

Subject card

Subject name and code	Translation of administrative-legal texts I, PG_00141639						
Field of study	German Studies						
Date of commencement of studies	October 2025		Academic year of realisation of subject		2026/2027		
Education level	Bachelor's studies		Subject group		Obligatory subject group in the field of study Optional subject group Humanistic-social subject group Subject group related to scientific research in the field of study		
Mode of study	part-time studies		Mode of delivery		at the university		
Year of study	2		Language of instruction		Polish		
Semester of study	4		ECTS credits		3.0		
Learning profile	academic		Assessment form		credit		
Conducting unit	Division of German Language and Translation Studies -> Institute of German Philology -> Faculty of Languages -> Rector						
Name and surname of lecturer (lecturers)	Subject supervisor		dr Marta Turska				
	Teachers						
Lesson types	Lesson type	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	Number of study hours	0.0	20.0	0.0	0.0	0.0	20
	E-learning hours included: 0.0						
Learning activity and number of study hours	Learning activity	Participation in didactic classes included in study plan		Participation in consultation hours		Self-study	SUM
	Number of study hours	20		2.0		53.0	75
Subject objectives	The aim of the course is to familiarise students with the specificity of written translation in the field of administrative and legal texts. The classes include a discussion of the stylistic and lexical peculiarities of these texts, raising awareness of the differences between the Polish and German legal systems, developing and perfecting practical translation and workshop skills, terminology discussions, independent translation of texts by students, discussion of translations by students, discussion of translations and possible differences in translation and terminology.						

Learning outcomes	Course outcome	Subject outcome	Method of verification
	[FGL3_U18] Can individually plan and implement their own lifelong learning.	Students will gain an understanding of the need for continuous learning in the field of translation techniques, linguistic skills and knowledge of the legal system. legal system, necessary for correct understanding of initial texts and formulate target texts.	[SU1] oral statement/conversation/discussion [SU3] text preparation/written work [SU8] observation of student's independent or team work
	[FGL3_U10] Has the ability to substantiate their formulated theses, is able to critically use the views of other authors, formulate conclusions and communicate them to various circles of addresses.	Students will evaluate the translations of others and prepare their own translations; they will be able to substantively justify the validity of a proposed translation solution or its rejection; they will monitor the correctness of other translations; they will be able to communicate their translation decisions in both languages.	[SU1] oral statement/conversation/discussion
	[FGL3_K02] Is ready to establish contacts and ask for help when expert knowledge is needed to solve a problem.	Students take care of the results of their work, are able to consult translation decisions with experts and specialists in case of difficulties, are willing to work as a team to find solutions to translation problems, and show creativity and openness to new solutions.	[SK1] oral statement/conversation/discussion [SK3] text preparation/written work [SK8] observation of student's independent or team work
	[FGL3_W04] Knows and understands German terminology in their chosen specialisation, i.e.: translation theory, didactics or communication in business and economy.	Students will be familiar with the basic terminology of translation, and will be able to use it while selecting an appropriate translation method.	[SW4] test/exam - oral or written [SW1] oral statement/conversation/discussion [SW3] text preparation/written work
	[FGL3_U04] Is able to use methods and tools typical of their chosen specialization, i.e.: translation, teaching or business and economy.	Students will be able to use linguistic analysis tools when analysing administrative and legal texts.	[SU1] oral statement/conversation/discussion
	[FGL3_W15] Has an advanced knowledge of similarities and differences between the studied German language and the Polish language	Students will learn and understand similarities and differences in the functioning of specific texts in Polish and German as well as in administrative and legal terminology.	[SW4] test/exam - oral or written [SW1] oral statement/conversation/discussion [SW3] text preparation/written work
	[FGL3_U11] Is able to use the specialised language and to communicate accurately and coherently in German, using a variety of communication channels and techniques.	Students produce coherent, precise, linguistically correct and stylistically/linguistically appropriate texts, use specialist language and terminology and apply a variety of communication channels and techniques.	[SU1] oral statement/conversation/discussion [SU3] text preparation/written work [SU4] test/exam - oral or written
	[FGL3_U12] Has the ability to produce a typical written work in German on specific topics, using basic theoretical approaches as well as various sources.	Students will formulate typical texts in the field in question, using a variety of dictionary, encyclopaedic and Internet sources in the field of law and administration, as well as finding and using relevant source and parallel texts.	[SU1] oral statement/conversation/discussion [SU3] text preparation/written work [SU4] test/exam - oral or written
	[FGL3_K01] They are aware of their knowledge and skills, and have a critical approach to the received and acquired content.	The student is capable of self-critical evaluation of his/her own work, is aware of his/her linguistic knowledge and translation skills, as well as of the seriousness of the translator's work and the ethical principles of the profession.	[SK1] oral statement/conversation/discussion [SK3] text preparation/written work [SK8] observation of student's independent or team work
	[FGL3_W07] Has structured and advanced specific knowledge in the field of the chosen specialisation, i.e. translation theory and practice, didactics and psycho-pedagogical activities or business and economic language.	Students will have a sound knowledge of specific types of texts and their specific features (grammatical structures, phraseology, lexis, stylistics), and will be familiar with the principles to be followed when translating them.	[SW4] test/exam - oral or written [SW1] oral statement/conversation/discussion [SW3] text preparation/written work

	<table><tr><td>Course outcome</td><td>Subject outcome</td><td>Method of verification</td></tr><tr><td>[FGL3_U17] Can appropriately plan and determine priorities for the realization of a task defined by him/herself, together with others or by others; can cooperate with other students in team tasks and projects.</td><td>Students will be able to organise both their own work on the translation task and the work of a team of translators.</td><td>[SU1] oral statement/conversation/discussion [SU3] text preparation/written work [SU8] observation of student's independent or team work</td></tr></table>	Course outcome	Subject outcome	Method of verification	[FGL3_U17] Can appropriately plan and determine priorities for the realization of a task defined by him/herself, together with others or by others; can cooperate with other students in team tasks and projects.	Students will be able to organise both their own work on the translation task and the work of a team of translators.	[SU1] oral statement/conversation/discussion [SU3] text preparation/written work [SU8] observation of student's independent or team work
Course outcome	Subject outcome	Method of verification					
[FGL3_U17] Can appropriately plan and determine priorities for the realization of a task defined by him/herself, together with others or by others; can cooperate with other students in team tasks and projects.	Students will be able to organise both their own work on the translation task and the work of a team of translators.	[SU1] oral statement/conversation/discussion [SU3] text preparation/written work [SU8] observation of student's independent or team work					
Subject contents	The course covers the texts most frequently encountered in the translator's practice, i.e.: court decisions, various types of consumer contracts, entry in the register of economic activity/notification of business activity, excerpts from the register of entrepreneurs/the National Court Register, employment contracts, employment certificates, termination notices, school certificates and diplomas, etc., depending on the students' interests. Both independent and team work of students is expected. The teacher assigns/tells the students the materials to be translated, taking care, as far as possible, to maintain equal proportions between the Polish and German texts. Students are expected to acquire and perfect their practical translation skills in each language (German Polish).						
Prerequisites and co-requisites	Selection of the subject "Translation of administrative and legal texts". Knowledge of German and Polish at a level which allows you to achieve the desired effects.						
Assessment methods and criteria	Subject passing criteria	Passing threshold	Percentage of the final grade				
	Assessment colloquium	51.0%	50.0%				
	preparing written questions/ translations of texts indicated by the teacher	51.0%	50.0%				
Recommended reading	Basic literature	Schwierskott E., Niemiecki język prawniczy w 40 lekcjach, C.H. Beck, Warszawa 2009. Burda U., Dickel A., Olpińska M., Verwaltungssystem. Spracharbeitsbuch Band 3. C.H. Beck, Warszawa 2008.					
	Supplementary literature	Gliwiński T., Weigt Z., Fachdeutsch für Dolmetscher und Übersetzer, Energiea, Warszawa 1997. Seńko W. (red.), O poprawnym przekładaniu, wyd. Marek Derewiecki, Kęty 2006. Iluk J., Kubacki, A. D., Wzory polskich i niemieckich dokumentów do ćwiczeń translacyjnych / Muster polnischer und deutscher Dokumente für Translationsübungen, Wydawnictwo Gnome, Katowice 2003. Kubacki, A.D., Odpowiedzialność zawodowa tłumaczy przysięgłych, w: Język, Komunikacja, Informacja, P. Nowak, P. Nowakowski (red.), 3/2008: 149161. Nartowska, K. Ustawa o zawodzie tłumacza przysięgłego a tłumaczenie sądowe w Polsce. Rocznik Przekładoznawczy nr 13, 2018, 172193. Osiewicz-Maternowska, M., O klasyfikacji i tłumaczeniu wybranych polskich umów zobowiązaniowych na język niemiecki, RocznikPrzekładoznawczy nr 16, 2021, 139158. Pawęska M., Lexikon der juristischen Fachbegriffe, C.H. Beck, Warszawa 2008. Zieliński, L., Między normą (prawną) a racjonalnym działaniem. Wybrane dylematy pracy tłumacza przysięgłego na rzecz organów ścigania, Rocznik Przekładoznawczy nr 16, 2021, 257282. The literature will be kept up to date and updated by the class teacher.					
	eResources addresses						
Example issues/ example questions/ tasks being completed							

Work placement	Not applicable
----------------	----------------

Document generated electronically. Does not require a seal or signature.