INTERNATIONAL DOCTORATE IN TRANSLATION STUDIES (ID-TS) SELECTION ROUND 2017

APPLICATION DOSSIER

The application dossier should address all the points listed below. It should also include two official declarations: the "Declaration of Eligibility", and the "Declaration of Conformity". In addition, a copy of the most recent accreditation certificate relating to the program issued by the relevant authority needs to be added.

Declaration of Eligibility

A declaration of eligibility is required in order for your application to be considered and submitted for evaluation. This should address two aspects:

1) A declaration that the program is recognized and authorized by the relevant national, regional or local authorities; and

2) A declaration that the program is operational and has been in existence for at least three years or long enough to have produced at least one cohort of graduates (please note 3.2.3.2. in the Guide for Applicants).

A formal letter signed by the Dean of the Faculty (or equivalent) will be accepted for this.

The letter should adopt the following format:

> I, the undersigned, hereby confirm that the program is recognized and authorized by [name of relevant national, regional or local authorities]. I also confirm that the program is operational and has been in existence for at least three years or long enough to have produced at least one cohort of graduates.
>
> [Name and position of the person signing the document]

If you fail to submit relevant documentary evidence on these points, there will be **no further evaluation** of the program at this stage.

Declaration of Conformity

You will also have to confirm the authenticity and accuracy of all parts of the application. The format of this Declaration of Conformity is available on the EST website. It must be signed by a competent authority in the university and the person responsible for the program.

The basic information required in the application dossier covers the last four years of the program, independent of the time when it was initially established. In order to be eligible to apply, the program must have produced at least one cohort of graduates. If the program has undergone

changes in order to comply with the Bologna process, graduates of the original program can be taken into consideration (see 3.2.3.2. in the Guide for Applicants). If the program has been in existence longer, information regarding its evaluation can be provided in the program self-assessment (section 5).

Evaluation will be on the basis of the information presented in the application dossier. The evaluation of the dossiers will take into account the aims of the ID-TS and the possibility of achieving those aims with the members accepted into the network. Evaluation will strive to ascertain whether or not the admission requirements, program objectives, available resources and activities are appropriately aligned for successful student performance and completion of the doctoral thesis. Therefore, we ask predominantly for information of a qualitative nature and for program self-assessment. The network, once established, will continue to work on developing membership and quality criteria (e.g. identifying best practices for admission of doctoral candidates, for research training, for competence development – see also 1.2.3. Quality assurance, in the ID-TS Foundation document).

The following sections detail the information that should be presented in the dossier.

Program identification

Name of institution:

Address of institution:

Name of doctoral program:

Website of doctoral program:

Name of director of doctoral programme:

Name of person responsible for the Translation Studies element of the doctoral programme (If different from above):

Address of contact person

Email of contact person

Telephone of contact person

Program Description

The program information requested is divided into four main sections (please see the Guide for Applicants for a more specific break-down of the points for these sections). There is no word limit for the information you can provide for each of the four sections. Please attach supportive information as relevant (e.g. program leaflets, university regulations, supervision guidelines, templates, reports).

1. Basic program description as per official university catalogue and/or website

1.1 Since when has the doctoral programme been in existence? Since when has Translation Studies been part of it?

1.2 Number of doctoral graduates since the establishment of the programme

1.3 Number of graduates in the last four years (since 2013)

1.4 Number of doctoral students in Translation Studies currently enrolled (full-time / part-time)

1.5 Please describe the focus/foci of the program, as per faculty (teaching staff) expertise, university marketing, program self-categorization, etc.

1.6 What funding opportunities for doctoral students are available? How many students (in the last four years) have availed themselves of these opportunities?

1.7 Explain any special features of the program (for example, joint doctorates or projects and partnerships considered innovative, including international links and partnerships)

1.8 Describe your links to or partnerships with industry or the professional sector

1.9 Describe your doctoral program admission criteria, as per university and program (e.g. prior degree, language requirement, research proposal)

1.10 What is/are the language(s) of instruction and supervision?

1.11 What is the required student time-to-completion, as per university and program requirements? Please add data on actual practices in respect of completion time

1.12 What procedures do you have in place for alumni follow-up? Please provide some data on the employment status of doctoral graduates (e.g. number of employed in academia, number of employed in other jobs, number of unemployed, etc).

2 Program curriculum

2.1 Describe the basic curricular sequence (e.g. coursework, qualifying exam, defence)

2.2. Explain the mandatory courses and credit hours, and time allotted for coursework completion if applicable

2.3 If there is no course requirement, note any equivalent and the credit hour(s) if applicable

2.4 How many courses (mandatory and optional) are required, and what are the course credits associated with those courses

2.5 Please provide the credit-breakdown for the doctoral comprehensive exam (if required), research proposal, and research report (thesis or dissertation)

2.6 If no prior qualification in Translation Studies is required for admission to the program, how does the program assess the student's understanding of Translation Studies scholarship?

2.7 At which point in the doctoral program does the supervisor undertake supervision of the doctoral student?

2.8 Describe the modes of course delivery and/or research supervision (including distance-learning technologies)

2.9 Please provide the program/curricular objectives and learning outcomes in relation to the competences required

2.10 How closely is the student supervised and monitored? Which mechanisms do you have in place?

2.11 How much time is devoted to thesis/dissertation writing and revision of feedback?

2.12 In which language(s) can students write the doctoral thesis/dissertation?

2.13 What mechanisms are in place to assess progress and the final thesis (e.g. oral defence of the doctoral thesis/dissertation? Public defence? Interim assessment)? Are these mechanisms adequate to the needs of your doctoral programme?

2.14 Is the doctoral thesis/dissertation uploaded to a university repository after successful completion? Is the thesis/dissertation accessible digitally to scholars outside the university? If yes, please provide more specific information (or links to the website)

3 Program infrastructure and resources

3.1 Does the university, graduate school and/or program offer specialized workshops or seminars for doctoral students? If yes, which ones (e.g. research skills, grant writing, teaching skills, technology assistance or training, career guidance)

3.2 Does the student have access to scholarly materials, library resources, online databases, etc. adequate for scholarly research in Translation Studies? What resources are available (give examples of journals, databases, etc.)?

3.3 Do students have easy and dependable access to laboratories, specialized software, etc. if their research requires this type of infrastructure? Please provide some concrete example(s).

4. Program statistics

4.1 What is the optimal time-to-completion for doctoral students, as determined by the university and program, and what is the actual time-to-completion (please give concrete data for completion times for graduates in the last 4-years, and please note any tendencies you have noticed).

4.2 Publications by doctoral students and graduates (for the last four years), number of publications and type (e.g. academic peer-reviewed journals, open access publications, digital research repositories; citation scores). Please use the table below for the summary information, and please provide a complete list as an appendix.

Publications by doctoral students and graduates, 2013-2016/17 (summary)

	International Publications	National Publications
Number of published articles in indexed academic peer-reviewed journals (Arts and Humanities Citation Index)		
Number of published articles in academic peer-reviewed journals		

Number of published articles in collective volumes		
TOTAL		

The Number of Publications and Type: Citation Scores
Web of Science (previously known as ISI Web of Knowledge) – please provide numbers

4.3 Presentations by doctoral students and graduates at peer-reviewed conferences (for the last four years). Please use the table below for the summary information, and please provide a complete list as an appendix.

Name of the doctoral student or alumnus	**Number of presentations at conferences abroad**	**Number of presentations at domestic conferences**

4.4 Please provide a list of (funded) research projects in which doctoral students were (are) involved

4.5 Faculty (i.e. professor/teacher) profiles and qualifications in Translation Studies

4.6 Provide information on doctoral student supervision (to include number of faculty members eligible to supervise and with supervising experience; research experience of supervisors; ratio of full-time students to part-time students; mechanisms and procedures for quality assurance you have in place; student evaluations of classes taught by doctoral students, etc.).

Annex:
Please list enclosed or attached documentation and specify to which of the items above they relate.