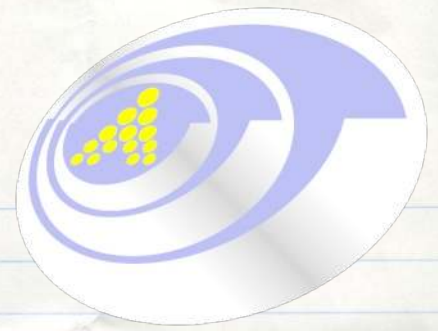


CENTRE FOR INTERNATIONAL LANGUAGES



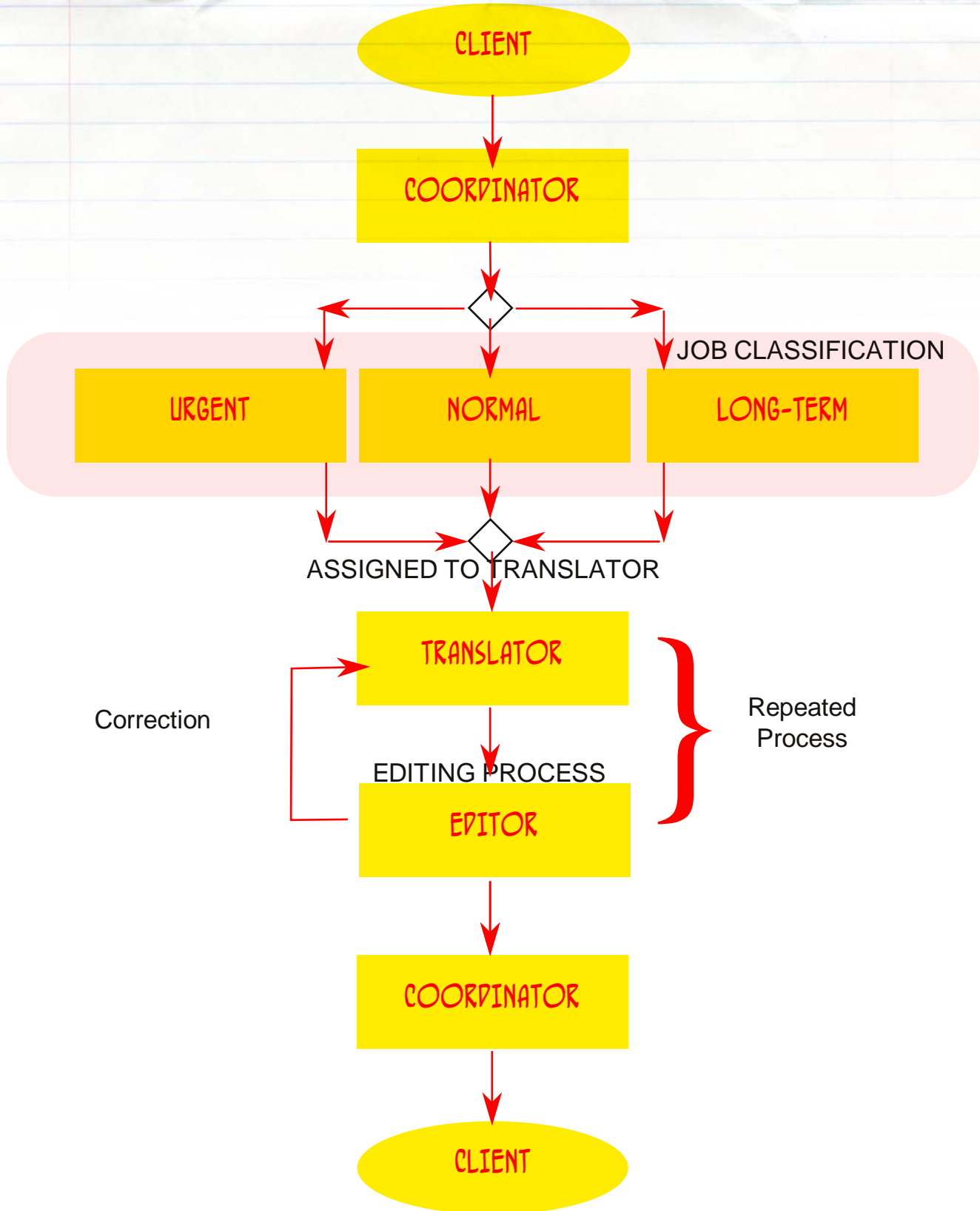
UniMAP

Translation and Language Services Unit
Unit Terjemahan dan Perkhidmatan Bahasa

STANDARD OPERATING PROCEDURE

ENGLISH

CIL TRANSLATION WORK FLOW CHART



CIL TRANSLATION STANDARD OPERATING PROCEDURE (ENGLISH)

News Translation (UniMAP Web Page)

1. All translation tasks are to be translated within 24 hours after received from the coordinator.
2. All news received from the coordinator before 3PM must be translated and submitted to coordinator within the same day (by 12 midnight).
3. All news received from the coordinator after 3PM must be translated and submitted to coordinator on the next working day by 12 noon.
4. All news received from the client after 3PM on Friday or Public Holiday will be assigned to the translators by the coordinator on the first working day by 10AM.

Job Categorisation

1. Urgent Jobs (Need to be translated within 24 hours)

Examples:

- a. News from Media Unit
- b. Special assignments (i.e. Minggu Suai Kenal, Convocation speeches, other special events)
- c. Any special requests (upon approval of Director Centre for International Languages)

2. Normal Jobs (Need to be translated within 3 working days)

Example:

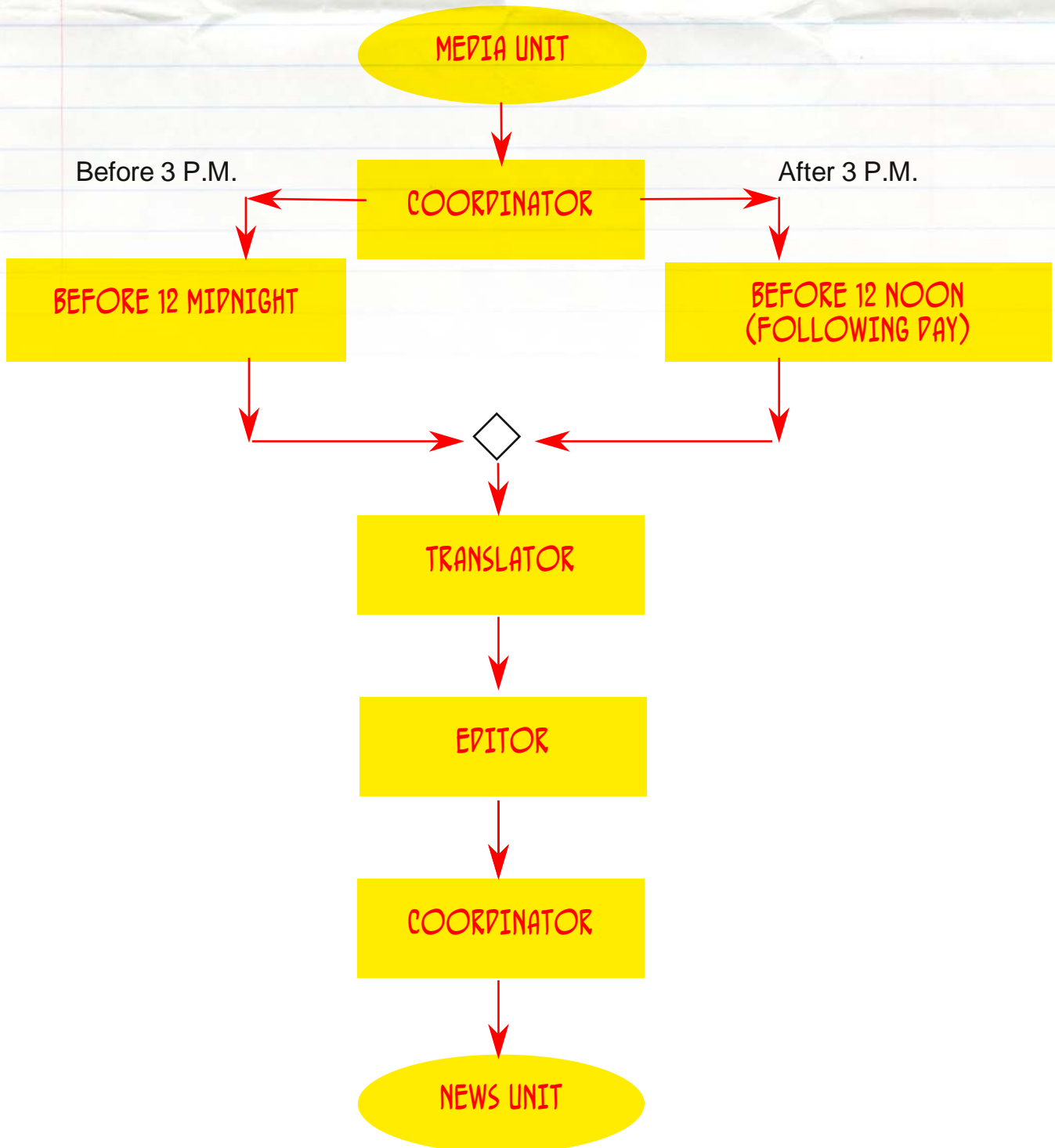
- a. Web page

3. Long-Term Jobs (Need to be translated within 5 working days)

Examples:

- a. Speeches
- b. Circulars
- c. Minutes of Meeting
- d. Forms

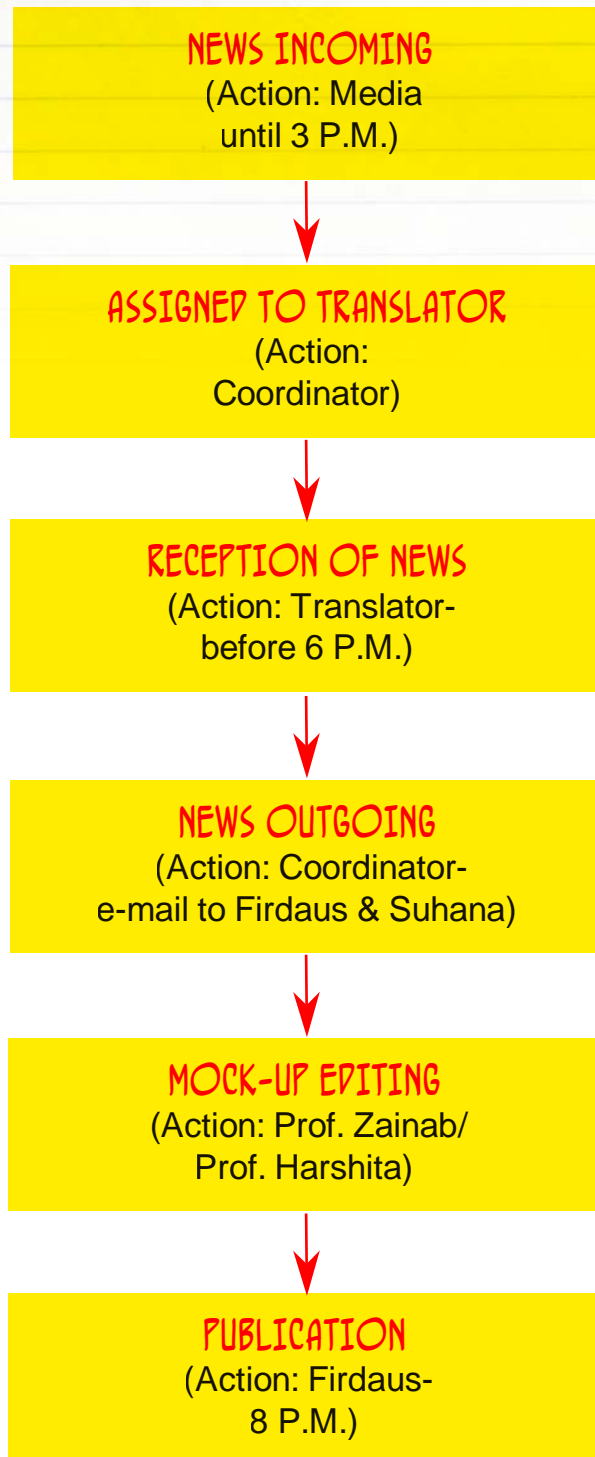
NEWS TRANSLATION FLOWCHART



SPECIAL EVENTS FLOWCHART

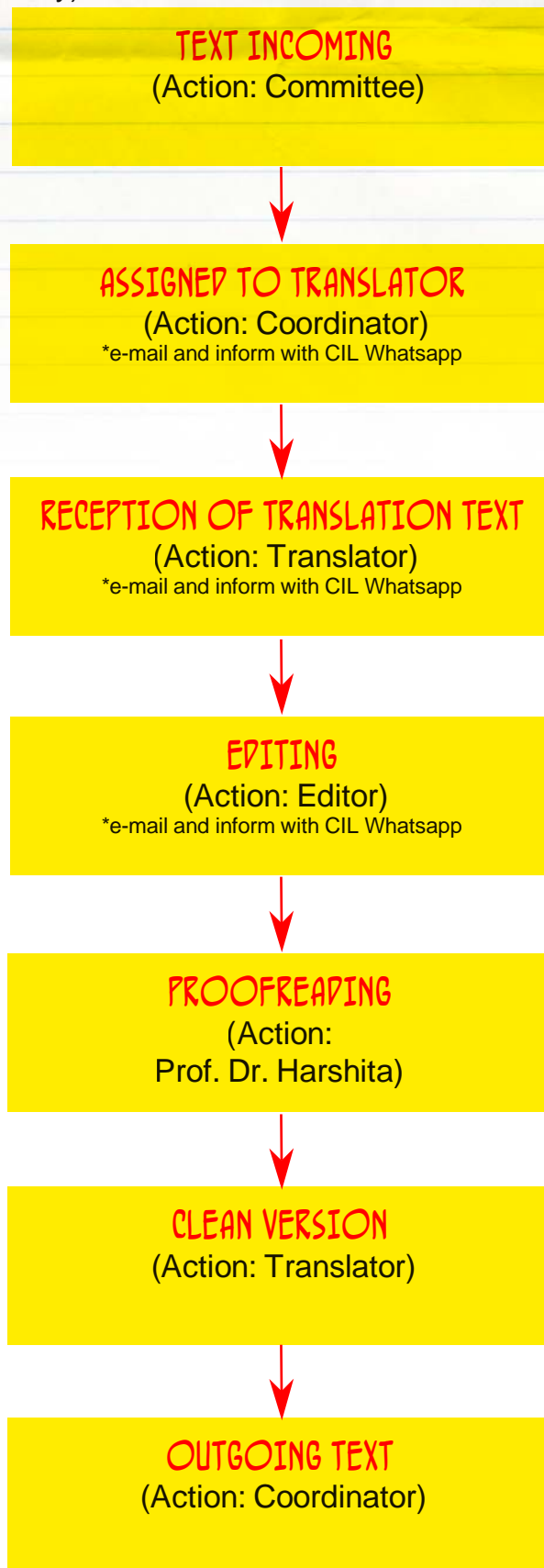
SOP is according to requirements.

Example 1: WOODBALL TOURNAMENT



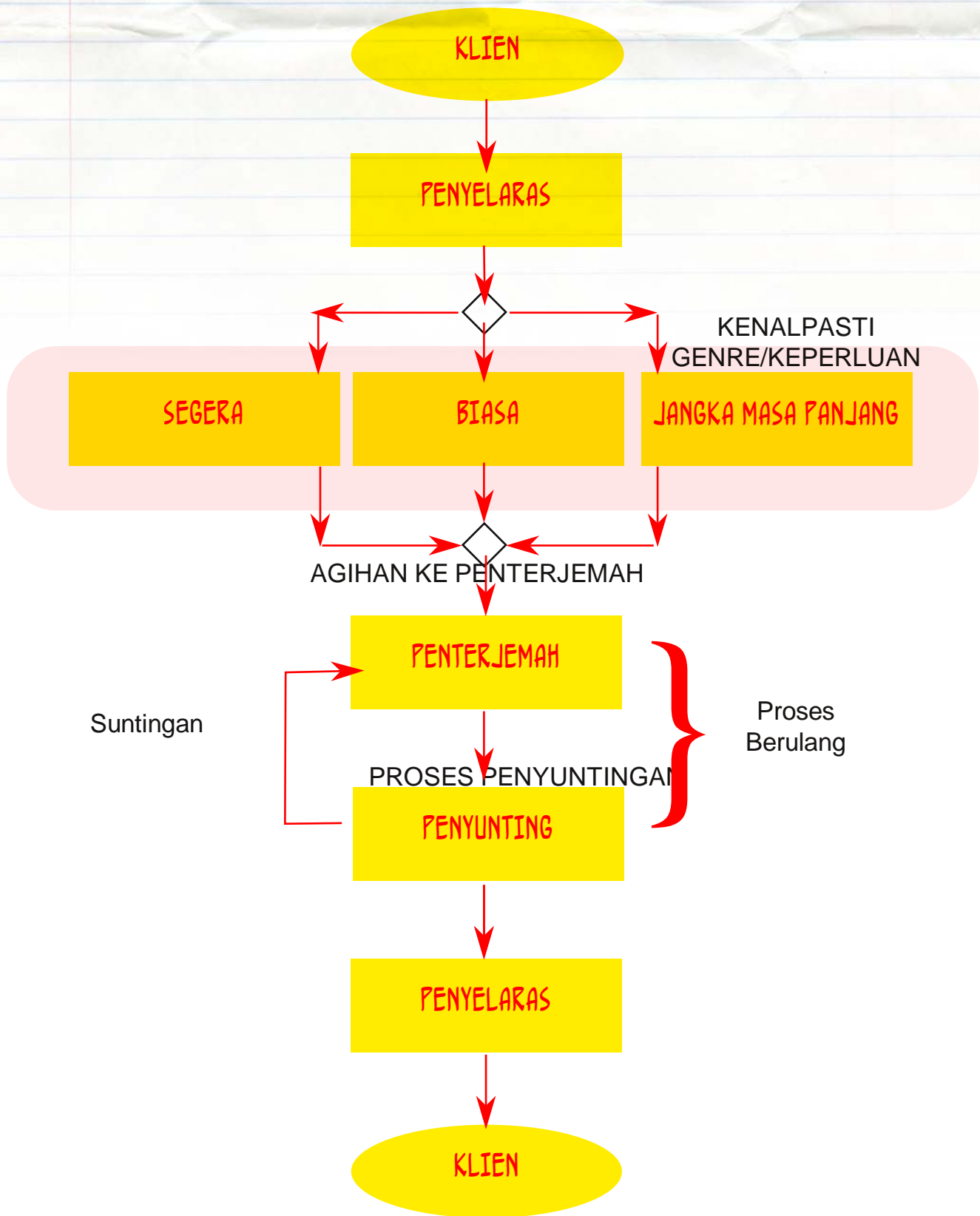
SPECIAL EVENTS FLOWCHART

Example 2: CONVOCATION-RELATED TEXTS
(Genre: High visibility)



BAHASA MALAYSIA

CARTA ALIR TERJEMAHAN PBA



CIL Standard Operating Procedure (BM)

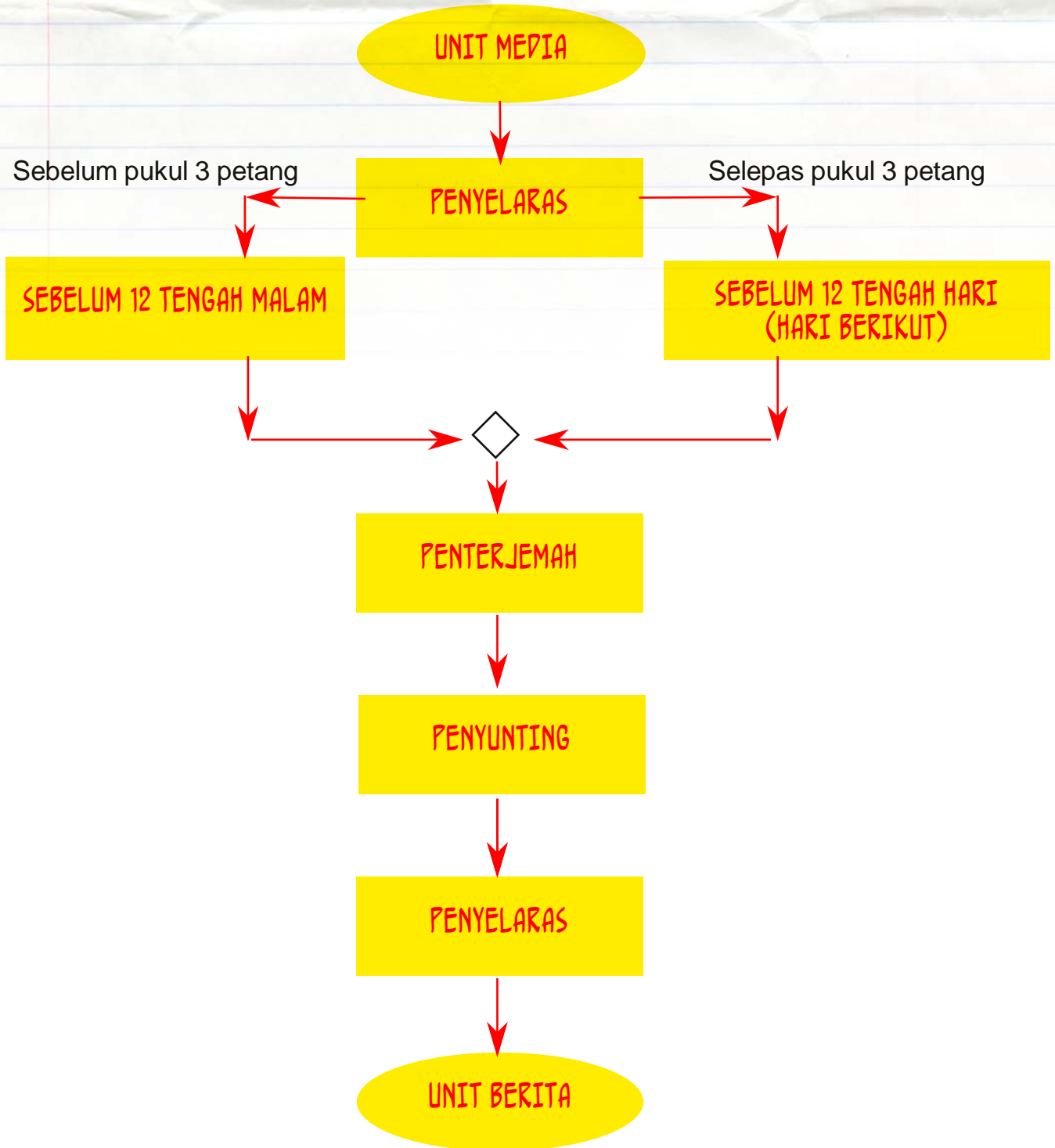
Terjemahan berita (Laman Web UniMAP)

1. Berita yang die-melkan oleh penyelaras perlu diterjemahkan dalam tempoh 24 jam.
2. Berita yang diterima daripada penyelaras sebelum pukul 3.00 petang perlu diterjemah dan die-melkan kepada penyelaras pada hari yang sama (sebelum pukul 12 tengah malam).
3. Berita yang diterima daripada penyelaras selepas pukul 3.00 petang perlu diterjemah dan die-melkan kepada penyelaras sebelum pukul 12 tengah hari pada hari bekerja berikutnya.
4. Berita yang diterima daripada klien selepas pukul 3.00 petang pada hari Jumaat ataupun cuti umum akan diagihkan oleh penyelaras kepada penterjemah selewat-lewatnya pukul 10 pagi pada hari bekerja berikutnya

Kategori Terjemahan

1. Kerja Segera (perlu diterjemahkan dalam tempoh masa 24 jam)
Contoh:
 - a. Berita dari Unit Berita
 - b. Buletin Khas (seperti MSK, Teks Ucapan Konvokesyen atau program khas universiti)
 - c. Tugas-tugas khas (memerlukan kelulusan Pengarah Pusat Bahasa Antarabangsa)
2. Kerja Biasa (perlu diterjemahkan dalam tempoh masa 3 hari bekerja)
Contoh:
 - a. Laman web
3. Kerja Jangkamasa panjang (perlu diterjemahkan dalam tempoh masa 5 hari bekerja)
Contoh:
 - a. Teks Ucapan
 - b. Pekeliling
 - c. Minit mesyuarat
 - d. Borang

CARTA ALIR TERJEMAHAN BERITA



CARTA ALIR TUGAS-TUGAS KHAS

SOP adalah berdasarkan keperluan.
Contoh 1: KEJOHANAN WOODBALL



CARTA ALIR TUGAS-TUGAS KHAS

Contoh 2: TEKS BERKAITAN KONVOKESYEN
(Genre: keterlihatan tinggi)

