

International Doctorate in Translation Studies (ID-TS) Selection Round 2022

GUIDE FOR APPLICANTS

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Key dates:

Application to be submitted by: 1 March 2022

Results announced: 1 May 2022

1. GENERAL REMARKS

This guide applies to the 2022 ID-TS selection procedure and is addressed to the translation program representative(s) responsible for drafting and compiling the application.

The guide outlines the conditions to be fulfilled by a doctoral program, duly accredited in its home country, *either* in Translation Studies *or* in a disciplinary or interdisciplinary area with options for a major or specialization in Translation Studies.

The guide provides an overview of the evaluation procedure (part 3) and the eligibility criteria (part 2). It also outlines the content of the application dossier (part 6) and the evaluation criteria (part 4). For further details and the benefits of membership of the ID-TS network, applicants are also invited to consult the Foundation Document: ID-TS (2015) on the ID-TS website (covering the aims and activities of the network, competences to be achieved, etc.). <http://www.idts-est.org/join-id-ts/>

2. ELIGIBILITY CRITERIA

2.1. General criteria

The eligibility conditions are formal features of the application. The application deadline must be met and the documentation must be complete. Moreover, the program must be recognized and authorized by the relevant national, regional or local authorities and have been in existence for at least three years or long enough to have produced at least one cohort of graduates. If the applicant fails to submit relevant and complete documentary evidence on these points, there will be **no further evaluation** of the program at this stage.

2.2. Administrative requirements

2.2.1. Deadline

The deadline for sending in the complete application (electronic version) is 1 March 2022. In order to check that the deadline for the application has been met, the chair of the Evaluation Committee will check the date of the e-mail.

2.2.2. Application dossier

You should send an electronic copy of your full application file in PDF format (all documents combined) by e-mail to Christina Schaeffner and Maria Piotrowska: C.Schaeffner@aston.ac.uk, majpiotrow@gmail.com

2.2.3. Formal status of the program

2.2.3.1. The program must be recognized and/or accredited by the national authority or equivalent. The ID-TS is open only to doctoral programs that are recognized and/or accredited in their respective countries.

As diverse national and institutional contexts have led to some variety in the recognition procedures of universities and specific programs, legal instruments differ from one country to another. Official recognition or accreditation may be difficult to certify for certain universities in a number of countries. If you encounter any problems while preparing documentary evidence concerning official recognition of your program, you should address your queries to the relevant authorities in your country.

In countries where compulsory accreditation programs are in place, your program must be accredited by the competent public or private institution or agency.

If some of the evidence to be provided for the accreditation fits the criteria for this selection procedure, it should be used. The key document to be submitted is a copy of the most recent accreditation certificate related to the program and issued by the relevant authority.

These supporting documents may be in the original language, although the Evaluation Committee reserves the right to ask for an English translation if needed.

In a number of local contexts there is no accreditation procedure for university programs. In this case every program that comes under the authority of the country in question is considered eligible.

2.2.3.2. At least one cycle of students

The program should be mature enough to have produced at least one cohort of graduates since it was initially established. If the name of the program has been changed for any justified reason, graduates of the original program can be taken into consideration, provided the content of the program has not been substantially changed. In that case, you should enclose documentary evidence of the program curricula before and after the changes. Substantial changes are understood to be those that affect the admission criteria (see below).

3. EVALUATION PROCEDURE

3.1. Assessment of the application

The assessment will be conducted by an Evaluation Committee (EC) appointed by the ID-TS Board of Management.

Applications must be received by the Evaluation Committee by 1 March 2022. The full application must be in English, although supporting documents may be in the original languages. The Evaluation Committee reserves the right to ask for an English translation if needed. The

Declaration of Conformity confirming the authenticity and accuracy of all parts of the application must be signed by the person responsible for the program and the Dean of the faculty (or equivalent).

The Evaluation Committee will be responsible for assessing the applications. It will consider administrative and formal eligibility conditions, as well as items from the program description, curriculum, infrastructure and resources, statistics, and self-assessment.

The Committee will first check that the general criteria are met, i.e. that your application has arrived by the deadline and that it is complete and duly signed. It will also check that your program fulfils the minimum eligibility criteria (see above – section 2). If your application does not meet the eligibility requirements, there will be no further assessment. If the application is deemed eligible, the Committee will evaluate the admissibility criteria and the quality of the relevant aspects of your program. In order to become a member of the ID-TS Network, a program must reach a minimum threshold for admission. “Other documentation” does not count for admission purposes.

Based on the results of their evaluation, the members of the Evaluation Committee will propose to the ID-TS Board of Management a list of programs to be accepted. On this basis, the Board will determine the final list of programs that are to be admitted as members of the ID-TS. The decisions of the Board are final.

3.2. Feedback

Feedback on the evaluation will be provided to all applicants. As a general rule, all applicant programs have areas where they excel and others where there is room for improvement. Thus, all eligible applicants will receive feedback on the strengths of their programs and recommendations for strengthening it further. All ineligible applicants will be informed of the reason(s) for their ineligibility. Any unsuccessful program is welcome to apply again at the next round.

4. EVALUATION

4.1. General criteria

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 all appropriately aligned for research competence development, successful student performance and completion of the doctoral thesis.

4.2. Items to be evaluated

The information in each dossier should allow the evaluators to assess:

4.2.1. *Resources*: Whether doctoral students in the program can avail themselves of the resources and opportunities to¹

1. acquire a solid understanding of Translation Studies scholarship, history, conceptual frameworks, metalanguage, trends and debates;
2. readily access up-to-date resources and scholarship in Translation Studies;
3. apply appropriate conceptual frameworks and methodologies from Translation Studies and other disciplines to their research in Translation Studies;
4. disseminate their ongoing research in peer-reviewed forums and contribute to the academic community (conferences, journals, online venues, etc.);
5. produce original research (scholarly partnerships, grants and other funding, etc.).

4.2.2. *Indicators of success*: Whether the following indicators of success have been adequately achieved²:

1. Acceptance rate (based on program description and admissions procedures);
2. Retention/attrition and completion rates, as well as average time-to-completion;
3. Student and alumni satisfaction with the program;
4. Faculty (i.e. teaching staff) qualifications and percentage of workload spent on supervision;
5. Infrastructure and resources;
6. Students' and graduates' scholarly production and participation in scholarly activities;
7. Internationalization of program (e.g. international character of the student body, number of foreign PhD students, number of PhD students studying abroad, joint supervision, joint PhDs, organisation of international summer schools, organization of open and distance courses, international collaboration and projects, international visiting staff, mobility of staff and students, agreements with foreign universities);
8. Program highlights and unique aspects;
9. Availability of funding for doctoral studies;
10. Quality control and monitoring mechanisms (internal and external);
11. Graduate employment and employability.

¹ Please send official documents, forms, guidelines, milestones etc. for all 5 points.

² Please provide official documents, forms, guidelines, milestones etc. for all 11 points.

4.2.3. *Competences*: Whether the desired doctoral competences in Translation Studies, within the scope of certain objectives, are attended to (for the competences, please refer to section 2 in the ID-TS Foundation Document).

Evaluation will be on the basis of the information presented in the application dossier, specifically with respect to the sections designed to measure:

1. Alignment of program description, focus areas, and courses or workshops and seminars in relation to faculty's (i.e. teaching staff) areas of expertise, student access to resources, etc., in order to determine whether students are potentially able to complete the program successfully (i.e. to develop research competences and complete the thesis);
2. Number of students (international, local) in relation to resources (university and program) available (for example, assistance with research and writing in non-native language);
3. Research profile of the supervisors, of the supervisory committee, of the examining board;
4. Student acceptance, retention, attrition and completion rates;
5. Availability of resources (academic, financial, structural/physical) to students in relation to total student performance and production;
6. Student and faculty (professor/teacher) feedback in relation to stipulated program objectives.

5. EVALUATION SCALE

Evaluation shall be given as follows:

- 1 *unsatisfactory*: Item does not have coherence/alignment with ID-TS objectives and criteria: item needs development and experience
- 2 *Fair*: Item does not have major coherence/alignment with ID-TS objectives and criteria (doctoral studies; translation studies); object assessed is rated as needing more development and experience

3 *Good*: Item exhibits coherence/alignment with ID-TS objectives in some or most of the criteria; object assessed is rated as mostly solid with some areas needing more development and experience

4 *Very good*: value reflects coherence/alignment with ID-TS objectives and criteria; item is firmly in place, but with less experience

5 *Excellent*: Item exhibits coherence/alignment with ID-TS objectives and criteria; item is firmly in place

Scores for each section shall be calculated for each applicant, with a maximum of 5 points for each one of the five section. In order to become part of the ID-TS Network, a program has to reach a minimum threshold for the global score. This threshold will be agreed by the ID-TS network.

Discussion of the applicant's dossier should take into account the main objectives of the ID-TS network, i.e. to function as "a label of quality that can be accorded to existing programs meeting certain minimal criteria".

6. APPLICATION DOSSIER

6.1. General remarks

The eligibility criteria are the administrative and formal requirements to be met by your application before it can be considered for evaluation. The assessment of the structure and content of your program will be based on the information you provide in your dossier and this should not contradict the information that is publicly available to prospective students and internally available to current students.

Your aim here should be to provide as much information as you think will enhance your chances.

As far as possible, you should give relevant details, item by item, about the program description, curriculum, infrastructure, statistics and self-assessment. This information will help the Committee members evaluate how these elements allow your graduates to achieve the necessary competences. You should include in your application: documentation (e.g. flyer) regarding the program curriculum, the infrastructure assigned to the program; statistics; evidence of cooperation, student and staff mobility, on-line courses (if any), research areas, etc. Recent program reviewer (internal and external) reports can also be provided if available.

Note that the evaluation process will consider not only the objectives and competences listed in the Foundation Document (2015), but also *local metrics* such as the following:

- Local and university-specific histories that condition the way doctoral programs have emerged (e.g. within non-TS departments; within TS departments of schools; humanities-based; social sciences-based; interdisciplinary or cross-disciplinary programs, etc.). The applicant could mention these specificities and indicate their relation to predominant areas of research and expertise within the program. (Note that new hires within programs could alter research areas of expertise and offerings to doctoral students through coursework or supervision.).
- Local translation markets and academic settings could also be mentioned by the applicant when addressing issues of student employability (e.g. bilingual; multilingual; professional sectors of prominence; in-house positions; freelance market; others) and available resources for partnerships on certain research projects, etc.

6.2. *Composition of the dossier*

The dossier shall comprise the following documents, giving information that can be shared and compared within the network and can help the network function better.

6.2.1 Cover form: Basic applicant information / Program identification

1. University name (in the local language(s) and in English), address;
2. Official title of doctoral program (in the local language(s) and in English); website of the program (if available);
3. Application contact person and contact details (position of the person in the Institute/School/Department, address, tel. number, E-mail address);
4. **Important:** Declaration of Eligibility and Declaration of Conformity (see templates on the ID-TS website <http://www.idts-est.org/join-id-ts/>), a copy of the most recent accreditation certificate relating to the program issued by the relevant authority.

6.2.2. Program description

1. Basic program description as per official university catalogue and/or website. Please provide proof that the program objectives are available to the public (e.g. website, brochure);
2. Focus/foci of the program, as per faculty (teaching staff) expertise, university marketing, program self-categorization, etc. (e.g. literary, theory, cultural studies, linguistics; cognitive; process-oriented; multimedia/audio-visual; technology [including localization, post-editing, MT]; others);

3. Special features of the program (for example, joint doctorates or projects and partnerships considered innovative);
4. Links to or partnerships with industry or the professional sector, especially when designed to enhance employment of graduates;
5. Doctoral program admission criteria, as per university and program (e.g. prior degree in Translation Studies; language requirement [specified languages, choice dependent on student research]; entrance exam; others);
6. Language(s) of instruction and supervision;
7. Alumni follow-up (if data collection is permitted).

6.2.3. Program curriculum (information on how the competences are developed and assessed; for competences see section 2 in the ID-TS Foundation Document)

1. Basic curricular sequence (e.g. admission, coursework, comprehensive or qualifying exam, research proposal, research report writing, oral defence, additional requirements needed for research, other). Please provide a copy of the authentic curriculum document (in the original language and/or in English).
2. Required number of courses (mandatory and optional), course credits, and time allotted for coursework completion if applicable (are all courses offered every year, or on a rotating basis?);
3. If there is no course requirement, note any equivalent and its credit hour(s) if applicable (e.g. workshops, seminars, peer-reviewed publications, peer-reviewed conference presentations, other);
4. Credit-breakdown for doctoral comprehensive exam (if required), research proposal, and research report (thesis or dissertation);
5. 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? (e.g. coursework, comprehensive exam, research proposal, other);
6. At which point in the doctoral program does the supervisor undertake supervision of the doctoral student? (e.g., upon admission, upon completion of coursework, upon successful completion of comprehensive exams, upon acceptance of thesis proposal, other);

7. Modes of course delivery and/or research supervision (including distance-learning technologies);
8. Program/curricular objectives and learning outcomes in relation to competences required;
9. How closely is the student supervised and monitored? (e.g. regular meetings, annual progress reports by both supervisor and/or student; other);
10. How much time is devoted to thesis/dissertation writing and revision of feedback?
11. In which language(s) can students write the doctoral thesis/dissertation?
12. What are the mechanisms of assessment (e.g. a mandatory oral defence of the doctoral thesis/dissertation; interim assessments)?
13. Is the doctoral thesis/dissertation uploaded to a university repository after successful completion? Is the thesis/dissertation accessible digitally to scholars outside the university?

6.2.4. Program infrastructure and resources

1. Does the university, graduate school and/or program offer specialized workshops or seminars for doctoral students? (e.g., general graduate studies, developing teaching skills, developing research skills, grant writing, thesis writing; academic writing; academic writing in L2, public speaking, technology assistance or training, conference presentation preparation, ethics and academic integrity, career guidance, employment prospects, time management, statistics, other);
2. Does the student have access to scholarly materials, library resources, online databases, etc. for adequate scholarly research in Translation Studies? (e.g., university library, university online subscriptions, other);
3. Do students have easy and dependable access to laboratories, specialized software, etc. if their research requires this type of infrastructure?
4. What funding opportunities are available for doctoral students?

6.2.5. Program statistics

1. Optimal time-to-completion for doctoral students, as determined by the university and program, and comparison between desired student time-to-completion and actual time-to-completion (e.g., on-time, 10% longer, 20% longer, 30% longer, over 45% longer).
2. Publications by doctoral students and graduates (please provide numbers for the last four years in the tables in the application dossier and list detailed information in an appendix)
 - a. Peer-reviewed scholarly journals and publications (indexed);
 - b. ISI Web of Knowledge impact score;
 - c. Impact of publications (can include, for example, number of citations, whether publications have led to policy or practical changes, cross-disciplinary fertilisation etc)
 - d. National lists of approved peer-reviewed journals;
 - e. Open access/open peer-to-peer review academic publications;
 - f. Digital research repositories.
3. Presentations by doctoral students and graduates at peer-reviewed conferences (regional, national, international)? (please provide numbers for the last four years in the tables in the application dossier and list detailed information in an appendix).
4. Employment status of the graduates (numbers of graduates in academia, number of employed in other jobs etc for the last four years).

6.2.6. Program self-assessment

1. Faculty (i.e. professor/teacher) profiles and qualifications in Translation Studies (including their own research interests and achievements such as funded projects; links to the website of the staff members can be provided).
2. Doctoral student supervision
 - a. Number of faculty (i.e. teaching staff) members eligible to supervise;
 - b. Number of faculty members with supervising experience;
 - c. Percentage of full-time students to part-time students, if program includes this option;
 - d. Tracking mechanism in place for student assessment (e.g. annual progress reports, student evaluations of classes taught by doctoral students; Principle Investigator reports for doctoral research assistants, other).
3. Information on (funded) research projects in which doctoral students were (are) involved.