

Subject card

Subject name and code	Legal language and administrative translation, PG_00166558						
Field of study	German Studies						
Date of commencement of studies	October 2025		Academic year of realisation of subject		2026/2027		
Education level	Master's studies		Subject group		Obligatory subject group in the field of study Subject group related to scientific research in the field of study		
Mode of study	full-time studies		Mode of delivery		at the university		
Year of study	2		Language of instruction		Polish		
Semester of study	3		ECTS credits		3.0		
Learning profile	academic		Assessment form				
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	30.0	0.0	0.0	0.0	30
	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	30		4.0		41.0	75
Subject objectives	The aim of the course is to familiarise students with the problems of administrative and legal translation, with the stylistic and lexical specificity of both spoken and written texts, to raise awareness of the differences between the Polish and German legal systems, and to develop and perfect practical translation and workshop skills. Classes based on the analysis of source texts in German and Polish together with a discussion of the specifics of the given texts/critical analysis of the translation texts prepared by students/ resolving translation problems.						

Learning outcomes	Course outcome	Subject outcome	Method of verification
	[FGMU2_U08] Has the basic ability to translate selected types of texts from German into Polish and from Polish into German, or the ability to prepare and carry out teaching tasks, or to communicate in an enterprise and business.	Students will learn to translate selected types of texts of varying form, purpose, volume and style from German into Polish and from Polish into German, using a variety of theoretical approaches and bibliographical and internet sources.	[SU1] oral statement/conversation/discussion [SU4] test/exam - oral or written [SU5] implementation of a problem task
	[FGMU2_W07] Knows and understands in detail similarities and differences between the studied German language and the Polish language	Students will learn to understand the similarities and differences in the functioning of specific texts in Polish and German, as well as in the administrative and legal terminology, and the translational implications of such differences. Students will identify characteristics of translated texts; they will have a thorough knowledge of the specific features (grammatical, lexical, phraseological) of particular types of texts (legal, administrative).	[SW1] oral statement/conversation/discussion [SW3] text preparation/written work
	[FGMU2_K01] Has an in-depth awareness of the level of their knowledge and skills, is able to critically evaluate the received contents, as well as apply their knowledge in solving cognitive and practical problems.	Students have a thorough awareness of their knowledge and analytical, linguistic and translation skills; they are able to critically analyse and evaluate the usefulness of translation equivalents and professional information necessary for translation; they are critical of information from the Internet; they are able to apply their knowledge in solving translation problems.	[SK1] oral statement/conversation/discussion [SK5] implementation of a problem task [SK8] observation of student's independent or team work
	[FGMU2_K03] Is able to appropriately determine priorities for realization of a task defined by one self or others, on the basis of analysis of situations and problems, formulates proposals for solutions.	Students will be able to prioritise tasks leading to the realisation of a specific translation task/project; they will be able to formulate a translation proposal on the basis of text analysis and problems.	[SK5] implementation of a problem task [SK8] observation of student's independent or team work
	[FGMU2_W04] Knows and understands to a deeper level the terminology in German in the field of the chosen specialisation, i.e.: translation theory or didactics, or business and economics.	Students will learn and understand at an advanced level terminology in the field of translation theory in German and Polish, characterise particular translation techniques and select an appropriate translation method; they will be familiar with terminology from the social sciences.	[SW1] oral statement/conversation/discussion [SW3] text preparation/written work
	[FGMU2_U04] Correctly applies the known scientific terminology in German, accurately defines the terms of literary and linguistic studies and the phenomena of the chosen specialization, i.e.: translation studies, or language teaching or communication in business and economy.	Students will apply correctly the terminology of translation studies, using it in a critical analysis of translated texts and in solving various translation problems; they will define correctly the phenomena of translation studies.	[SU1] oral statement/conversation/discussion [SU4] test/exam - oral or written [SU5] implementation of a problem task
	[FGMU2_U10] Is able to interact with others in a team framework and manage the work of the team.	Students are able to work in a team on a translation project and are also able to manage the team, dividing the work and responsibility for the project among the participants.	[SU5] implementation of a problem task [SU8] observation of student's independent or team work
	[FGMU2_U09] Is able to undertake autonomous actions to develop his/her language and research skills; is able to guide others in doing so.	Students independently undertake actions aimed at broadening their translating skills and solving a translating problem; they indicate directions for further research; they are able to work independently on a translating project, as well as leading a team.	[SU1] oral statement/conversation/discussion [SU5] implementation of a problem task [SU8] observation of student's independent or team work

	Course outcome	Subject outcome	Method of verification
	[FGMU2_K05] Is ready to fulfil professional roles taking into account changing social needs, is ready to care for continuous professional development and maintain professional ethos.	Students are prepared to practise their profession as translators, intermediaries or language assistants in a professional manner and in accordance with professional ethics; they understand the need for further training and continuous professional development.	[SK1] oral statement/conversation/discussion
Subject contents	The course covers the texts most frequently encountered in the translator's practice, i.e.: court judgements, (European) arrest warrants, entry in the register of business activity/registration of business activity, excerpt from the register of entrepreneurs/the Companies Register/the National Court Register], limited liability company/GmbH contracts, powers of attorney, employment contracts, certificates of employment, rental agreements, lease agreements, confidentiality agreements, notarial deeds, certificates and diplomas, etc., depending on the students' interests. Classes are mainly based on translation, but also include elements of interpreting (a vista). The class includes discussion of specific administrative and legal texts, terminological discussions, independent translation of texts by students, discussion of translations and possible differences in translation and terminology. Both independent and team work of students is expected. The teacher assigns/translates the material to be translated, taking care to maintain an even ratio between the Polish and German texts as far as possible. Initially students work on prepared texts, gradually moving on to more difficult authentic materials.		
Prerequisites and co-requisites	Credit for the subject: "Translation theory and translator's workshop". Knowledge of German and Polish at a level which allows you to achieve the desired effects, competence in German-Polish and Polish-German translation of a general nature.		
Assessment methods and criteria	Subject passing criteria	Passing threshold	Percentage of the final grade
	Evaluations received for written colloquia and/or independent written translations during the semester	51.0%	70.0%
	preparing written translations of texts indicated by the the tutor	51.0%	30.0%
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	Dahlmanns K., Kubacki A.D.: Jak sporządzać tłumaczenia poświadczane dokumentów? Chrzanów 2014. Gliwiński T., Weigt Z., Fachdeutsch für Dolmetscher und Übersetzer, Energiea, Warszawa 1997. O poprawnym przekładaniu, red. Władysław Seńko, 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. Jopek-Bosiacka, A., Przekład prawny i sądowy, Warszawa 2006. Kubacki, A.D. Tłumaczenie poświadczane. Status, kształcenie, warsztat i odpowiedzialność tłumacza przysięgłego. Warszawa 2012. Kubacki, A.D., Odpowiedzialność zawodowa tłumaczy przysięgłych. Język, Komunikacja, Informacja, red. P. Nowak, P. Nowakowski, 3/2008, 149161. Nartowska, K. Ustawa o zawodzie tłumacza przysięgłego a tłumaczenie sądowe w Polsce. Rocznik Przekładoznawczy nr 13, 2018, 172193. Pawęska M., Lexikon der juristischen Fachbegriffe, C. H. Beck, Warszawa 2008. Snell-Hornby, M. (red.) Handbuch Translation. Tübingen 1999. Zieliński, L., Między normą (prawną) a racjonalnym działaniem. Wybrane dylematy pracy tłumacza przysięgłego na rzecz organów ścigania, Rocznik Przekładoznawczy nr 16, 2021, 257282. A bibliography list to be updated each time by the teacher.
	eResources addresses	
Example issues/ example questions/ tasks being completed		
Work placement	Not applicable	

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