Federal State Autonomous Educational Institution of Higher Education

PEOPLES' FRIENDSHIP UNIVERSITY OF RUSSIA NAMED AFTER PATRICE LUMUMBA

RUDN University

COURSE SYLLABUS

TRANSLATION IN ADMINISTRATIVE SETTINGS: ADVANCED (ENGLISH-2ND FOREIGN LANGUAGE/ RUSSIAN)

course title

Recommended by the Didactic Council for the Education Field of:

45.04.02 *Linguistics*

field of studies / speciality code and title

The course instruction is implemented within the professional education programme of higher education:

MA in Translation and Interpreting for Public Services and Institutions

higher education programme profile/specialisation title

2025

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1. COURSE GOALS

The key objective of mastering the discipline (module) "Translation in the administrative-legal sphere" is to advance the existing skills of translation and professional communication using written translation in the administrative-legal sphere. This objective can be reached by the solution of a number of tasks, such as the development of linguistic and sociolinguistic skills, the formation of communication skills in choosing the appropriate strategy and tactics to achieve the coherence of the text, to develop logical and communicative structure of the administrative document in accordance with the norms and linguistic traditions of the languages used in translation.

2. REQUIREMENTS FOR LEARNING OUTCOMES

Mastering the course (module) Translation in Administrative Settings is aimed at the development of the following competences (competences in part)

Competence Code	Competence Descriptor	Competence formation indicators (within this course)
GPC- 5	Can carry out interlingual and intercultural interaction with native speakers of the target language in accordance with the rules and traditions of intercultural professional communication, the rules of speech communication in a foreign language society;	GPC 5.1 Knows the conventions of foreign community communication in diverse situational contexts
		GPC 5.2 Masters comprehensive tools for interlingual and intercultural interaction in line with the rules and traditions of intercultural professional communication with native speakers
PC-3	Can conduct expert and analytical activities, linguistic and cultural mediation, and translation in the administrative field	PC 3.1 Knows the specifics of cross-cultural interaction (based on a working language pair) in the administrative field
		PC 3.2 Masters the strategy and tactics of cross-cultural interaction (based on a working language pair) in the administrative field
PC- 4	Can carry out expert and analytical activities, linguocultural mediation and translation in the official business sphere	PC 4.1 Knows the specifics of cross-cultural interaction (based on a working language pair) in the business field
		PC 4.2 Masters the strategy and tactics of cross-cultural interaction (based on a working language pair) in the business field

3. THE COURSE (MODULE) IN HIGHER EDUCATION PROGRAMME STRUCTURE

The course refers to the **core**/variable/elective* component of (B1) block of the higher educational programme curriculum.
* - Underline whatever applicable.

Within the higher education programme students also master other (modules) and / or internships that contribute to the achievement of the expected learning outcomes as results of the course study.

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Table 3.1. The list of the higher education programme components/disciplines that contribute to the achievement of the expected learning outcomes as the course study results

Competence Code	Competence descriptor	Previous courses/modules*	Subsequent courses/modules*
GPC- 5	Can carry out interlingual and intercultural interaction with native speakers of the target language in accordance with the rules and traditions of intercultural professional communication, the rules of speech communication in a foreign language society;	Translator's Professional Ethics (in English)	Interpreting in Administrative–Legal Settings
PC-2	Can conduct expert and analytical activities, linguistic and cultural mediation, and translation in the legal field	Spealized Translation: Legal Settings	Interpreting in Administrative –Legal Settings
PC-3	Can conduct expert and analytical activities, linguistic and cultural mediation, and translation in the administrative field	Cross cultural communication and mediation	Specialised translation: administrative sphere
PC- 4	Can conduct expert and analytical activities, linguistic and cultural mediation, and translation in the business field	Translation in administrative-legal settings	Specialised translation: administrative sphere
PC-5	Can conduct expert and analytical activities, linguistic and cultural mediation, and translation in the healthcare field		Translation in administrative-legal settings: Advanced

4. COURSE WORKLOAD AND ACADEMIC ACTIVITIES
The course total workload is 5 credits and is taught in 2,3,4 modules

Table 4.1. Types of academic activities by periods for full time education

Types of academic activities		Total	Semesters/modules				
			7				
Classroom activities in academic hours							
Seminars/tutorials (**С3**)		36	36				
Individual learning, academic hours.		63	63				
Assessment (exam/pass), academic hours.		9	9				
Total workload of the course/ module	Academic	**108**	**108**				

	hours					
	credits	**3**	**3**			

5. COURSE CONTENTS

Table 5.1. Course contents and academic activities types

Course Module title	Course module contents (topics)	Academic activities types
Module 1. Advanced translation of the topics on Aims and Principles of the Legislation on Administrative Offences	AC of Russia, Ch 1, relevant legal acts of the USA and UK. Current legislation and amendments. Function of the language and its general characteristics in the field. Basic terminology and speech patterns. Comparative analysis of concepts in working language pairs. Translation and Editing Practice	S
Module 2. Advanced translation of the topics on Administrative Offence and Administrative Responsibility	AC of Russia, Ch 2, relevant legal acts of the USA and UK. Current legislation and amendments. Function of the language and its general characteristics in the field. Basic terminology and speech patterns. Comparative analysis of concepts in working language pairs. Translation and Editing Practice	S
Module 3. Advanced translation of the topics on Aims and Types of Administrative Penalty	AC of Russia, Ch 3, relevant legal acts of the USA and UK. Current legislation and amendments. Function of the language and its general characteristics in the field. Basic terminology and speech patterns. Comparative analysis of concepts in working language pairs. Translation and Editing Practice.	S
Module 4. Advanced translation of the topics on Language rights within Citizens' Rights	AC of Russia, Ch 5, relevant legal acts of the USA and UK. Current legislation and amendments. European court of Human Rights (ECtHR) documents Function of the language and its general characteristics in the field. Basic terminology and speech patterns. Comparative analysis of concepts in working language pairs. Translation and Editing Practice.	S
Module 5. Advanced translation of the topics on administrative offences regarding Health and	AC of Russia, Ch 6, relevant legal acts of the USA and UK. Current legislation and amendments. Function of the language and its general characteristics in the field. Basic terminology and speech patterns. Comparative analysis of concepts in working language pairs. Translation and Editing	S

Sanitary Settings	Practice.	
Module 6. Advanced translation of the topics on Administrative Offences in the Area of Property Protection	AC of Russia, Ch 7, relevant legal acts of the USA and UK. Current legislation and amendments. Function of the language and its general characteristics in the field. Basic terminology and speech patterns. Comparative analysis of concepts in working language pairs. Translation and Editing Practice.	S
Module 7. Advanced translation of the topics on Administrative Offences Concerning Environmental Protection and Wildlife Management	AC of Russia, Ch 8, relevant legal acts of the USA and UK. Current legislation and amendments. Function of the language and its general characteristics in the field. Basic terminology and speech patterns. Comparative analysis of concepts in working language pairs. Translation and Editing Practice.	S
Module 8. Advanced translation of the topics on Administrative Offences on Transport	AC of Russia, Ch 11, relevant legal acts of the USA and UK. Current legislation and amendments. Function of the language and its general characteristics in the field. Basic terminology and speech patterns. Comparative analysis of concepts in working language pairs. Translation and Editing Practice.	S

* - to be filled in only for **full** -time training: *LC - lectures; LW - lab work; S - seminars.*

6. CLASSROOM EQUIPMENT AND TECHNOLOGY SUPPORT REQUIREMENTS

Table 6.1. Classroom equipment and technology support requirements

Type of academic activities	Classroom equipment	Specialised educational / laboratory equipment, software, and materials for course study (if necessary)
Lecture	A lecture hall for lecture-type classes, equipped with a set of specialised furniture; board (screen) and technical means of multimedia presentations.	
Lab work	A classroom for laboratory work, individual consultations, current and mid-term assessment; equipped with a set of specialised furniture and machinery.	List of specialised laboratory equipment, machinery, stands, etc.
Seminar	A classroom for conducting seminars, group and individual consultations, current and mid-term assessment; equipped with a set of specialised furniture and technical means for multimedia presentations.	List of specialised equipment, stands, visual posters, etc.

Computer Lab	A classroom for conducting classes, group and individual consultations, current and mid-term assessment, equipped with personal computers (in the amount of _____pcs), a board (screen) and technical means of multimedia presentations.	List of specialised software installed on computers for mastering the discipline
Self-studies	A classroom for independent work of students (can be used for seminars and consultations), equipped with a set of specialised furniture and computers with access to the electronic information and educational environment.	

* The premises for students' self-studies Classroom 326.

7. RESOURCES RECOMMENDED FOR COURSE STUDY

Main readings:

1. Bourguinion, M., Nous. B., Van Gerwen Eds. (2021). Translation policies in legal and institutional settings. Belgium: Leuven University Press.
2. Groisser D. S. A right to translation assistance in administrative proceedings //Colum. JL & Soc. Probs. – 1980. – T. 16. – C. 469.
3. Leadbeater B. J. R., Banister E. M., Marshall E. A. (ed.). Knowledge translation in context: Indigenous, policy, and community settings. – University of Toronto Press, 2011.
4.Maryns K. Procedures without borders: The language-ideological anchorage of legal-administrative procedures in translocal institutional settings //Language in Society. – 2013. – T. 42. – №. 1. – C. 71-92.
5. Way C. Translations| The Challenges and Opportunities of Legal Translation and Translator Training in the 21st Century //International Journal of Communication. – 2016. – T. 10. – C. 21.
6. Административный кодекс РФ www.garant.ru

Additional readings:

1. Gutiérrez R. L., Ramos M. M. S. Corpus-based interpreting studies and public service interpreting and translation training programs: the case of interpreters working in gender violence contexts //Yearbook of Corpus Linguistics and Pragmatics 2015. – Springer, Cham, 2015. – C. 275-292.

Internet sources
1. Electronic libraries (EL) of RUDN University and other institutions, to which university students have access on the basis of concluded agreements:
   - RUDN Electronic Library System (RUDN ELS) http://lib.rudn.ru/MegaPro/Web
   - EL "University Library Online" http://www.biblioclub.ru
   - EL "Yurayt" http://www.biblio-online.ru
   - EL "Student Consultant" www.studentlibrary.ru
   - EL "Lan" http://e.lanbook.com/
   - EL "Trinity Bridge"

2. Databases and search engines:
   - electronic foundation of legal and normative-technical documentation http://docs.cntd.ru/
   - Yandex search engine https:// www .yandex.ru/
   - Google search engine https://www.google.ru/

- Scopus abstract database http://www.elsevierscience.ru/products/scopus/

Additional materials for course studies
European Commission. Quality of Public Administration. A Toolbox for Practitioners.URL:
https://ec.europa.eu/info/sites/default/files/file_import/european-semester_thematic-factsheet_quality-public-administration_en_0.pdf
 Errutia Cavero, M. (2016) El lenguaje jurídico y administrativo en el ámbito de la extranjería: estudio multilingüe e implicaciones culturales. Nº Páginas: 418. Editorial: Peter Lang, Berna, Suiza.
UK Legislation. URL: https://www.legislation.gov.uk/
US Senate: Laws and Regulations . URL:
https://www.senate.gov/reference/reference_index_subjects/Laws_and_Regulations_vrd.htm

Training toolkit for self- studies to master the course *:

1. The set of lectures on the course *Translation in the administrative-legal sphere*
2. The laboratory workshop (if any).on the course *Translation in the administrative-legal sphere*
3. The guidelines for writing a course paper / project (if any) on the course *Translation in the administrative-legal sphere*
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* The training toolkit for self- studies to master the course is placed   on the course page in the university telecommunication training and information system under the set procedure.

8. ASSESSMENT TOOLKIT AND GRADING SYSTEM* FOR EVALUATION OF STUDENTS' COMPETENCES LEVEL UPON COURSE COMPLETION
The assessment toolkit and the grading system* to evaluate the competences formation level (competences in part) upon the course study completion are specified in the Appendix to the course syllabus.
* The assessment toolkit and the grading system are formed on the basis of the requirements of the relevant local normative act of RUDN University (regulations / order

DEVELOPERS:

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