

**Subject card**

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| <b>Subject name and code</b>                       | Organization and Technique of Certified Translator's Work, PG_00150205   |  |               |                                     |         |  |     |
| <b>Field of study</b>                              | Russian Philology  |  |               |                                     |         |  |     |
| <b>Date of commencement of studies</b>             | October 2024   | <b>Academic year of realisation of subject</b>           |               |                                     |         | 2025/2026  |     |
| <b>Education level</b>                             | Bachelor's studies   | <b>Subject group</b>                                     |               |                                     |         | Obligatory subject group in the field of study<br>Optional subject group |     |
| <b>Mode of study</b>                               | full-time studies  | <b>Mode of delivery</b>                                  |               |                                     |         | at the university  |     |
| <b>Year of study</b>                               | 2  | <b>Language of instruction</b>                           |               |                                     |         | Polish<br>Polish   |     |
| <b>Semester of study</b>                           | 4  | <b>ECTS credits</b>                                      |               |                                     |         | 1.0  |     |
| <b>Learning profile</b>                            | academic   | <b>Assessment form</b>                                   |               |                                     |         | credit   |     |
| <b>Conducting unit</b>                             | Division of Russian Language and Translation Studies -> Institute of Russian and Eastern Studies -> Faculty of Languages -> Rector   |  |               |                                     |         |  |     |
| <b>Name and surname of lecturer (lecturers)</b>    | <b>Subject supervisor</b>  |  | dr Wanda Stec |                                     |         |  |     |
|  | <b>Teachers</b>  |  |               |                                     |         |  |     |
| <b>Lesson types</b>                                | <b>Lesson type</b>   | Lecture  | Tutorial      | Laboratory                          | Project | Seminar  | SUM |
|  | <b>Number of study hours</b>   | 0.0  | 10.0          | 0.0                                 | 0.0     | 0.0  | 10  |
|  | E-learning hours included: 0.0   |  |               |                                     |         |  |     |
| <b>Learning activity and number of study hours</b> | <b>Learning activity</b>   | Participation in didactic classes included in study plan |               | Participation in consultation hours |         | Self-study   | SUM |
|  | <b>Number of study hours</b>   | 10   |               | 1.0                                 |         | 14.0   | 25  |
| <b>Subject objectives</b>                          | To acquaint students with the conditions of work in the profession of a regulated sworn translator in Poland. To develop the habit of good work organisation and use of technological possibilities. To make students aware of the necessity to improve their skills and competences in translation. Developing the ability to search and analyse information. To make students aware of the importance of professional ethics and responsibility in the profession of a sworn translator. |  |               |                                     |         |  |     |

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| Learning outcomes  | Course outcome   | Subject outcome   | Method of verification  |
|  | [FROSL3_K06] The student has a belief in the importance of behaving in a professional manner, reflecting on ethical issues and adhering to professional ethics.  | is aware of the fact that a sworn translator who, by virtue of the law, is in the business of providing certified translations of documents and interpreting services in Poland, is obliged to observe strictly the rules of professional ethics and to perform the tasks entrusted to him/her with particular diligence and impartiality, in accordance with the principles of the law; and the tasks entrusted to him with particular diligence and impartiality, in accordance with the rules of law | [SK1] oral statement/conversation/discussion  |
|  | [FROSL3_U04] The student uses information technology, multimedia and Internet resources. Can critically evaluate and develop the Internet resources used.  | uses information technology and Internet resources for the purposes of the translations carried out   | [SU2] presentation/project/paper/report   |
|  | [FROSL3_K01] The student is aware of the extent of his philological knowledge and professional skills and understands the need for further continuous development of his own competence in linguistics, literary studies, cultural sciences and religion.  | is aware of the extent of his/her philological knowledge and professional skills and understands the need to further develop his/her competences, acquire translation practice and expand his/her encyclopaedic knowledge   | [SK1] oral statement/conversation/discussion<br>[SK2] presentation/project/paper/report |
|  | [FROSL3_U01] Students are able to acquire, select, analyze and consolidate knowledge using a variety of sources in an orderly and systematic manner.   | is able to search for and analyse information necessary for translation   | [SU2] presentation/project/paper/report   |
|  | [FROSL3_K04] The student is ready to take on professional challenges; he or she is proactive, makes an effort and shows perseverance in the implementation of individual and team professional activities.   | is ready to meet the challenges facing the sworn translator   | [SK1] oral statement/conversation/discussion<br>[SK2] presentation/project/paper/report |
| [FROSL3_W15] The student knows and understands the concepts and principles of property and copyright protection and professional ethics. | knows and understands the basic concepts and principles of professional ethics a sworn translator  | [SW1] oral statement/conversation/discussion<br>[SW2] presentation/project/paper/report   |   |
| Subject contents   | Legal basis and status of a sworn translator in Poland. Organisation of work in various types of translation activities. Skills and predispositions necessary for the profession of a sworn translator. Translator's cooperation with clients and experts. Sworn translator vs. expert witness. Threats to a translator's professional development. The traditional and modern workflow of a sworn translator. Translator's library, creation of own databases, use of digital resources. Safety in the work of a translator. Ethics and responsibility in the profession of a sworn translator as a person of public trust. |   |   |
| Prerequisites and co-requisites  | Choice of the specialization in which the subject is realized.<br><br>Knowledge of Polish to the extent necessary to master the content of the subject.  |   |   |
| Assessment methods and criteria  | Subject passing criteria   | Passing threshold   | Percentage of the final grade   |
|  | presentation of a topic chosen by the trainer  | 51.0%   | 60.0%   |
|  | attendance and active participation in classes, including informal preparation for classes and discussions   | 51.0%   | 40.0%   |

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| Recommended reading  | Basic literature   | <ol style="list-style-type: none"> <li>1. Kubacki A.D., <i>Certified translation. Status, education, workshop and responsibility of the sworn translator</i>, Warsaw 2012.</li> <li>2. Ostaszewski P., Włodarczyk-Madejska J., <i>Certified translations in the practice of justice</i>, Warsaw 2016.</li> <li>3. Zieliński L., <i>Examination for a sworn translator and the standard and quality of translation of legal and legal texts</i>, "Translation Studies Yearbook. Studies on the theory, practice and didactics of translation, No. 6, 2011.</li> <li>4. Nartowska K., <i>The Law on the Profession of Sworn Translator and Court Translation in Poland</i>, "Translation Yearbook. Studies on the theory, practice and didactics of translation", no. 13, 2018.</li> <li>5. Gugala P., Antosik-Bandurska M., <i>Practicing the profession of a sworn translator in cases</i>, Warsaw 2019.</li> </ol> |
|  | Supplementary literature   | <ol style="list-style-type: none"> <li>1. Directive 2010/64/EU of the European Parliament and of the Council of 20.10.2010 on the right to interpretation and translation in criminal proceedings.</li> <li>2. Jachimowicz M., <i>The interpreter in procedural regulations and his criminal-material protection</i>, "Quarterly of the National School of Judiciary and Public Prosecution", z. 2 (34), 2019.</li> <li>3. Witkowska K., <i>Interpreter in criminal proceedings</i>, "Prosecution and Law", no. 1, 2014.</li> <li>4. Wolborska-Lauter J. et al, <i>On the profession of sworn translators in selected countries of the world</i>, Part 1, Zurich 2020/2021.</li> <li>5. Stec W., <i>On certified translation and the status of a sworn translator in the Poland</i> [in:] Nikultseva V.V. (ed.) <i>Text in cultural, linguistic, social space</i>, Moscow 2021.</li> </ol>                          |
|  | eResources addresses   | <p>Basic</p> <p><a href="https://www.gov.pl/web/sprawiedliwosc/tlumacze-przysiegli">https://www.gov.pl/web/sprawiedliwosc/tlumacze-przysiegli</a> - Ministry of Justice of the Republic of Poland: Sworn translators</p> <p><a href="https://tepis.org.pl/wp-content/uploads/2020/02/Kodeks_zawodowy_t%C5%82umacza_przysi%C4%99g%C5%82ego_">https://tepis.org.pl/wp-content/uploads/2020/02/Kodeks_zawodowy_t%C5%82umacza_przysi%C4%99g%C5%82ego_</a> - Professional code for sworn translators 2019</p>  |
| Example issues/<br>example questions/<br>tasks being completed | <ul style="list-style-type: none"> <li>• Presentation by the presenter (sworn translator) of reference materials: seal and repertory, documents concerning the performance of the activity of a sworn translator.</li> <li>• Legal basis and status of a sworn translator in Poland: rules of establishment, scope of competence, seal and repertory as attributes of a translator, exercising control.</li> </ul> |   |
| Work placement   | Not applicable   |   |

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