FEDERAL STATE AUTONOMOUS EDUCATIONAL INSTITUTION OF HIGHER EDUCATION

PEOPLES' FRIENDSHIP UNIVERSITY OF RUSSIA

LAW INSTITUTE

Department of Foreign Languages

Syllabus
for Master's Research Work

Field of Studies
45.04.02 «Linguistics»

Degree:
Master

Specialization:
«Translator and Interpreter for Public Services and Institutions»

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CONTENTS

PART I. GENERAL PROVISIONS

1.1. The Programme of the Master's research work (hereinafter - the Programme) determines its requirements and procedure with regard to the Master's degree Course in the field of "Linguistics, code 45.04.02, specialization "Translator and Interpreter for Public Services and Institutions".

1.2. The Programme has been developed in accordance with
– the Federal Law "On Education in the Russian Federation" dated December 29, 2012 No. 273-F3,
– the Labor Code of the Russian Federation,
– the Charter of the RUDN University, the Federal State Educational Standard of Higher Education and the RUDN University educational standard for the field 45.04.02 "Linguistics", the RUDN University local regulations on the students' research work procedure.

1.3. The research work is a mandatory component of the major educational program of higher education and represents a type of educational activities aimed at developing theoretical knowledge and applied skills and abilities related to the chosen field of training and future professional activities.

1.4. The research work module aims to train students in applying the previously acquired knowledge, skills and abilities within the educational programme in the chosen field, with regard to personally relevant theoretical knowledge and applied analysis.

1.5. The Programme specifies the procedure for the research activities implementation, stages, contents, assessment criteria, and requirements for the learning outcomes and reporting documentation.

1.6. In the course of the research modules, the student is expected to enhance a certain set of competencies in accordance with the areas of future professional activities, specified within the curriculum of the Master's "Programme Translator and Interpreter for Public Services and Institutions", filed of studies "Linguistics", code 45.04.02.

1.7. In the course of the research work the set of documents is arranged under the procedure established at RUDN University.

1.7. For persons with disabilities internships are established taking into account the characteristics of psychophysical development, individual capabilities, and health status.

PART II. SYLLABUS ON MASTER'S RESEARCH WORK

2.1. Master's Research Work Goal

The purpose of the research work is to form general professional and professional competencies among master's students in accordance with the requirements of the Educational Standard of the RUDN University and the Master's Programme, as well as to form independent research-oriented search skills as an integral component of modern interdisciplinary translation projects (ISO 13611: 214(E), ISO 1087-1,2:2000, ISO 12616:2002, ISO/TS 11669, ISO 1710:2015).

2.2. Master's Research Work Tasks

The objectives of the research work of the master students are:
– to master the methodology and methods of research work
– to use modern information technologies in linguistics
– to acquire skills to gain, process, store and disseminate scientifically-oriented information,
– to work with databases of scientific and search-analytical interdisciplinary publications of domestic and foreign scientific centres
– to collect and analyse the necessary material for master's thesis preparation
– to complete the study on the topic of the master's thesis.

2.3. Master's Research Work in the Programme

Research work is included in the Module "Internships, including research work".

Research work is an obligatory module of the l Master's Programme and is implemented as part of its curriculum.

For successful research work, a student must simultaneously have basic training in English (since the programme is implemented in English), develop basic scientific research skills, be able to independently work with the main information sources, select literature on a given topic, prepare abstract reviews on the research topic, analyze concepts and theories, master skills of using information technologies and databases.

Research work with a focus on the formation of the search and analytical skills of translator is carried out during the entire period of training under the Master's Programme.

2.4. Master's Research Work Length

The research work of the students is carried out throughout the entire period of studying the course.

The distribution of the workload by each semester for the master's programme is reflected in the curriculum.

The implementation of the research work is carried under the Department staff on grounds of the RUDN library stock as well as resources individually preferred by students. If necessary, research work may take place in other bodies and institutions.

2.5. Competences and Learning Outcomes within Master's Research Work

As a result of pre-thesis translation/interpreting internship, the student is expected to enhance the following *competencies of the student*, who:

− can analyse the phenomena and processes that are necessary for illustrations and confirmations of theoretical conclusions of the conducted research (GPC-19);

− can independently acquire and use new knowledge and skills in research and practice, perfection his/her own scientific competence (GPC -23)

− can use knowledge of theoretical basics and practical techniques for solving professional problems in cognitive and research activities (GPC -25)

− can develop independently topical problems of theoretical and practical importance (GPC -26);

− masters skills of managing a professional team of linguists and ways of organizing work aiming at achieving the most effective results (GPC-30);

− develops the skills of organizing research work and managing research team (GPC-31);

− masters systemic knowledge in the field of team psychology and management skills (GPC-32).

− can realize the goals and objectives of the pan-European language policy and language policy in other regions in the context of intercultural interaction (SPC-25)

− can identify sources of conflict situations in intercultural communication, identify and eliminate the causes of miscommunications in specific situations of intercultural interaction (SPC -26).

The completion of the pre-thesis internship is expected to lead to the following *learning outcomes*

The student knows

background and major provisions of team psychology and management

goals and objectives of the pan-European language policy and language policy in other regions in the context of intercultural interaction

The student is able to

identify relevant topics in terms of theory and practice with regard to the field of studies

acquire and use new knowledge in the course of theoretical studies

collect, select, analyse and process empirical data to confirm theoretical conclusions of the research

use theoretical knowledge and practical techniques for solutions to professional challenges in the course of research

The student masters

research methods and techniques in the field of studies

tactics and skills for organizing research work and managing research team

tactics and tools to identify reasons conflict situations in intercultural communication and , to identify and eliminate the causes of miscommunications in specific situations of intercultural interaction (SPC -26);

2.6. Master's Research Work Format and Implementation

The main form of research work is implementing scientific, analytical, search and other types of work provided for by the individual plan of the student's research work.

Research work during the term can be carried out in the following forms:

- fulfilling tasks of the scientific adviser in accordance with the approved individual plan of research work

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- selecting and preparing reviews / reports (in the form of credit events for research work) on additional scientific, methodological and information-analytical sources for the subjects studied during the term within subject-matter of their scientific research (for preparation of the master's thesis)

- participating in research work carried out by the department, as well as in other forms of the department activities

- performing analytical and search work to compile bilingual corpuses of texts on the scientific and applied topics of translation projects of the department

- preparing reports and speeches at scientific conferences, seminars, symposia; participating in round tables and other scientific events

- implementing independent research on a relevant issue within the topic of a master's thesis

- participating in research projects carried out at the university as part of research programme

- carrying out bibliographic work involving modern information and communication technologies.

The list of research work forms in a term for MA students should be concretized in their individual plan.

At the end of each research work module, the student *defends* the report on the work done.

2.7. Master's Research Work Structure and Contents

The total workload of research work stipulated by the curriculum of the Master's Programme is equal to 45 credits, i.e. 1620 academic hours. The research work runs across all the terms of the Master's programme. Each term includes three stages.

The supervisor of the master's programme establishes a mandatory list of forms of research work (including those necessary to obtain an assessment of research work in the term).

An individual plan of research work is developed by MA student under the supervision of the person responsible for research for master's degree for each academic year; it takes into account the work during terms, and is approved by the scientific advisor of the master's programme no later than November 1 of the current year.

The content of the research work in each semester is indicated in the individual plan of the research work of MA students.

The terms and scope of the research work indicated in an individual plan are mandatory and are subject for the assessment.

The students can carry out research work faster than the deadlines indicated in an individual plan as well as in a larger scope.

First stage (preparatory):

Research work planning

Arranging a consultation with the person responsible for MA students research, where a student is informed about the goals, objectives and content of the research work for each year of study

Exploring the basic methods of research work

Instructing MA students on paperwork

Drawing up an individual assignment with a scientific adviser

Second stage (main):

Conducting theoretical, analytical and empirical research, familiarizing with the direction of research in a certain area and identifying the research issues

Selecting and preparing reviews / reports (in the form of credit events for research) on additional scientific, methodological and information-analytical sources for the subjects studied during the term in *within the direction / subject-matter of their scientific research (for preparation of the master's thesis)*

*P*articipating in the research work carried out by the department; preparing reports and speeches at scientific conferences, seminars, and symposia; participating in round tables and other scientific events; preparing and publishing abstracts.

Third stage (final):

Drawing up a report on research work

Defending the report on the completed research work of the student in a public way

Analysing students' activities, highlighting the difficulties they have faced and the most successful solutions in the research.

2.8. Master's Research Work Assignments

First term

A preliminary selection of the topics of individually oriented research, taking into account the disciplines studied in the first term of the programme.

Compiling bibliography on selected topics, taking into account the disciplines studied in the first term of the programme.

Preparing theoretical foundations analysis and scientific directions for a modern study of the stated issues.

Presenting the results obtained at the methodological seminar of students taking the Master's Programme at the end of the term.

Participating in the scientific and applied work of the teaching staff of the department: compiling a bibliographic body on the topic of research of the department; participating in the development and analysis of the body of texts on the topic of the research.

Second term

Determining the preliminary topic of the dissertation, setting goals and objectives of the research; determining the object and subject of the research, justifying the relevance of the selected topic and characterising the current state of the problem.

Expanding and correcting the previously prepared bibliography corps on selected issues, taking into account the disciplines studied in the second term of the programme.

Preliminary development of the theoretical base and research methodology. Selecting factual material for the research, taking into account the disciplines studied in the second term of the programme.

Presenting the results obtained at the methodological seminar of students studying the Master's Programme at the end of the term.

Participating in the scientific and applied work of the teaching staff of the department: compiling a bibliographic body on the research topic of the department, participating in the development and analysis of the body of texts on the topic of research.

Third term

The official approval by the scientific adviser and the topic of the dissertation by the vice-rector order. Correcting goals, objectives, and research hypotheses.

Preparing the text of the first chapter of the dissertation. Pre-processing the results of the actual research material, assessing their reliability and sufficiency for verifying the hypothesis of the research work.

Presenting the results obtained at the methodological seminar of students doing the Master's Programme at the end of the term.

Participating in the scientific and applied work of the teaching staff of the department: compiling a bibliographic body on the topic of the department research, participating in the development and analysis of the body of texts on the topic of the research.

Fourth term

Completing the dissertation, correcting the structure (sections) and the main provisions of the dissertation.

Final preparation of introduction, chapters, conclusion, and appendices of the dissertation.

Participating in the preliminary *defence* of the dissertation paper.

2.9. Assessment Stages, Workload, and Forms

№	Assessment Stages	Assessment Workload		Assessment Forms
		Classroom	Individual Learning	
First Term (12 credits) 432				
1.	Preparatory stage	2	30	Oral questionning
2.	Main stage	10	290	Provision of supporting documents
3.	Final stage	10	90	Research work report preparation and *defence*

	Second Term (12 credits) 432			
1.	Preparatory stage	2	30	Oral testing
2.	Main stage	10	290	Provision of supporting documents
3.	Final stage	10	90	Research work report preparation and *defence*
	Third Term (15 credits) 540			
1.	Preparatory stage	2	38	Oral testing
2.	Main stage	4	396	Provision of supporting documents
3.	Final stage	4	96	Research work report preparation and *defence*
	Fourth Term (6 credits) 216			
4.	Preparatory stage	2	30	Oral testing
5.	Main stage	4	96	Provision of supporting documents
6.	Final stage	4	80	Research work report preparation and *defence*

2.10. Education and Research Technologies to Ensure Master's Research Work

– Project-based training
– Task-based training
– Context-based training
– Case-studies
– Flipped-classroom
– CAT, and ICT tools
– Mendeley, Google scholar, Research Gate, Academia.edu, etc. databases.

2.11. Didactic Support for Individual Learning

The student's independent work is carried out in accordance with the individual plan, approved in accordance with the schedule of the educational process by the relevant department.

The students in their work use various resources on the topic of their scientific research. At the same time, they are obliged to familiarize themselves with the works on the topic of their research recommended by the scientific adviser, scientists working in the university, as well as in other scientific and educational organizations representing the main law schools of the country. By all means, students must familiarize themselves with the works on the topic of their research, published in international journals, accessible through international (including electronic) library systems, access to which is provided by the University.

The student conducts research independently, avoiding plagiarism.

2.12. Didactic and Information Support for Master's Research Work

Main readings

1. Короткина, И.Б. Academic Vocabulary for Social Sciences=Академическая лексика социальных дисциплин : учебное пособие / И.Б. Короткина ; Высшая школа экономики, Национальный исследовательский университет. - Москва : Издательский дом Высшей школы экономики, 2016. - 305 с. : ил. - Библиогр. в кн. - ISBN 978-5-7598-1261-6 (в обл.). ; То же [Электронный ресурс]. - URL: http://biblioclub.ru/index.php?page=book&id=486407

2. Nurutdinova, A.R. Master's Degree: education and research: tutorial : учебное пособие : в 2 ч. / A.R. Nurutdinova ; The Ministry of Education and Science of the Russian Federation, Kazan National Research Technological University. - Kazan : KNRTU Press, 2017. - Ч. 1. - 160 с. : табл. - Библиогр. в кн. - ISBN 978-5-7882-2186-1. - ISBN 978-5-7882-2187-8 (ч. 1) ; То же [Электронный ресурс]. - URL: http://biblioclub.ru/index.php?page=book&id=560996 (15.07.2019).

Optional readings

1. Аверченков, В.И. Основы научного творчества : учебное пособие / В.И. Аверченков, Ю.А. Малахов. - 3-е изд., стер. - Москва : Издательство «Флинта», 2016. - 156 с. - ISBN 978-5-

9765-1269-6 ; То же [Электронный ресурс]. - URL: http://biblioclub.ru/index.php?page=book&id=93347

2. Alves, M.F., Lucielma de Oliveira Batista Magalhães de Moura (2016). Writing a research paper at the university: authorship vs plagiarism, Ilha do Desterro. https://doaj.org/article/7a6db4ac5ff440d18746f5c9b43a17bc

3. Cumming, A., Lai, C., Cho, H. (2016).Students' writing from sources for academic purposes: A synthesis of recent research. Journal of English for Academic Purposes , https://www.sciencedirect.com/science/article/pii/S1475158516300364?dgcid=api_sd_search-api-endpoint

4. Gemayel, R.(2016).How to write a scientific paper. The FEBS Journal. Издательство: Wiley. https://febs.onlinelibrary.wiley.com/doi/full/10.1111/febs.13918

Databases and Resources

1. Электронно-библиотечная система РУДН. URL: http://lib.rudn.ru:8080/MegaPro/Web

2. Cambridge Journals. URL: https://www.cambridge.org/core

3. JSTOR – коллекции I и VII /Arts & Sciences I and VII Collections. URL: http://www.jstor.org/

4. OxfordJournals. URL: https://academic.oup.com/journals/

5. PROQUEST DISSERTATIONS AND THESES GLOBAL . URL: http://search.proquest.com/

6. SAGE Journals Online. URL: http://arch.neicon.ru/xmlui/handle/123456789/2757634/browse?type=source

7. SPRINGER. Электронные ресурсы издательства Springer. URL: https://rd.springer.com/

8. СПС Гарант. URL: http://www.garant.ru/

9. СПС Консультант Плюс. URL: http://www.consultant.ru/

10. ЭБС "Университетская библиотека ONLINE". URL: http://www.biblioclub.ru

11. Национальный цифровой ресурс "РУКОНТ" http://rucont.ru

12. ЭБС Издательства «Лань». URL: http://e.lanbook.com/

13. eLibrary.ru.URL: http://www.elibrary.ru/

14. Диссертации Российской Государственной Библиотеки (электронные). URL: https://dvs.rsl.ru/?

15. Hadley, C. How to Write a Research Paper. URLhttps://www.wikihow.com/Write-a-Research-Paper#Researching_Your_Topic_sub

16. Grammarly: Free Writing Assistant. URL.https://www.grammarly.com/

17. ACADEMIC AND PROFESSIONAL WRITING. URL.https://writing.wisc.edu/handbook/assignments/

2.13.Infrastructure for Master's Research Work

To conduct research work, MA students are provided with access to the University's information resources, specially equipped classrooms and computer classes with workstations that provide Internet access, as well as multimedia equipment.

To use ICT in the educational process, university provides software that allows to search for information on the Internet, systematize, analyze and present it, as well as export information to digital media.

MA students can conduct research work on the premises of the Educational and Scientific Information Library Centre (Scientific Library), open space reading hall No. 2, and auditorium No. 326 (6 Miklukho-Maklaya St.).

The premises must comply with current sanitary and fire safety standards, as well as safety requirements.

PART III TOOLKIT FOR RESEARCH WORK ASSESSMENT AND EVALUATION

The Toolkit is designed to conduct ongoing monitoring and assessment of students during their research activities. The toolkit includes

- list of competencies enhanced in the course of internship stages and modules
- description of stages, tools, and scores to assess activities at each stage of the internship course
- description of Academic Progress Assessment System
- description of parameters, criteria and scales for assessment marks
- description of Master's research work supervision, monitoring, and mid-term assessment

3.1. Competences, Stages, Tools and Scores for Assessment and Evaluation

Competences	Stage	Assessment Tools					Scores
		Formation of a foreign language bibliography and preparation of a review of selected sources on the issues of the chosen scientific direction, taking into account the disciplines studied in each term of studies according to the MA programme, the key issues of scientific research and projects of the department	Public presentation with a review of the collected theoretical / analytical / factual material and presentation of the research results in a foreign language at the final reporting seminar of MA students at the end of the term. Submission of reporting document	Preparation of materials and speech in a foreign language for international conferences.	Preparation of the text of the master's thesis. Its submission in due time	Preparation of science-oriented publications in cooperation with the scientific adviser (optional criterion).	
1 term							
GPC-19, GPC- 23, GPC-25, GPC-26, GPC-30 GPC-31, GPC-32	Main stage, Final Stage	50	36				86
SPC-25, SPC-26			14 (10+4)				14
Total scores		**50**	**50**				**100**
2 term							
GPC-19, GPC- 23, GPC-25, GPC-26, GPC-30 GPC-31, GPC-32 SPC-25, SPC-26	Main stage, Final	50	36 (32+4)	14			
Total scores		**50**	**36**	**14**			**100**
3 term							
GPC-19, GPC- 23,	Main stage	50	36	14			

GPC-25, GPC-26, GPC-30 GPC-31, GPC-32 SPC-25, SPC-26	Final stage		(32+4)				
Total scores		50	36	14			100

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GPC-19, GPC- 23, GPC-25, GPC-26, GPC-30 GPC-31, GPC-32 SPC-25, SPC-26		20			80 (70+ 10)		
Total scores		20			80		100

3.2..Academic Progress Assessment System

Correspondence of grading systems (previously used grades of final academic performance, ECTS grades and score-ranking system of grades):

Scores for Academic Progress Ranking	Russian Education Marks	Scores	Marks	ECTS Scores
86 - 100	5 (excellent)	95 – 100	5+	A
		86 - 94	5	B
69 - 85	4 (good)	69 - 85	4	C
51 - 68	3 (satisfactory)	61 - 68	3+	D
		51 - 60	3	E
0 - 50	2 (unsatisfactory)	31 - 50	2+	FX
		0 - 30	2	F
51-100	Passed	51-100	Passed	Passed

3.3. Criteria for Master's Research Work Assessment:

"Excellent" mark is granted to the student, who has performed at least 90% of all types of work provided for by the individual research plan for the term, timely submitted the report on research completion, drawn up in accordance with the above requirements and without any negative comments from the teacher responsible for the research at the department.

"Good" mark is granted to the student, who has performed at least 80% of all types of work provided for by the individual research plan for the term, timely submitted the report on research completion, drawn up in accordance with the above requirements with some comments of organizational and procedural nature regarding research fulfillment from the teacher responsible for the research at the department.

"Satisfactory" mark is granted to the student, who has performed all types of work in the amount of 60-70%, provided for by the individual research plan for the term; who has provided a report on the research fulfillment with violations of the established procedure, and with comments of an organizational, procedural and / or substantial nature regarding the fulfillment of the research from the teacher responsible for the research at the department.

"Unsatisfactory" mark is granted to the student, who has performed less than 60% of all types of work provided for by the individual research plan for the term; who has provided a report on the research fulfillment with violations of the established procedure, and with comments of an organizational, procedural and / or substantial nature regarding the fulfillment of the research from the teacher responsible for research at the department.

3.4. Master's Research Work Supervision, Monitoring, and Mid-term Assessment

General management of the research work within the programme is carried out by the head of the master's programme of the department.

The direct management of the research work of students is carried out by the scientific advisers, determined by the decision of the department that runs the Master's Programme. Scientific advisers are selected by the department from among highly qualified specialists conducting scientific research on the issues of the Master's Programme.

The discussion of the plan and intermediate results of the research work of students is carried out at department meetings, with the participation of scientific advisers.

At the end of each term at the final seminar, the student <u>publicly reports</u> on the results of the implementation of an individual plan of research work (under the guidance of a teacher who organizes and implements the research discipline (1-4 terms) and scientific advisers (3-4 terms).

According to the results of the implementation of the individual work plan, at the end of each term, the teacher who organizes and implements the research discipline gives a differentiated final assessment within the framework of the RUDN University Academic Progress Assessment System, in accordance with the Master's Programme curriculum.

The results of the student's research work of student per term are made out in writing in the form of a report and are submitted for approval at least one week in advance of the report's *defence*. A report on the student's research work with an assessment mark should be submitted to the department that runs the Master's Programme, for approval by the head of the programme.

After approval by the head of the master's programme of the research work assessment of the student, the scientific advisers fill in the exam records and student's academic record book.

Students who fail to submit a report on the research work on time during the term and / or receive unsatisfactory grades are considered academically deficient. Students with academic deficiencies in scientific research are not allowed to *defend* a master's thesis as they have not mastered the curriculum.

All reporting documentation (plan and report) are stored at the department along with master's theses for five years.

To organize the research work at the department running the Master's Programme, a schedule of information meetings, classes, seminars and consultations is compiled.

The Programme developers
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