



2 pathways :

- Terminology applied to translation in professional contexts
- Terminology in the digital age

Bourget-du-Lac



Terminology is at the heart of every business : we can only understand each other and collaborate if we agree on the terms we use. In a globalised world, terminology carries considerable weight. It affects many activities, and its use in information processing opens up new perspectives.

> OBJECTIVES

This training aims to equip everyone with the skills needed to :

- Manage and define concepts and terms.
- Capitalise on and transmit knowledge.
- Contribute to the management of multilingualism.
- Organise technical communication.

> STRENGTHS

- Option of specialising on 1 specific block.
- 1st University Diploma dedicated to terminology offered in France.
- Lecturers from AFNOR and the DG Translation of the European Parliament.
- **Partnership with NOVA University Lisbon which already delivers a Master's and a Doctorate in Terminology.**
- Mutually complementary lecturers (academics, practitioners).
- Experiences and networks (AFNOR, TC 37 ISO, TOTh, AET, LTT).



> TARGET AUDIENCES

Documentalists, HR managers, engineers, lawyers, healthcare professionals, quality assurance officers, technicians, terminologists, translators...

> PREREQUISITES

This course is aimed at all bachelor's degree (or equivalent) holders, working professionals or career transitioners who wish to develop their information processing skills and ability to work with reference documents, and/or develop their mastery of terminology.

> DOMAINS OF APPLICATION

Specialised dictionaries, technical documentation, corporate vocabularies, translation, multilingualism, human resources, business repositories, information management, knowledge capitalisation and management, semantic web, digital humanities...

> PROGRAMME

- The **112-hour course** consists of 2 blocks of compulsory skills, 1 basic block and a block of optional specialisation.
- The course will take place online from January to June.
- The language of instruction is French or English, depending on participants.

> RYTHM

The course can be completed over 1 or 2 years with the option of following With the option of studying a block of choice and/or capitalising on the blocks and finishing the DU over a maximum of 2 years.

> HOW TO OBTAIN IT

- An assessment takes place at the end of each block.
- A final evaluation will take the form of a written report in French or English and an oral defence. The award of the diploma is subject to :
 - Full attendance of the course programme.
 - An overall average of at least 10/20.

> FEES & REGISTRATION

Dates, Fees, Registration
Click-here

- The number of places is limited.

CONTACT

Registration :
sonia.metalnikoff@univ-smb.fr
Tel. +33 (0)4 79 75 81 39



University Degree

Foundations and Challenges of Terminology



afnor
NORMALISATION



> PROGRAMME

ONLINE TRAINING
IN FRENCH OR IN ENGLISH

Basic block :
Foundations and Methods of Terminology

Lecturers :
R. Costa / C. Roche / N. Birouste
7.5 days / 52.5 hours

Specialisation block :
Terminology applied to translation in a professional context

Lecturers : C. Frérot / R. Maslias
7.5 days / 52.5 hours
Target audience : Translators

OU

Specialisation block :
Terminology in the Digital Age

Lecturers : C. Roche / R. Costa
7.5 days / 52.5 hours
Target audience : Engineers / Technicians

Defence
1 day / 7 hours

> KEY LECTURERS

- ROCHE Christophe - Professor at the University of Savoie Mont-Blanc, President of the AFNOR Terminology Commission (X03A).
- COSTA Rute - Professor, President of the Centre of Linguistics of the NOVA University of Lisboa (CLUNL).
- BIROUSTE Nicolas - Head of Services, Management and Consumption Department, AFNOR Normalisation.
- MASLIAS Rodolfo - Head of the Terminology Coordination Unit of the DG Translation of the European Parliament, European Parliament representative in the IATE Interinstitutional Management Group.
- FREROT Cécile - Senior Lecturer at the University of Grenoble Alpes, Head of the LEA Masters in Multilingual Specialised Translation, University of Grenoble Alpes, member of the ILCEA4 laboratory.

> CONTACTS

Head of training :
Christophe ROCHE
Professor
University Savoie Mont-Blanc
christophe.rocche@univ-smb.fr

Information - Registration :
Sonia METALNIKOFF
Development Manager
sonia.metalnikoff@univ-smb.fr
Tel. +33 (0)4 79 75 81 39

Dates, Fees, Registration
[Click here](#)

www.univ-smb.fr/iufp



Bourget-du-Lac

ONLINE TRAINING
IN FRENCH OR IN ENGLISH



Dates, Fees, Registration
[Click here](#)

Brochure and Blocks list
[Click here](#)

BASIC BLOCK : FOUNDATIONS AND METHODS OF TERMINOLOGY (52.5 hours)

> PRESENTATION

The aim of this module is to master the foundations, methods and tools needed for terminology work in a context where digital technology is becoming increasingly important. This module will address how to analyse corpora for terminological purposes and how to represent conceptual systems in order to identify criteria which help in the drafting of terminological definitions.

> OBJECTIVES

- Understand the theoretical and methodological foundations of terminology in the digital age.
- Familiarisation with computer tools for terminology work.
- Know how to write «good» definitions adapted to terminological needs.
- Understand the role of norms and standards in terminology work.

> TARGET AUDIENCE

Anyone, professional, academic or otherwise, interested in the latest advances in terminology work.

> CONTENTS

- **Principles and methods of terminology :**
 - Term, relationships between terms.
 - The role of terminology in international institutions.
- **Tool-based analyses of text corpora :**
 - Contexts.
 - Contextual definitions.
- **Construction of conceptual systems :**
 - Concept, conceptual relations.
 - Knowledge representation tools.
- **Terminologies, vocabularies, nomenclatures, lexicons, dictionaries :**
 - Criteria to assist in the drafting of terminological definitions.
 - Development of terminology records.
- **Contribution of standardisation to the construction of terminologies.**



> CONTACT

Registration :
sonia.metalnikoff@univ-smb.fr
Tel. +33 (0)4 79 75 81 39

www.univ-smb.fr/iufp



Bourget-du-Lac



ONLINE TRAINING
IN FRENCH OR IN ENGLISH

Dates, Fees, Registration
[Click here](#)

Brochure and Blocks list
[Click here](#)

SPECIALISATION BLOCK : TERMINOLOGY APPLIED TO TRANSLATION IN A PROFESSIONAL CONTEXT

(52.5 hours)

> PRESENTATION

This module aims to lay the foundations for a contemporary approach to terminology related to the use of corpora in order to demonstrate the methods and tools applied to translation. Content is illustrated using professional contexts.

It further aims to present the whole of the terminology activities carried out within the European institutions, not only in the translation of legislative texts but also in other contexts (for example, subtitling, communication, media).

> OBJECTIVES

- Understand how terminology concepts are applied in translation.
- Understand how terminology is used in professional contexts.
- Learn how to use terminology resources (WIPO Pearl, IATE).

> TARGET AUDIENCE

Translators, interpreters, language teachers, linguists, company and public service executives.

> CONTENTS

- **Introduction to basic terminology concepts and corpus-based terminography in the context of translation.**
- **Presentation and handling of corpus-based terminology analysis tools.**
- **Practical professional training for the process of enriching a terminology database :** WIPO Pearl.
- **Research and use of terminology resources, European Union terminology :** IATE and other databases.
- **Terminological work for translation within the European institutions :** Methods of inter-institutional and academic cooperation (projects for IATE, projects of the «Terminology without Borders» project).

> CONTACT

Registration :
sonia.metalnikoff@univ-smb.fr
Tel. +33 (0)4 79 75 81 39



www.univ-smb.fr/iufp



Bourget-du-Lac

ONLINE TRAINING
IN FRENCH OR IN ENGLISH



Dates, Fees, Registration
[Click here](#)

Brochure and Blocks list
[Click here](#)

SPECIALISATION BLOCK : TERMINOLOGY IN THE DIGITAL AGE (52.5 hours)

> PRESENTATION

Information processing applications are increasingly based on terminology resources that must be made available in digital form.

This requires that terms and concepts are represented in computer-friendly formats, taking into account the relevant norms and standards. Such a representation is based on specific methods and software environments, which require terminology work to be adapted accordingly.

> OBJECTIVES

- Understand the challenges and opportunities of digital technology for terminology.
- Master methods and IT tools for the construction of terminologies.
- Master the exchange formats and representation standards.
- Know how to construct multilingual terminology in a digital format by following a methodological approach.

> TARGET AUDIENCE

Terminologists, translators, technical writers, anyone wishing to acquire the minimum competencies needed for the construction of terminologies in a format that allows them to be exchanged and processed electronically.

> CONTENTS

■ Digital Applications of Terminology :

- Thesaurus, Terminology Resources, Semantic Web.
- Consequences for terminology work.

■ Standards and exchange formats :

- ISO standards
- W3C standards (semantic web).

■ IT methods and environments for the conceptual dimension :

- CmapTools, Protégé, Tedi.

■ IT methods and environments for the linguistic dimension :

- IATE and other databases. FranceTerme, Neoloteca, TERMIUM Plus. Terminology in Institutional Environments.

■ Example of a step-by-step construction of a digital terminology :

- Lexonomy.



> CONTACT

Registration :
sonia.metalnikoff@univ-smb.fr
Tel. +33 (0)4 79 75 81 39

www.univ-smb.fr/iufp

Université Savoie Mont Blanc
**Institut Universitaire de Formation
Professionnelle**
Service Formation Continue
Bâtiment Chartreuse Savoie Technolac
73376 Le Bourget-du-Lac cedex

Document to be returned to:

Sonia Metalnikoff
sonia.metalnikoff@univ-smb.fr
Tél. +33(0)4 79 75 81 39

formation.continue@univ-smb.fr
www.univ-smb.fr/iufp

**Instructions for filling in,
printing and sending the form in
PDF version**

Access to online forms

Adobe Acrobat Reader must be integrated into your web browser to allow you to complete the forms online.

Users may sometimes have difficulties printing or even opening online forms. If this is the case, try saving the form to your hard drive (select «Save As» or «Save Link As» by right-clicking while hovering on the hyperlink to the desired form) and then opening and completing the form locally using Adobe Acrobat Reader.

Fill in the form

Open the form using Adobe Acrobat Reader or Adobe Acrobat. Acrobat Reader will allow you to fill in, print, save and send the completed form by e-mail.

Once the form is open, left-click on a field and insert your text. Once you have entered your information, click outside the field you have just filled out or press the «tab» key to go to the next field. To tick the boxes, simply click on the box, which will fill it with an «X». To remove the «X», click on the box again.

Once the form has been filled in, make sure that all text is visible in the printed document. Inserting paragraph returns with the «enter» key may cause the text to move outside of the available space, causing it to disappear from the form. To check that the contents of a field are visible, simply press the «tab» key or click somewhere outside the field. If the inserted text is not visible, try deleting some paragraph returns or re-inserting the text.

**DATES & FEES
UNIVERSITY DEGREE ON FOUNDATIONS AND CHALLENGES
OF TERMINOLOGY**

Tick the appropriate boxes.

		Dates	Choice
BASIC BLOCK			
52.5 hrs / Foundations and Methods in Terminology		Please contact us	
SPECIALISATION BLOCKS OF YOUR CHOICE			
52.5 hrs / Terminology applied to translation in a professional context		Please contact us	
52.5 hrs / Terminology in the digital age		Please contact us	
FULL UNIVERSITY DEGREE (112H)			
		Please contact us	
Number of days	Hours	FEES	INDIVIDUAL FEES
1	7	385 €	Contact us
2	14	770 €	
3	21	1155 €	
4	28	1400 €	
5	35	1750 €	
6	42	2100 €	
7	49	1960 €	
8	56	2240 €	
9	63	2520 €	
Full University Diploma (112 hours) :		2688 €	Contact us
<i>I certify that I am aware of the necessary prerequisites for this training : Yes</i>			

PARTICIPANT

Title :	<input type="checkbox"/> Ms	<input type="checkbox"/> Mr
Last Name :		
First Name :		
Date of birth :		
Place of birth :		
Landline telephone :		
Mobile :		
E-mail :		
Degree / Level :		
Status :	<input type="checkbox"/> Employee	<input type="checkbox"/> Self-employed <input type="checkbox"/> Student <input type="checkbox"/> Jobseeker
Function :		
ADDRESS OF THE PARTICIPANT		
Street:		
City :		
Zip Code:		

Université Savoie Mont Blanc
**Institut Universitaire de Formation
Professionnelle**
Service Formation Continue
Bâtiment Chartreuse Savoie Technolac
73376 Le Bourget-du-Lac cedex

Document to be returned to:

Sonia Metalnikoff
sonia.metalnikoff@univ-smb.fr
Tél. +33(0)4 79 75 81 39

formation.continue@univ-smb.fr
www.univ-smb.fr/iufp

Print the form

Once you have finished filling out the form, click anywhere in the form or press the «tab» key to close the last field you filled out.

Choose the «print» option either from the «file» menu or by selecting the «printer» icon. Once the «print» dialogue box is open, select the «adjust according to page» option. The page you will see on your screen will correspond to the page printed by your printer. If you do not choose this option, part of the form may not be printed.

Send the form

Once the form has been filled out, click anywhere in the form or press the «tab» key to close the last field you have just filled out. Save your form. Either navigate to the «file» menu and choose the option «send file» or select the «mail» icon.

Document to be returned to:

Sonia Metalnikoff
sonia.metalnikoff@univ-smb.fr
Tél. +33(0)4 79 75 81 39

This document does not constitute a definitive commitment and has no contractual value. It is a pre-registration form for the purpose of preparing the official registration. When you choose to provide your personal data, you explicitly give your consent for the collection and use of this data in accordance with the current legislation.

EMPLOYER	
Company name :	
Group :	
SIRET code :	
NAF code :	
Activity :	
COMPANY ADDRESS	
Street :	
City :	
Zone d'activité :	
ZIP Code :	
Country :	
INFORMATION ABOUT THE COMPANY	
Phone :	
Mail :	
Web site :	
REPRESENTATIVE OF THE COMPANY	
Title :	<input type="checkbox"/> Ms <input type="checkbox"/> Mr
First Name :	
Last Name :	
Service / Department :	
Function :	
Hotline :	
Mobile :	
E-mail :	
THE TRAINING ORGANISATION	
Company name :	UNIVERSITÉ SAVOIE MONT BLANC / Service Formation Continue
N° déclaration d'activité :	8273 P 000273
SIRET Code :	197 308 588 00015
Adress :	Domaine universitaire du Bourget-du-Lac Bâtiment Chartreuse - Savoie Technolac 73376 Le Bourget-du-lac cedex
Represented by :	Philippe GALEZ, Président
FINANCIAL PROVISIONS	
THE AMOUNT IS PAID BY	
Yourself :	Yes No
Pôle-Emploi :	Yes No
Your company :	Yes No
IN THE LATTER CASE, PLEASE SPECIFY THE TERMS OF PAYMENT	
Direct payment by your company :	Yes No
Delegation of payment to the company's OPCO :	Yes No
Amount paid by OPCO :	€ > If known
Remaining amount paid by your company :	€ > If known
OPCO ADDRESS	
OPCO Name :	
Street :	
City :	
ZIP code :	
OPCO CONTACT	
Title :	<input type="checkbox"/> Ms <input type="checkbox"/> Mr
First name :	
Last name :	
Phone :	
E-mail :	