one or for both directions, consists of 30 assignments (course period: 60 study weeks – holiday periods are not included). The one-term programme consists of 10 assignments, either for one or for both directions (course period: 20 study weeks – holiday periods are not included).

In the full D-E course programme and the one-term course, attention is paid not only to translating but also to grammar. The programme of the E-D trimester courses is confined to translation assignments.

In all course options, the assignments are sent and returned by email as well. The work is subsequently reviewed. Any additional remarks and suggestions can be also made by email.

In addition, the student is given the opportunity to visit at least one evaluation meeting per one-term programme, usually after the completion of 7 assignments. This evaluation meeting is not required but recommended. An evaluation skype session instead of an evaluation meeting may be held.

The translation assignments concern texts of a general nature. The average length of the texts is 300 words (ranging from about 150 words to 750 words). The student is advised to observe a time limit of about 2 hours per 500 words, to use one and a half line spacing without indicating alternative translations!