BABEL UNIVERSITY
Professional School of Translation

2016 Catalog
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Babel University Professional School of Translation

Babel University Professional School of Translation (USA) is a professional school offering an online learning distance course, which trains professionals in translation. In 2002 and 2007, DETC, a certifying body recognized by the US Department of Education, gave accreditation to BABEL University for the quality of our education. We offer a degree in MST (Master of Science in Translation), which has been established as an industry standard for translation professionals. We offer four majors to match the demand in the translation market.

Literary Translation Major
Finance and IR Translation Major
Patent, Technical and Medical Translation Major
International Paralegal and Legal Translation Major

Babel University Professional School of Translation
Address: Pacific Business News Bldg. #208, 1833 Kalakaua Avenue, Honolulu, Hawaii 96815, U.S.A.
Phone: 808-946-3773 / Fax: 808-946-3993 pst@babel.edu
Chancellor: Miyoko Yuasa CEO
Vice-Chancellor: Tomoki Hotta
Year Founded: January 2000
First Accredited: January 2002
Second Accredited: January 2007
Third Accredited: September 2013

Hours of Operation and Holidays
10:00am – 5:00pm Monday through Friday
We are closed on:
New Year's Day January 1
Martin Luther King Day third Monday in January
Presidents Day third Monday in February
Good Friday April 10
Memorial Day last Monday in May
Independence Day July 4
Labor Day first Monday in September
Columbus Day October 12
Veterans Day November 11
Thanksgiving Day forth Thursday in November
Christmas Day December 25
**Mission**
The mission of the Babel University Professional School of Translation is to educate and train students in translation knowledge and skills by providing a quality distance education program to students so as to contribute to the globalization of the world.

**Goals**
In order to achieve the mission stated above, Babel University Professional School of Translation aims at the following goals through distance learning:

1. To have its students master sufficient translation skills;
2. To have its students obtain the latest knowledge of translation;
3. To have its students familiarize themselves with the latest theories of translation;
4. To have its students acquire skills of manipulating information technology hardware and software for translation;
5. To have its students become independent as translators; and
6. To have its professors, instructors, and students promote research and studies on translation in both academic and practical aspects.

**Objectives**
In order to accomplish the goals stated above, the Babel University Professional School of Translation provides its students with the following knowledge and skills of translation through distance learning:

1. Essential knowledge required for professional translators who have studied foreign languages at a college or a university in the abilities of (a) language conversion, (b) inter-cultural understandings, and (c) expertise;
2. Training that will enable the students to acquire high levels of skills in the areas required for professional translators, of (a) accurate and precise understanding of the source language, (b) efficient and prompt language conversion, and (c) fast and precise writing in the target language;
3. Training that will enable the students to acquire high levels of skills in the areas required for modern professional translators, of (a) the ability to operate a computer, (b) the ability to utilize the Internet, and (c) the ability to conduct multi-lingual web searches;
4. Opportunities to gain sufficient levels of expertise in (a) coordination, (b) collaboration, and (c) management of translation works to execute collaborative translation projects;
5. Opportunities to gain sufficient levels of expertise in management of the translation business; and
6. Continuing education opportunities to practice as professional translators who provide society with their services.

Revised on June 30, 2012
An “MST” is an “MBA”  
In the Translation Business

There may be people who imagine that translation still consists of apprenticing oneself to a professional translator and copying the techniques by imitation, or even if not to that extent, that it is a kind of working style like an apprentice system and the method of education is close to this.

Babel has a history of about 40 years in translation education and it has introduced several systems into both fields of education and practice. With the Translation Grammar, plain language, and five types of competence (language, cultural, expert, IT and managerial) that secure translation quality we have developed various systems to maximize translation productivity and the efficiency and effectiveness of learning.

One of the fruits of these knowhow is that Babel University Professional School of Translation established a campus in the United States in 1996 and acquired accreditation (quality assurance) in 2002. As its name implies, this graduate school is a professional school.

It is the first translation institute in the world that provides the entire program via Internet. What is granted to people who complete this school is an MST, Master of Science in Translation.

The MA (Master of Arts) is not used as the title here. The MS (Master of Science) has been adopted because we think that the nature of translation is moving from Arts to Science.

The MST should be called as an MBA in the translation business. Just as in the United State an MBA is the first step to success for a business executive, in the world the MST is the first step to success for a professional in the translation business. The MST has that kind of global standard as its goal.

The BABEL UNIVERSITY Professional School of Translation has been accredited by The Distance Education Accrediting Commission (DEAC) since 2002. Established in 1926 and headquartered in Washington D.C., DEAC is a non-profit organization working to promote conscientious education and business ethics, while setting educational standards for the distance education industry. DEAC Accrediting Commission is listed by the US Department of Education as a "nationally recognized accrediting agency" and is also a charter member of the Council for Higher Education Accreditation (CHEA).

The Distance Education Accrediting Commission (DEAC)  
1101 17th Street NW, Suite 808 Washington, D.C. 20036  Website: http://www.deac.org/
For 39 years since its foundation in 1974, Babel has been nurturing and producing a number of translators. We have done this by utilizing our unique learning strategy, created by systematically incorporating internship programs, workshops and our Translation Grammar, which was developed through our own research into translation techniques. Babel started its distance learning course for educating translators by correspondence in 1975.

In 1984, Babel International (currently Babel Trans-Media Center) was founded as Babel’s translation service department, and in 1987 Babel Career System (currently Babel Staff Co., Ltd.) was founded as an agency that provides professional staffing of translators and other language-related professionals. These two departments also provide the graduates of our school with a system that supports their new careers as translation professionals. The high praise received on both our translation services and our qualified translation staffing reflects upon the quality of our graduates. Because Babel Trans-Media Center and Babel Staff Co., Ltd. are actively participating in the business community, we are able to keep up with the latest information and the latest needs of the businesses we serve and are thus able to quickly incorporate this information into our educational curriculum. In addition, ever since its foundation Babel has been active in publication under the name of Babel Press and has published reference books on translation and translation techniques. Babel also published the monthly magazine “World of Translation”, which had a large readership and helped readers to create a heightened awareness of translation as a professional. Now reborn as “The Professional Translator (Web magazine)”, this magazine provides readers with information on translation techniques and business information applicable to the translation world of the Internet age.

After Internet

The commercialization of Internet has drastically changed the business environment. The market had grown into a global scale all of sudden, and hence the areas of the translation business in the industrial world became diverse, which accordingly changed the translation work process. In the midst of an age of change, some learning programs will become obsolete and will be unable to provide the skills that will keep pace with the changing business environment. At Babel Trans Media Center, for example, it is a norm of business to use e-mail for ordering and receiving work. Now, translators without computer skills and Internet knowledge are not able to operate in the translation business. Since it is the age of Internet, translators are expected to keep up to its speed. The skills required for translation have thus changed and translators now are expected to utilize various translation tools, search for information in Internet, and be adept at working in a virtual team.

“Translation as Merchandise” in the age of Internet means that translators need to effectively produce quality translations by utilizing new techniques as well as creating new information and content.
Japan and the U.S.A.

It can be said that Japan is a “country of translation”. Japan has been importing various information from abroad, and not only has translated it into Japanese but further nourished and help it blossom into the country’s own culture. With such a historical background in Japan, Babel has successfully systemized translation techniques into “Plain Language” and “Translation Grammar”. On the other hand, in the United States where there are people with various ethnic backgrounds, communication techniques that connect people with each other have been naturally developed.

With the Internet becoming commonplace, communication has suddenly grown into a global scale. However, linguistic and cultural differences can always hinder communication among people. Babel does not consider translation to be a way to simply convert a word into an equivalent of another language. Instead we consider translation to be a way of communication in itself and this communication or mutual understanding can only be accomplished by comprehending and acquiring knowledge about various countries and their cultures. Answering the question “How can we best combine the translation techniques cultivated in Japan with the communication techniques developed in the U.S.A.?” is what motivated the establishment of BABEL UNIVERSITY Professional School of Translation in the U.S.A., as Babel staying in Japan.

The Professional School

Another motivation of ours was that we desired our school to be not only a place of learning but the best institution of its kind developing professional translators and setting them out into the world.

In the U.S.A. the idea of “Professional School” has been commonly settled and highly valued, which has led to establishment of various specialized schools for professions such as for the legal and medical fields that require professional knowledge and skills. This kind of professional school is exactly what we wished to become.

At the founding of Babel University Professional School of Translation, we applied to a nationally-renowned distance learning accreditation organization, the Distance Education and Training Council, for accreditation and have acquired an honorable accreditation. Thus our hope of establishing a professional school of translation came true.

Global Independence

All of the above considerations were incorporated into the Babel University Professional School of Translation. Our students acquire the high level of competencies in translation techniques that are expected of translation professionals in the Internet age. Our graduates acquire the Master of Science in Translation (MST) when they meet the required translation standards. Holding the MST degree means that our graduates are pioneering the development of smooth communication in the global business world by utilizing their newly acquired translation skills. They can conduct business anywhere in the world as they desire. To work in the global market in the manner in which one desires exactly means what we call “Global Independence”.

Babel University Professional School of Translation wishes to continuously support your Global Independence.
Language Competence
Language skills are the first and primary skills translators need to acquire. Language skills include: the ability to read and interpret the source language (the language of the original text); the ability to write the target language (the language you are translating into); the ability to express the content in a way that is easily understood and is suited for each genre; and the ability to write and express the content in a stylish manner. Considering the fact that all documents in the translation business are intended to be read, professional translators should be always conscious of the audience while translating.

Expert Competence
Translation is needed in every industry where globalization is taking place. Therefore, professional translators are required to develop specialized skill knowledge and expertise essential for each genre. That does not mean that they need to memorize industry specific jargon; instead, they need to acquire the techniques that allow them to research and obtain the necessary information and therefore allow them to successfully complete the translation. Professional literacy aims at the acquisition of those techniques.

Cultural Competence
Translation is not just about changing words into a different language. Translators need to be able to translate in the way that the targeted readers can understand what the writer of the original text is trying to say, which cannot be done without understanding the cultural background of the writer as well as the cultural background of the target audience. Cultural literacy aims to encourage translators to acquire the ability to comprehend the perspectives of both culture.

IT Competence
Since the use of Internet is already in commonplace within the translation business, computer literacy is crucial for professional translators today. It includes the ability to utilize not only basic computer programs, but also translation and desktop publishing software. Professional translators also need to acquire virtual team translation skills. Web creation skills will enable translators to market themselves in the translation industry.

Managerial Competence
If professional translators decide to establish their own translation firms, managerial skills will be required. A majority of projects in the translation business, even in publication, is done in teams rather than by an individual translator. Translation project managers are therefore required to have the ability to coordinate the work for efficient production. Also, the ability to market and present themselves as a professional is becoming more and more important for today’s professional translator.

The Five Competences for Acquiring Specialized Translation Skills
Mastering the Five Competences necessary for acquiring specialized translation skills is essential for professional translators. These have been developed by close analysis of actual content encountered in the translation business. By systematically learning and mastering each of the five Competences, all our students are able to effectively acquire techniques expected of active professional translators in the global market.

Four Major Characteristics of Babel University Professional School of Translation

1. Private Counselor System - Time management is the key to success -
You will be constructing a study schedule with your private counselor until the completion of your course. From submitting your study plan at the beginning of the course to ensuring progress with the assignments in each subject, your private counselor will give you moral support when distance learning can otherwise be difficult to find assistance.

2. Business Start-Up Assistance Program - Practical know-how beyond translation skills -
We offer seminars on learning knowledge required in running a translation business as a professional as well as seminars on how to start-up and incorporate the business. This will allow you to obtain the know-how on making a living through translation alongside improving translation skills.

3. Learning TransTechnology - Know-how on productivity improvement (=higher income) -
You will be learning practical skills needed for translation such as computer techniques and utilizing translation software. This leads to "productivity improvement=higher income".

4. Backup from BABEL Group - Internship, career and translation publication support -
BABEL Group’s translation service division and staffing agency will support students with their career after graduation. BABEL Press supports publishing private/joint translation from securing the copyright to putting the publication on the market. You can also publish your translated graduation piece and make a debut as a professional translator following your graduation.
Major/Degree: BABEL University offers a two-year master course in the following four majors.

- Major 1: Master of Science in Literary Translation
- Major 2: Master of Science in Finance & IR Translation
- Major 3: Master of Science in Patent, Technical and Medical Translation
- Major 4: Master of Science in International Paralegal and Legal Translation

Students who complete the required credits (36 credits) and pass the graduation project will be granted a master's degree of MST (Master of Science in Translation) according to their major.

Study Method: BABEL University is located on an online Web campus. There is a separate password to each lecture room in which you will attend the lessons.

Lesson Style:
1. Audio lecture by an instructor
2. Corrected assignments, instructions with rubrics to assignments, Q&A via Internet, and researches and studies
3. Textbook downloaded or distributed by other means

Required Credits/Enrollment Period: The required credits are 36 credits (first year 18 credits, second year 18 credits). Average enrollment period is two years. Maximum enrollment is four years.

Professors: Professors for each of the four majors are translation education professionals at the forefront of their field. The professors have scientific foundation that will be directly useful in practical business.

Admission

1. Application for test = Submission of application for admission
   => Notice of receipt of application and confirmation of testing format (within two business days after applying)

2. Proctor nomination of test (five days before written examination)
   => Confirmation Notice (within two business days after proctor nomination)

3. Submit a resume with photo, curriculum vitae, and an essay with a university academic transcript and a diploma (two days prior to written examination)
   Japanese native speakers must submit an official score of their 530 or more on the paper-based Test of English as a Foreign Language (TOEFL PBT), 71 or more on the Internet Based Test (iBT), 6.5 or more on the International English Language Test (IELTS), or 50 or more on the PTE Academic Score. English native speakers must submit an official score of their JLPT (Japanese-Language Proficiency Test) N2 or more “certificate of results and scores” along with their application for admission.
   Students whose native language is neither Japanese nor English are required to submit both an official score of their TOEFL PBT 530 or more, TOEFL iBT 71 or more, IELTS 6.5 or more, PTE 50 or more scores and their JLPT (Japanese-Language Proficiency Test) N2 or more “certificate of results and scores”.
   => Confirmation Notice (at that day)
4. Written examination sent via email

5. Submit completed written examination (within two hours after beginning test) observed by proctor
   => Confirmation Notice (at that day)

6. Complete oral examination (a student will be contacted via Skype for a 30 minute online interview) with student identity verification by photo attached on resume

7. Decision passing or failure of applicant
   Within 2 days after completion of all the entrance examination, Vice Chancellor tentatively decides passing or failure of applicant, based on all the application and examination papers including the personal resume, working history, the short essay, the evaluation statement of written examination, the evaluation statement of interview, and the TOETL score document and/or JLPT score document along with the transcript and the diploma. Formal determination of passing or failure is made by the Admission Committee, within 2 days from Vice Chancellor’s decision, to which Vice Chancellor requests for final determination. Based on the determination by the Admission Committee, Chancellor issues a success certificate to the applicant who passes the entrance examination.

8. Notice of acceptance (within five business days after oral examination).
   (“Notice of Acceptance” form, an enrollment agreement, guidelines for tuition fees, and an enrollment application will be sent via email).

9. New applicants for admission are required to submit the enrollment application and the enrollment agreement with signature within one week upon receipt.

10. New applicants for admission are required to submit the required papers within 14 days upon receipt of “Guidelines for Admission” and “Notice of Acceptance” sent by mail.

11. First payment of tuition is required within one week after submitting the enrollment application.

12. After confirming payment of first-year tuition and submission of required papers, a student ID and password together with Student Handbook will be sent to begin courses.

13. The student can begin courses after orientation is completed.

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**Examination and Proctoring Process**

Entrance Examination and final test for a course are administered to the student using a proctor that is pre-approved by PST. All university exams are administered via the online format and scheduled at a time and location that is mutually acceptable to both the student and the approved proctor. The requirement and procedure for obtaining an approved proctor and taking proctored examinations is identified in “Examination and Proctor Policy.”
Admission Dates: January, April, July, October (Quarter System)

Student Number: 50 students (per Quarter)

Eligibility: Those who possess a Baccalaureate degree

Application Documents:
1. Application form (Please use the online form)
2. Essay (approximately 1200 letters) on "Reason for applying" and "Reason for choosing Babel University Professional School of Translation (USA)"
3. Bachelor degree diploma: 1 copy
   - University academic transcript: 1 copy
4. Language or professional qualification certificates (copied)
   *TOEFL PBT 530 or more, TOEFL iBT 71 or more, IELTS 6.5 or more, PTE 50 or more scores for students whose native language is Japanese.
   *JLPT (Japanese Language Proficiency Test) N2 or more for students whose native language is English.
   *Students whose native language is neither Japanese nor English must submit both an official score of their TOEFL PBT 530 or more, TOEFL iBT 71 or more, IELTS 6.5 or more, PTE 50 or more scores and their JLPT (Japanese Language Proficiency Test) N2 or more.

Application Period: Please refer to school website for the latest information.

Application Method: Please send the application form from our website

Application/Exam Fees: US $70

Application Process: There is a first-stage exam and a second-stage exam.

【First-Stage Exam (Written Exam)】
● Exam Details: e-mail written exam
● Exam Type: English-Japanese translation (dictionary allowed)
● Time Required: 120min
● Proctoring: The proctor will observe testing from beginning to end to determine that students completed the test with no other assistance.
● Date: Please refer to school website for the latest information.
  The exam questions will be sent at the preferred time (you can choose from three option dates) via email and the answers must be sent back within the time limit.
● Results: Applicants will be notified via e-mail (score and comments will also be notified)

【Second-Stage Exam (Interview)】
● Exam Details: Interview (Skype interview for long distance applicants)
● Time Required: 30min ~ 1hr
● Date: After passing the first-stage exam at a preferred date and time
● Venue: Honolulu or Tokyo (Skype interview for applicants unable to attend)
* Submission of an approximately 1200-letter essay on "Reason for applying" and "Reason for choosing Babel University"
● Results: Applicants will be notified via e-mail (within 5 days after interview).

Admission Process:
1. We will send a "Notice of Acceptance" and “Guidelines for Tuition Fees Payment”
2. Applicants who have passed the exam should complete the admission procedure by the directed date.
3. Submitted documents cannot be returned regardless of the reason.
School Expenses:

<table>
<thead>
<tr>
<th></th>
<th>First Year</th>
<th>Second Year</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admission Fee</td>
<td>US $2,000</td>
<td>—</td>
<td>US $2,000</td>
</tr>
<tr>
<td>Tuition Fee</td>
<td>US $10,000</td>
<td>US $10,000</td>
<td>US $20,000</td>
</tr>
<tr>
<td>Total</td>
<td>US $12,000</td>
<td>US $10,000</td>
<td>US $22,000</td>
</tr>
</tbody>
</table>

The students must pay the first year tuition by the first day of the class, and the second year tuition by the first day of the second year at Babel University.

※Payments can be made in two installments or four installments (commission 2%) for both the first year and the second year. For details please contact us.

Study Period and Extra Charge

A student may stay active for 4 years without paying any additional continuing fee. A student who doesn't complete the program within 4 years has to pay $400 continuing fee for each remaining credit.

Cancellation:

(1) Student may cancel this Agreement only if Babel does not start to provide Student with Education within a reasonable period after receipt of tuition and fees, provided, however, that Babel shall not be liable for any delay or failure of performance hereunder if such delay or failure arises out of or in relation to an event beyond Babel’s reasonable control, including but not limited to, transportation accident, communication trouble, war, riots, fire, earthquake, or any other force majeure events.

(2) Babel may cancel this Agreement in the event that (a) Student has died, or become unable to proceed the Education, or (b) Students fails to obey Babel's school rules or instructions.

Refund:

(1) A Student who dies after enrollment and before beginning to study and does not receive his or her password to access any courses of the program, or a Student who cancels this Agreement, within five (5) days from enrollment, is entitled to receive a refund of all of the tuition and fee paid.

(2) A Student who dies after enrollment and before beginning to study and does not receive his or her password to access any courses of the program, or a Student who cancels this Agreement after five (5) days from enrollment but before starting his or her learning of any courses of the program within one (1) month from enrollment, may receive the tuition and fee paid less One Hundred Fifty Dollars ($150) of an initiation procedure charge. The term “starting his or her learning” above means that Student is put at an accessible status to a course in the program.

(3) A Student who cancels this Agreement after having started his or her learning may receive a percentage of the tuition and fee paid less the said initiation procedure charge in accordance with the following schedule, provided, that the Student shall apply his/her demand within two years from enrollment:

a) In case of the progress being ten percent (10%) or less of the program, Student may be refunded ninety percent (90%) of the tuition and fee paid less the said initiation procedure charge. (i.e. Babel will retain ten (10%) of the same.)

b) In case of the progress being more than ten percent (10%) and twenty five percent (25%) or less, Student may be refunded seventy five percent (75%) of the tuition and fee paid less the said initiation procedure charge. (i.e. Babel will retain twenty five percent (25%) of the same.)

c) In case of the progress being more than twenty five percent (25%) and fifty percent (50%) or less, Student may be refunded fifty percent (50%) of the tuition and fee paid less the said initiation procedure charge. (i.e. Babel will retain fifty percent (50%) of the same.)

d) In case of the progress being more than fifty percent (50%) of the program, Student may not be refunded the tuition and fee paid. (i.e. Babel will retain all the tuition and fee received.)

e) The said percentages of the progress (i.e. 10% or less, more than 10% to 25% or less, more than 25% to 50% or less, and more than 50% as stipulated in a), b), c), and d) above) shall be calculated as to 18 credits for the first year, if Student requesting the refund has paid the tuition and fee for the first year and cancels within one year (1) from the enrollment.

f) The said percentages of the progress (i.e. 10% or less, more than 10% to 25% or less, more than 25% to 50% or less and, more than 50% as stipulated in a), b), c), and d) above) shall be calculated as to 36 credits for the first and second years, if the Student requesting the refund has paid the tuition and fee for the first and second years and cancels after one (1) year from the enrollment.

g) In case of installment payment, an amount calculated as above (i.e. a cancellation fee to be taken by Babel) shall be deducted from the amount paid under installment by Student requesting the refund, and the balance will be refunded to Student.

h) A course that has been registered for lesson including a course attainable by receiving notice of passwords is deemed to have become progressed.

Babel University PST has absolutely no entrance restrictions regarding a student's race, color of skin, religion, gender, age, or national origin. In addition, all students participating in our various activities are treated equally, and can enjoy the privileges and benefits that our school offers. Furthermore, Babel University PST has no restrictions in its educational policies, entrance policies, or any other policies regarding an applicant's race, color of skin, religion, gender, age, or nationality.
Model Study Plan for Literary Translation Major

1. New enrollment periods into Babel University of Translation are in January, April, July, and October.
2. Below is an example using a literary translation major enrolled as of January 2016. All translation majors must satisfy the same required courses. Elective courses are selected by students and will differ by major.
3. All required courses are highlighted in yellow.
4. The number of course credits are shown in parenthesis after each course name.

<table>
<thead>
<tr>
<th>First Year</th>
<th>Second Year</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>January-April</strong></td>
<td><strong>May-August</strong></td>
</tr>
<tr>
<td>* Translation Grammar : Basic Rules (1)</td>
<td>* Literature I-(1) Fiction and Non-fiction (E-J) (2)</td>
</tr>
<tr>
<td>* Translation Grammar : Written Expression (2)</td>
<td>* Translation for Subtitles (E-J) (2)</td>
</tr>
<tr>
<td>*Practical Legal Knowledge for Translators (1)</td>
<td>* Text Processing for Translators (1)</td>
</tr>
<tr>
<td>* Summarize Translation Grammar (E-J) (1)</td>
<td>* Graduation Projects I (2)</td>
</tr>
<tr>
<td><strong>Second Year</strong></td>
<td><strong>Second Year</strong></td>
</tr>
<tr>
<td>*Synopsis Writing(2)</td>
<td>* Translation for Subtitles: Drama (E-J) (2)</td>
</tr>
<tr>
<td>* History of Translation in the World (2)</td>
<td>* Translating Contracts level I (E-J) (2)</td>
</tr>
<tr>
<td>* Translational J-E Expression Rules (J-E) (2)</td>
<td>* Building Web Pages (1)</td>
</tr>
</tbody>
</table>
Grading Policy

Minimum passing grade:
Grades for each course range from A to F. Grades for each course range from A to D and F. Grades A and B are passing grade. Grade C students may take reexamination till passing grade is awarded. Grades D and F are failure, and credits are not given to the students who are awarded as failure.

Grade will be based on total scores from the following:
1. Assignments (All of lessons)
2. Final Exam

<table>
<thead>
<tr>
<th>Grade</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>85-100</td>
</tr>
<tr>
<td>B</td>
<td>70-84</td>
</tr>
<tr>
<td>C</td>
<td>60-69</td>
</tr>
<tr>
<td>D</td>
<td>50-59</td>
</tr>
<tr>
<td>F</td>
<td>49 and under</td>
</tr>
</tbody>
</table>

Items to Be Evaluated
1. Use of Expressions
   - Spelling and punctuations, Uniformity of expressions, Typos and errors
2. Understanding of Original Sentences
   - Grammar, Syntax, Story
3. Transforming
   - Translation Grammar, Appropriateness & Expression
4. Expression
   - Consistency, Choice of writing style in target language
5. Research
   - Background, Terminology

Final exam and Proctoring Procedures:
Students are required to take final exams after completing all of lessons in each course. Students need to pass the exam with satisfactory grade. Each final exam is a set of 1) translation and 2) research problems. Students must fill out the electric form for each final exam and request Student Services to send it with email. Depending on courses, the final grade is the composite of students work and the result of the final exams or only the latter. A proctor will be present and evaluate course final tests. The proctor will observe testing from beginning to end to confirm that students completed the test without other assistance.

Student identity verification
In order to be accepted for admission to Babel University Professional School of Translation prospective students must submit a personal resume, a current personal photo, and undergo an oral test (via Skype).

Expectations for maintaining satisfactory academic progress
Upon completion of each course, students are asked to complete a course evaluation on the quality of course content, course instructor, and school administration. Babel University Professional School of Translation will address any issues brought up in course evaluations as required.

Transfer Credit
Students may transfer six credits toward the Babel University Professional School of Translation (BUPST) program if courses are determined to be relevant and comparable to those offered by the University. Should a student wish to transfer BUPST credits to another institution or to pursue a graduate degree at another university, it should be noted that the acceptance of BUPST’s credits and/or recognition of the degree it confers is discretionary on the part of the receiving university.

Dismissal policy
The following are reasons for dismissal from Babel University of Translation:
1. Failure to pay tuition for extended period.
2. Failure to earn credits necessary for graduation within four years.
3. Conviction of criminal offense, regardless of country.
4. Repeated abusive or violent antisocial conduct or language towards persons or groups that may interfere with school administration.
Dean and Staff:

Akio Kobayashi, Dean  
(Dr., English Literature)  
Literary Translation Major  

Takanari Tajiri, Dean  
( Dr., Transpersonal Psychology )  
Patent, Technical and Medical Translation Major  

Takashi Kosaka, Dean  
( MA., Cross-cultural Communication)  
Finance & IR Translation Major  

Chancellor: Miyoko Yuasa  
General Counsel: Yoshiharu Ishida  
Educational Director: Tomoki Hotta  
Student Service Manager: Yuji Tateno  
Alumni Service Manager: Takanari Tajiri  
★For contacting faculties, the admission office acts as an intermediary for protecting privacy.

Required Courses for all majors

●Translation Grammar: Basic Rules  
No. of Credit 1  
Number of Classes 8  
Professor Yasushi Shibata  

Course Summary  
Introduces students to basic translation techniques by using BABEL Translation Grammar Rules.

Course Objectives  
Learn basic translation techniques essential to translating in various fields of work. This enables individuals to translate efficiently in their target specialty area.

●Translation Grammar/Writing Expression  
No. of Credit 2  
Number of Classes 16  
Professor Ken Inoue  

Course Summary  
Learn translational expression rules.

Course Objectives  
By learning translational expression rules, acquire accurate reading skills, appropriate translation methods, and translation techniques in distinguished writing styles depending on genre.

●Practical Legal Knowledge for Translators  
No. of Credit 1  
Number of Classes 4  
Professor Michiko Takada  

Course Summary  
Learn how to resolve various legal issues while working as a translator.

Course Objectives  
Acquire knowledge on dealing with legal problems: how to make a written agreement when registering for a translation company or when being hired; how to collect overdue translation fees; what type of contract is needed when asking for translation permission from an overseas author etc.
Program Objectives

Babel University Professional School of Translation provides its students with the following knowledge and skills of translation through distance learning:

1. Essential knowledge required for professional translators who have studied foreign languages at a college or a university in the abilities of (a) language conversion, (b) inter-cultural understandings, and (c) expertise;
2. Training that will enable the students to acquire high levels of skills in the areas required for professional translators, of (a) accurate and precise understanding of the source language, (b) efficient and prompt language conversion, and (c) fast and precise writing in the target language;
3. Training that will enable the students to acquire high levels of skills in the areas required for modern professional translators, of (a) the ability to operate a computer, (b) the ability to utilize the Internet, and (c) the ability to conduct multi-lingual web searches;
4. Opportunities to gain sufficient levels of expertise in (a) coordination, (b) collaboration, and (c) management of translation works to execute collaborative translation projects;
5. Opportunities to gain sufficient levels of expertise in management of the translation business; and
6. Continuing education opportunities to practice as professional translators who provide society with their services.

Literary Translation Major

In the Literary Translation major, the program will have students obtain skills and proficiency to carry out competent and idiomatic translation as a professional translator majoring literary translation.

The required and elective credits are 36 for graduation. E-J:English to Japanese J-E: Japanese to English

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First year: 18 credits (*Include "Translation Grammar: Basic Rules" and "Graduation Projects I")
Second year: 18 credits
Finance and IR Translation Major

In the Finance and IR Translation major, the program will have students obtain skills and proficiency to carry out competent, idiomatic and businesslike translation as a professional translator majoring finance and IR translation.

The required and elective credits are 36 for graduation. E-J: English to Japanese J-E: Japanese to English

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First year: 18 credits (*Include "Translation Grammar: Basic Rules" and "Graduation Projects I")
Second year: 18 credits

<Teaching Staff>

Akio Kobayashi: PhD, Professor of Sophia University, English Literature, Translation
Ken Inoue: MA, Professor of Tokyo University, Chairperson of International Comparative Literature Association, Translation
Makoto Ikeda: PhD, Professor of Sophia University, English Philology, Translation
Shosaku Maeda: MA, Former Professor of Tezukayamakuin University, Linguistics, Translation
Yasushi Shibata: BA, Nonfiction Translation, Translation Grammar

Takashi Kosaka: MA, Associate Professor of Kanda University of International Studies, Cross-cultural Communication, Former Monterey Institute of International Studies
Sugao Kawamura: PhD, Former Lecturer of Tokiwa University, History, Translation History
Peter M Skaer: PhD, Hiroshima University, Linguistics, Translation, Plain English
Yoshihide Kono: BA, Former President of Apparel Industry, Investor Relations, Translation
Takaaki Maeda: BA, Former President of Banking Industry, Financial Jornalism, Translation
Patent, Technical and Medical Translation Major

In the Patent, Technical, and Medical Translation major, the program will have students obtain skills and proficiency to carry out accurate and complete translation as a professional translator majoring Patent, Technical, and Medical documents translation.

The required and elective credits are 36 for graduation.
E-J: English to Japanese  J-E: Japanese to English

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First year: 18 credits (*Include "Translation Grammar: Basic Rules" and "Graduation Projects I")
Second year: 18 credits

<Faculty>
Sachiyo Takeoka : PhD, Physician, Medical English, Translation
Hisayo Miyamoto : MS, Mathematics, Summary Theory, Translation
Tsutomu Ozawa : BA, System Engineer, Translation Technology
**International Paralegal and Legal Translation Major**

In the International Paralegal and Legal Translation major, the program will have students obtain skills and proficiency to work as international paralegals and to carry out accurate and complete translation as professional translator majoring legal documents translation.

The required and elective credits are 36 for graduation.

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<td>Graduation Projects I *</td>
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<td>2</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Graduation Projects II</td>
<td>Required</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td>36</td>
<td></td>
</tr>
</tbody>
</table>

First year: 18 credits ("Include "Translation Grammar: Basic Rules" "Graduation Projects I" "Translating Contracts level I (E-J)" "Translating Contracts level I (J-E)"")

Second year: 18 credits

**<Faculty>**

Hu Jianfang : PhD, Insurance Law, Translation, Legal Chinese

Kazuko Shimizu : MA, Comparative Culture, Legal Translation

Yoshiharu Ishida : BA, Vice-chancellor of Japan Translation Association, Legal Translation, Translation Theory

Michiko Takada : BA, Legal Translator, Legal Summary Translation

Fumi Fujinaga : BA, International Paralegal, Legal Translator
Digital Library

Babel University provides resources all around translation in Babel University Digital Library.

Resources in the library are comprised of about 500 monthly magazines published by Babel Press, affiliated Company in Babel group, translation-related study reports, web dictionaries and translation software. Also included are accumulation of translated samples based on translation grammar, translation manuals of translation projects, style guide and terminology database. More than 100 graduation works are also displayed on the library. All in all, these are the most valuable resources for professional translators.

Contents

Internet Resources
1. Materials related to Translation in general
2. Materials related to Business Translation
3. Materials related to Technology in Translation
4. Online Dictionary
5. Digital Text
6. Online Software
7. Websites and magazines useful for hunting potential writers
8. Reference Books

Database
1. List of MST Graduates and their Graduation Projects
2. Assignment papers for English Grammar in Translation
3. Legal Solution Online Services
4. Dictionary of Mistranslation

Download
1. Rulebook of English Grammar in Translation
2. Style Guide for English to Japanese Translation
3. Workshop for Style Guide of Vertical Writing
4. Software Terminology
(1) Policy on Student Integrity and Academic Honesty

Babel University Professional
School of Translation

1. Intent of the Policy

Academic and professional integrity and honesty are fundamental of education and training of Babel University Professional School of Translation (the School). This policy is intended to reinforce the importance of integrity and honesty of the students in an academic and professional environment of the School. This Policy applies to all students including regular students, coursework students and research higher degree candidates at the School (the Student).

2. Honesty of Identity

The Student shall not falsify in his or her identity at admission and entrance examination and through being enrolled in the School. The Student shall not impersonate or spoof in the School’s campus on the website or masquerade as others in the School’s lessons and the place of education and training. The Student shall not have any other person impersonate or spoof in the School campus on the website or masquerade in the School’s lessons and the place of education and training for himself or herself.

3. Cheating

(1) In any submission for assignment, test, examination, dissertation and master’s thesis, or any other process in judgment or evaluation of the Student’s ability and knowledge, the Student shall take such examination process strictly in conformity with a way authorized by the School. The Student’s unauthorized conducts in violation of the School’s instructions shall be deemed to be cheating. The Student shall not take any cheating conduct in submission of assignment, test, examination, dissertation and master’s thesis or any other process in judgment and evaluation of ability and knowledge learned and trained.

(2) In the same situation, the Student shall not get other person’s help by having such other person spoof on the web or otherwise masquerade for himself or herself.

4. Plagiarism and Fabrication

(1) In any submission for assignment, dissertation and master’s thesis, or any other works to be submitted to the School, the Student shall not or shall not attempt to plagiarize, whether deliberate or unintentional, of an idea, phrase, sentence or materials from a source without proper acknowledgement of that source. The risk of plagiarism can be avoided by clearly indicating either in footnotes or in the paper itself the source of any major or unique idea or wording that the Student did not arrived at on his/her own.

(2) The Student shall not falsify any information, data, or citation in his or her materials to be submitted to the School.

(3) It is the Student’s duty that Student shall not be involved in plagiarism and fabrication even outside of the School.

5. Copyright Infringement

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All the materials provided by the School are copyrighted for the School. The Student shall not copy, reprint, reproduce, distribute or use the materials without consent of the School.

6. Officer in Charge

The responsible officer in charge of the Student's misconduct including falsification, impersonation, cheating, plagiarism and copyright infringement is Educational Director of the School.

7. Other Student's Duty

Any student who has known other student's misconduct shall inform it to the School.

8. Penalties, Procedure for Imposing Penalties, and Investigation and Discipline Committee

(1) The Student who commits the any of misconducts stipulated in this Policy may be penalized for any of following sanctions:
   (a) Suspension of granting the passing grade of the course or revocation thereof;
   (b) Entry in the Student's record of the School;
   (c) Termination of supplying all the education and training of the School;
   (d) Revocation of enrollment of the School;
   (e) Banishment from the School;
   (f) Announcement to other students and/or the translation industry personnel.

(2) In the event that a student is suspicious to have committed any misconduct mentioned in this Policy, the School convoke an investigation and disciplines committee and has the committee investigate the fact. The investigation and disciplines committee is constituted by Educational Director, Student Service Manager, and Advertisement and Promotion Manager. After investigating the fact on the Student's misconduct, Educational Director will pronounce the penalties upon the Student.

9. Student's Complaint

If the Student to whom the penalties are pronounced has an objection, The Student may raise the objection in accordance with the School's Complaints Policy.

Revised on April 1, 2013

(2) Student Privacy Policy

Babel University Professional School of Translation

1. Purpose of Policy

Babel University Professional School of Translation (the School) intends to treat the privacy of its students quite seriously as a matter of respect for each student’s fundamental right to privacy of their personal information. This Student Privacy Policy serves to outline the School’s commitment to privacy and to ensure high standards of confidentiality and security of students information.

2. Scope of Policy

This Policy deals with the collection, retention, use, disclosure, security and access to students personal information. It applies to all students including regular students and coursework
students who study at the School and higher degree candidates who are involved in research at the School (the Student).

3. Collection and Retention

(1) The School collects students’ personal information (Personal Information) in order to assist the provision of its services of education and training to students. Personal Information will not be collected unless it is relevant for a purpose related to a function or activity of the School. Personal Information will be collected by unlawful or unfair means.

(2) Where the School collects Personal Information for inclusion in a record, the School will take all reasonable steps to ensure that each individual of students is made aware of the purpose for which the information is being collected.

(3) Details of Personal Information are collected for the purposes of the following:
   • processing enrollments and inquiries;
   • communicating accurately with students;
   • matching courses with students’ needs;
   • dispatching course information;
   • enrollment procedures;
   • delivering course texts, lectures, instructions, questions and answers and other materials;
   • managing record keeping;
   • managing students’ account details;
   • compiling statistics and market research.

(4) The School will ensure that the collection of Personal Information does not intrude to an unreasonable extent upon the personal affairs of the individual concerned and that information collected is up to date and complete.

(5) The School websites may use cookies and IP address data in order to collect information regarding website usage; IP addresses are not matched with Personal Information.

(6) Personal Information is retained in data storage of the School’s computers.

4. Use and Disclosure

(1) The School acknowledges and respects the privacy of Personal Information.

(2) The School uses Personal Information only for the purpose that it was collected in order to provide students with the School’s education and training services, to communicate with students, faculty members and instructors, and staff, and to communicate with nominated people in the event of an accident or emergency.

(3) The School does not provide Personal Information to external third party companies for the purpose of commercial use, provided, however, that the School may provide Personal Information to the affiliated companies, namely, Babel K.K. (Co., Ltd.) and Babel Staff K.K. (Co., Ltd.) for the benefit of students receiving useful information and services from them.

(4) The School also collects statistical information in order to improve the level of service provision, provided, however, that none of this information may be directly attributable to any individual of students.
(5) The School may be required to provide Personal Information to external organization such as Distance Education and Training Council (DETC), Council for Higher Education Accreditation (CHEA), US Department of Education (DOE), and other designated authorities in order to provide specific services and as required by law. The School may do so if required.

(6) The School may disclose information of a student who violates the School’s rules and disciplines including Policy on Student Integrity and Academic Honesty.

(7) Personal Information will not be disclosed to a third party, other than as described above, without the written consent of individual concerned. Students wishing to authorize the School to release their Personal Information to third party (ies) shall submit a student authority to release information form to the School.

5. Quality of Data

The School relies on students to advise of change in Personal Information in order to maintain complete, accurate and up-to-date records. The School will ensure that records are accurate, up-to-date, complete, and not misleading. The School requests updated information from students as the enrollment procedure.

6. Access and Correction

(1) All students have the right to access to and inspect their own Personal Information held by the School free of charge. An individual may apply to receive a copy of their Personal Information held by the School. The School may charge a nominal fee for this service. Personal Information of students cannot be released to parents, partners or any other external party without the student’s written consent. Disclosure to a third party will only be granted after receiving written permission.

(2) If a record is found to be inaccurate, a correction will be made. Where an individual requests that a record be amended because it is inaccurate but the record is found to be accurate, the details of the request for amendment are noted on the record.

7. Complaints

Any and all complaints regarding a privacy matter of Personal Information will be handled by Educational Director of the School.

Revised on April 1, 2013

(3) Student Complaints Policy and Procedure

Babel University Professional School of Translation

Babel University Professional School of Translation (the School) welcomes students’ comments and opinions concerning every part of the School’s Master of Science in Translation (MST) program. Comments and opinions are welcome. The Students Complaints Policy applies to students’ complaints and opinions.

1. Policy and Scope of Complaints
Students may file complaints against the School if they believe that a problem raised by them is to be heard under formal complaints procedure, provided, however, that the complaints field by students are limited within the following scope:

**Appropriateness of Admission**

Dissatisfaction on assessment of submission papers for assignments in each lesson of courses

Dissatisfaction on final examination marks and grade

Dissatisfaction on grading master’s thesis or graduation project

Dissatisfaction on services by Students Services Department

Dissatisfaction on the e Technology communication services of the School

Dissatisfaction on the School’s determination of expelling students from the School

Dissatisfaction on the School’s determination of expelling students from the School

Discrimination for any reason such as discrimination

2. **Filing Complaints**

Students shall file complaints in writing to Educational Director within 6 months from the date of matters in question that have occurred. Students shall state in complaints the matters and problems in question and their demands clearly and precisely.

3. **Investigation Committee**

Within 30 days from the receipt of complaints, Educational Director shall organize an investigation committee consisting of himself, the manager of Students Service Department and the person concerned who is designated by Educational Director. The investigation committee will determine its judgment within 180 days from the date of organization. The judgment will be notified to the student who has filed the complaints.

4. **Appeal**

If the student is dissatisfied in the judgment, the student may file an appeal to the appellate committee. The appellate committee is comprised of Chancellor, Vice Chancellor, and the Director of Administration. Appellate committee will make its judgment within 180 days from the date of appeal. Appellate committee’s judgment is final.

★If you have a complaint about BUPST in regard to not meeting a DETC standard, please submit a complaint online (http://www.detc.org/complaints/index.html).

The DETC contact person regarding complaints is Brenda Amaya, Accrediting Assistant. 202-234-5100 Ext. 106

Revised on April 1, 2013

(4) **Marking and Grading Policy**

Babel University Professional
In order to treat students in examination and assignment fairly, the School hereby determines the Marking and Grading Policy.

1. Scope of the Policy

This Policy applies to all the submission papers for assignment in each lesson of courses and the final examination and intermediate (if any) examination of students.

2. Students submission papers for assignment of each lesson of a course are marked with the following figures and graded as follows:

<table>
<thead>
<tr>
<th>Marks</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>85 — 100</td>
<td>A</td>
</tr>
<tr>
<td>70 — 84</td>
<td>B</td>
</tr>
<tr>
<td>60 — 69</td>
<td>C</td>
</tr>
<tr>
<td>50 — 59</td>
<td>D</td>
</tr>
<tr>
<td>0 — 49</td>
<td>F</td>
</tr>
</tbody>
</table>

The marks and grades are awarded by instructors in charge. Outcomes are recorded in Student Service Department and also informed to students within two weeks from submission date.

3. Final examination and intermediate examination (if any) of a course, are marked and graded as follows.

<table>
<thead>
<tr>
<th>Marks</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>85 — 100</td>
<td>A</td>
</tr>
<tr>
<td>70 — 84</td>
<td>B</td>
</tr>
<tr>
<td>60 — 69</td>
<td>C</td>
</tr>
<tr>
<td>50 — 59</td>
<td>D</td>
</tr>
<tr>
<td>0 — 49</td>
<td>F</td>
</tr>
</tbody>
</table>

The marks and grades are awarded by instructors in charge. Grades A and B are passing grade. Grade C students may take reexamination till passing grade is awarded. Grades D and F are failure, and credits are not given to the students who are awarded as failure.

4. Graduation Project

Students submission papers are marked and graded by the School’s investigation committee in accordance with the following table.

<table>
<thead>
<tr>
<th>Marks</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>85 — 100</td>
<td>A</td>
</tr>
<tr>
<td>70 — 84</td>
<td>B</td>
</tr>
<tr>
<td>60 — 69</td>
<td>C</td>
</tr>
<tr>
<td>50 — 59</td>
<td>D</td>
</tr>
<tr>
<td>0 — 49</td>
<td>F</td>
</tr>
</tbody>
</table>

Grades A and B are passing grade. Grade C students may resubmit the graduation project till passing grade is awarded. Grades D and F are failure.

Revised on April 1, 2013
(5) Credit Hour Policy

In order to accord with the standard of colleges and universities in the world, Babel University Professional School of Translation (the School) hereby determines this Credit Hour Policy.

1. Course Credit Hours and Student Work

(1) The School offers students the 2-credits courses and the 1 credits courses in the Master of Science in Translation (MST) program.

(2) One 2-credits course is comprised of 16 lessons. One lesson consists of the following hours:
   (a) Student’s engagement with the lesson (i.e. facing his/her computer display monitor and learning the lesson) of 3 hours or more for one lesson, which includes ① monitoring and reading texts and materials, ② listening lecture, and ③ note-taking.
   (b) Student’s preparation for lessons of 3 hours or more for one lesson, which includes ① researching of assignment and ② answering to assignment and submission thereof to the School, in accordance with lesson instructions.

(3) One 1-credits course is comprised of 8 lessons. One lesson consists of the same hours as provided in the above.

(4) Each of the 2-credits courses and the 1-credits courses has a final examination after 16 lessons or 8 lessons respectively. Students are required to take the final examination within three months after completion of lessons, and pass the final examination. Outcomes of the final examination are graded with A, B, C, D and F, and B and above grades are passing grades.

(5) The credit hours are given to students by assessments of assignments of lessons and passing at the final examination.

2. Requirement for the Program

In order to complete the MST program, students are required to earn 36 credits or more, including graduation project.

Revised on April 1, 2013

(6) Examination Policy

This policy applies to the entrance examination and the final examination for each course of BUPST.

1. Entrance Examination
   (1) The entrance examination is implemented by written examination and oral examination.
   (2) The written examination is implemented in a multiple choice method and a written answer form.
   (3) The oral examination is implemented by BUPST Vice Chancellor through telecommunication.
(4) The purpose of the entrance examination is to test the fluency of English and Japanese so that the student is capable of learning BUPST program.

2. Course Final Examination
   (1) After all lessons of a course are completed, a course final examination is implemented in principle.
   (2) The course final examination is implemented by a written answer form (a multiple choice method and true / false questions shall not be used).
   (3) The question(s) for the course final examination is taken within the scope of the course.
   (4) The purpose of the course final examination is to test students’ mastering the contents of the course, and the question(s) thereof shall be reasonable.
   (5) The question(s) for the course final examination shall be prepared in one or more.
   (6) The question(s) for the course final examination shall be reviewed periodically (at least once a year).
   (7) When course contents are revised, the question(s) for the course final examination shall be reviewed.

3. Proctoring
   (1) All examinations are taken under proctorship.
   (2) Proctoring Policy, which is separately ruled, applies to the proctorship.

Revised on July 25, 2013

(7) Proctorship Policy

Babel University Professional School of Translation

1. BUPST’s examinations are to be administered by a BUPST-approved proctor on a date that is mutually convenient for the student and the proctor. The student is responsible for nominating a qualified proctor that is approved by BUPST.

2. BUPST reserves the right to directly contact the proctor in order to verify information. BUPST also reserves the right to require the student to nominate a different proctor.

3. (1) The following individuals may serve as proctors:
   - BUPST Professor, Dean, or Director
   - BUPST Manager or Supervisor
   - Acquaintance of students

(2) The following individual is not acceptable as a proctor:
   - Relative of BUPST student
   - BUPST student
   - Anyone with a perceived or real conflict of interest.

4. Providing false proctor information or not following the BUPST proctor testing procedures will result in failure of the examination and will be grounds for dismissal from BUPST degree program.

5. Proctor approval procedure is as follows:
(1) It is the student’s responsibility to initiate the proctor nomination process. It is recommended that each student identifies one or more proctor(s) to eliminate scheduling conflicts that can arise when a proctor is not available during the allotted timeframe. The approved proctor’s information will remain on file for the student and the student may use the proctor until any of the following event occur:
   (a) The student or proctor cancels the proctorship agreement.
   (b) BUPST disapproves or cancels the proctorship agreement.
   (c) Students must provide the potential proctor(s) in accordance with the Proctorship Policy.
(2) The student and proctor may assume that the proctor is approved unless otherwise notified by BUPST.
(3) Upon receipt of a completed ”Proctored Examination Request” which contains the proctor’s name, BUPST will process the request and send the online final examination instructions to the identified proctor.

6. Proctor Responsibilities are as follows:

The primary function of the proctor is to verify that the correct student takes the examination and to monitor the students taking the examination to ensure that they do not receive help with the examination. In order to accomplish this, the proctor must do the following:

(1) All BUPST examinations are taken and submitted via the BUPST Online Examination Site; therefore, the proctor must sit with the student for the time that is appropriate for taking an examination. The area must have internet and computer capability for the student to sign into the BUPST Examination Site.
(2) Check student photo to ensure that the individual is actually the person scheduled to test. Assign each student a computer and ensure that the student can not open the computer until you giving the permission to do so
(3) The student is allowed to use dictionaries and Internet when taking exams; however, no translation software allowed during an exam. Tell the students to enter the BUPST online examination site. Ensure no one makes or emails a copy of the exam.
(4) Time the exam and stop the student when time limit has expired. Have the student go to the bottom of the exam and select the button to submit the exam to the grader.
(5) If an exam cannot be administered due to power outages, sickness, etc., notify admin@babel.edu as soon as possible. The exam will be rescheduled at a later date.

Revised on July 25, 2013
Who are the students?

◆What are their ages?
We have students from those in their twenties to their sixties. Majority of them are in their thirties. However, recently, more and more retired people in their fifties and homemakers who have more time for themselves as their children have grown up are studying at BABEL UNIVERSITY.

◆What is the student ratio for each major?

- Finance and IR Translation Major: 14%
- Literary Arts & Film Translation Major: 42%
- Patent, Technical and Medical Translation Major: 10%
- International Paralegal Major: 20%

◆Where do they live?
BABEL UNIVERSITY Professional School of Translation is an online university. Students can take classes from anywhere in the world. At present, we have students from 34 different countries enrolled in our program.

◆What are their occupations?
People of various occupations are enrolled at BABEL UNIVERSITY. They all aspire to be independent as professionals in various fields utilizing translation skills.
1974 April
Founded, initiated a correspondence course of translation

1976 October
The Monthly magazine, “Honyaku-no-sekai” (World of Translation) founded

1980 February

1984 March
Babel International (translation department) established

1987 May
Through CI activity, integrated the business under Babel K.K.
Babel Career System established

1996 April
Babel Trans-Media College established

1996 July
Babel Corporation founded in San Francisco, California

1997 April
Babel Staff Co., staffing service, established

1997 May
Translation business department,
Babel Trans-Media Center established.

2000 January
Babel University Online School, the first Internet-based professional school, established in Hawaii, USA

2002 January
BABEL UNIVERSITY Professional School of Translation received accreditation from the Distance Education and Training Council

2002 March
Made and concluded the exclusive contract of CPS(Certified Professional Secretary) and CPA(Certified Administrative Professional) operation in Japan

2003 June
The fourth major, International Paralegal Translation, was accredited by the council of DETC

2003 August
First commencement ceremony held for PST graduate.
The first MST degree was granted.

2004 January
Co-Publishing Service Started

2005 February
The Monthly magazine, “eTrans Learning” founded

2006 April
Transnational Legal School Established

2007 January
The Monthly magazine, “The Legal.COMM” founded
BABEL UNIVERSITY Professional School of Translation received re-accreditation from the Distance Education and Training Council

2008 November
The Monthly magazine, “The Professional Translator” founded

2009 January
Certified Professional Translator School Established

2010 February
Web magazine “The Professional Translator” founded

2010 August
Books & Rights Marketplace established

2010 December
The third major, Technical & Scientific Translation renamed to Patent, Technical and Medical Translation Major

2011 January
Digital Publishing Service Started (Kindle, iPad)

2012 April
The fourth major, International paralegal Translation renamed to International Paralegal and Legal Translation Major

2012 May
Online workshop for translated publication by Amazon POD system started (English, French, German)

2012 October
The first major, Literary Arts & Film Translation renamed to Literary Translation Major

2013 January
BABEL LIBRARY MEMBERS Started

2013 September
BABEL UNIVERSITY Professional School of Translation received re-accreditation from the Distance Education and Training Council
We have students from 34 different countries enrolled in our program.