



Prince Sultan University Translation Award

1443 H - 2022

Content

Introduction	3
Objectives	3
General Regulations	3
Article 1(Award Name)	4
Article 2 (Award Divisions)	4
Article 3 (Award Board)	4
Article 4 (Center's and Committee's Tasks)	5
Article 5 (Application Requirements)	5
Article 6 (Refereeing Standards)	8
Article 7 (Referees' Remuneration)	9
Article 8 (Award Amount)	10
Article 9	10
Article 10.....	10

Introduction:

Prince Sultan University Translation Award was established in 2016. It is an award at the university level. The award is supervised by the Translation and Authoring Center (TAC), the University Higher Management, the Higher Committee for Funding Book-Authoring and Translation Projects and Translation Award and independent referees' committees.

Objectives:

The award aims to:

1. Honor translators and appreciate their role as a bridge for communication between nations.
2. Encourage creativity and information exchange between Arabic and other languages.
3. Encourage individuals to pay attention to translation and Arabicization and ensure excellence and creativity.
4. Contribute to raise the level of translation and Arabicization in terms of quality, accuracy, intellectual and scientific value.

General Regulations:

1. The participants can apply for the award by submitting a translated work in any field of knowledge.
2. The translated work shall be of a scientific value.
3. The chosen book, in the students' translation award, shall not be translated before.
4. If the chosen book has more than one edition, the translator shall choose the most recent edition to translate.

5. The book content shall not conflict with the Islamic Law and the Kingdom's political and social controls.
6. The translated work shall not contain expressions or pictures that are indecent or that contradict the Arab norms.
7. The translated work shall not contain offensive words on Islam/religions or for the Arabic language whether these words are explicit or implicit.
8. Furthermore, the translated work shall not contain false information about the divine religions or expressions that encourage extremist ideology.

Article 1: (Award Name)

The name of the award is “Prince Sultan University Translation Award”.

Article 2: (Award Divisions)

The Award is divided into two categories:

1. The translation award for faculty members.
2. The translation award for undergraduate students.

Article 3: (Award Board)

The Award Board consists of:

1. The Translation and Authoring Center: The Center shall ensure the fulfillment of the initial requirements and the exclusion of the contestants who do not meet them. The Award Board will ensure the transparency of the competition.
2. The Higher Committee for Funding Book-Authoring and Translation Projects: The Committee shall consist of the TAC Director and five faculty members from different colleges. The Committee shall supervise the procedures for the award and shall submit its final recommendation to the University Higher Management in the light of the referees' decisions.

3. The Award Referees' Committee: The referees' committee shall consist of 3 or 4 highly qualified referees from outside the university.

Article 4: (Center's and Committee's Tasks)

1. The Translation and Authoring Center shall announce the award.
2. The Higher Committee for Funding Book-Authoring and Translation Projects shall approve the deadline of submitting the translated works, the deadline of registration and all dates related to the award.
3. The Center and the Higher Committee shall supervise the following:
 - a. Preparing the necessary forms to receive the nominated works for the award.
 - b. Reviewing the submitted forms and the works and ensuring that they meet the requirements.
 - c. Forming the referees' committee and reviewing its reports.
 - d. Preparing an annual report on the award.
 - e. Proposing any amendments required to the bylaws in the future.

Article 5: (Application Requirements)

The Higher Committee for Funding Book-Authoring and Translation Projects shall be responsible for ensuring that the contestants are eligible for the award and that they meet the requirement before the beginning of the competition. The Committee shall also be responsible for excluding those who do not meet the requirements in the initial stages of the competition as follows:

- **Prince Sultan University Translation Award for Faculty Members:**
 1. The award is open to all faculty members working at one of the Saudi university, however, priority is for faculty members from Prince Sultan University.
 2. The translated book shall be of scientific value in its field of specialization.

3. The translator shall not have previously submitted the same translated book for the award.
4. The applicant should not have received a previous grant to translate the book he is applying for and submit evidence of this from his university.
5. The candidate shall not have won the award in its previous two round.
6. The number of translated pages shall not be less than (250) pages with an average of (250-300) words per page.
7. The original book shall pass the primary examination that aims at determining its importance and usefulness.
8. The date of publishing the translated book shall not exceed (3) years from the date of applying for the award.
9. It is permissible to submit a translated book that has not been published and does not have prior copyrights. The university may publish the book according to the recommendations of the opinions of the referees and committee members.
10. The languages of translation allowed in the competition shall be Arabic and English.
11. The committee may select topics to apply for the award
12. The committee shall withhold the award if the referees give the applicants an average of less than 70% according to the average opinion of the referees.
13. The candidates shall be responsible for the intellectual property of the work they submit.
14. The candidate shall submit the following documents before the award application deadline:
 - a. Award application form.
 - b. Co-translators' approval to apply for the award (if any).
 - c. Soft copy (PDF) of the original and the translated work.
 - d. Translator/ translators' curriculum vita (CV).

- **Prince Sultan University Translation Award for Undergraduate Students**

1. The applicant shall be an undergraduate student at Prince Sultan University.
2. A PSU faculty member shall supervise the translation work. The student must submit a follow-up letter from the concerned faculty member.
3. More than one translator can participate in the same work. In this case, the award shall be divided equally between them.
4. The translated work shall not be less than (50) pages with an average of (250-300) words per page.
5. The translated work shall present an integral unit that has a complete meaning in case a part of the original work was translated.
6. The translator should not have previously applied for the award for the same work.
7. The candidate should not have won the prize at the previous session
8. The translated work shall be submitted under the name of the students who conducted the translation and their supervisor.
9. The supervisor must be a member of PSU and currently on the job.
10. The languages of translation allowed in the competition shall be Arabic and English.
11. The committee shall withhold the award if the referees gave the applicants an average of less than 70%.
12. The candidates shall be responsible for the intellectual property of the work they submitted.
13. The candidates shall submit the following documents before the award application deadline:
 - a. Cover letter from the University or a copy from ID card.
 - b. Award application form.
 - c. Co-translators' approval to apply for the award (if any).
 - d. Soft copy (PDF) of the original and the translated work.

- e. A Letter from the supervisor, a PSU faculty member, indicating that the work was translated under his/her supervision.

Article 6: (Refereeing Standards)

1. All translated works shall be submitted to the referees without names in order to preserve the objectivity and credibility of the award.
2. The Center shall prepare the refereeing standards. The refereeing standards shall include the following:
 - a. Equivalents: The source text terms and expressions shall have equivalents in the target language.
 - b. Grammar: The translator shall use accurate grammatical rules.
 - c. Method: The method used in the translation shall be correct.
 - d. Presentation methods: The translator shall present the work in a professional manner. He shall take into consideration the use of fonts, punctuation marks and margins as well as all the known techniques used in presenting works in the target language.
3. Each referee shall submit his/ her report to the Center separately during the date specified by the Center.
4. The evaluation of each referee shall be more than 70%. The average of the total evaluation shall be more than 70%. The award committee shall withhold the award if none of the applicants attained this percentage.
5. The Award Committee shall have the right to nominate an alternate referee if the reports were not submitted during the specified date. In this case, the previous referee shall not be entitled to claim the remuneration if he/ she did not submit the report in the specified date or if he/ she failed to do so.

6. In case of a tie, the award board shall select the winner by the absolute majority of the members' votes. In case there was still a tie, the translated work which the head of the award board voted for shall be the winner.
7. The decisions of the referees shall be final and shall not be contested.
8. The Higher Committee for Funding Book-Authoring and Translation Projects shall submit the name of the award winners in its two divisions to the University Rector or his representative for the approval and the remuneration.

Article 7: (Referees' Remuneration)

1. The student translation award shall be refereed separately from the faculty members' translation award. The same referee can be a member in both committees.
2. The referee shall be given a remuneration of 500 SR for each translated project in the Translation Award for undergraduate students
3. The University shall bear the referees' remuneration for book-authoring/ translation projects for the Prince Sultan University translation award for faculty members. Each referee shall receive the remuneration as follows:

Number of Pages	Remuneration
Less than 200	1,000.00 SR
200 - 300	2,000.00 SR
301 - 400	3,000.00 SR
More than 400	4,000.00 SR

Article 8: (Award Amount)

The award amount of money shall be as follows:

Faculty members (One award at the University level)	Undergraduate students (One award at the university level)
25,000 SR (Twenty five thousand Saudi Riyals only)	10,000 SR (Ten thousand Saudi Riyals only) for student(s) divided as follows: First place: 5000 SR Second place: 3000 SR Third place: 2000 SR 2,000 SR (Two thousand Saudi Riyals only) for the Supervisor(s) of the winning project (a faculty member) on supervising the winning project, regardless of the number of projects he/she supervises.

Article 9:

These bylaws shall be effective from the date of its approval and any previous bylaws that contradict with these bylaws shall be cancelled.

Article 10:

University Council and Higher Committee shall reserve the right to modify and interpret these bylaws.

