

**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»

Moscow

CONTENTS

1. Master's Research Work Goal
2. Master's Research Work Tasks
3. Master's Research Work in the Programme
4. Master's Research Work Length
5. Competences to be enhanced within Master's Research Work
6. Master's Research Work Format and Implementation
7. Master's Research Work Structure and Contents
- The total workload of research work stipulated by the curriculum of the Basic Educational
8. Master's Research Work Assignments
9. Assessment Stages, Workload, and Forms
10. Assessment Toolkit
11. Criteria for Master's Research Work Assessment:
12. Academic Progress Assessment System
13. Master's Research Work Supervision, Monitoring, and Mid-term Assessment
14. Education and Research Technologies
15. Didactic Support for Individual Learning
16. Didactic and Information Support for Master's Research Work
17. Infrastructure for Master's Research Work
- ANNEX 1
- INDIVIDUAL PLAN OF RESEARCH WORK OF MA STUDENT
- ANNEX 2
- REPORT ON MA STUDENT RESEARCH WORK

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 Basic Educational 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. Master's Research Work Tasks

The objectives of the research work of the MAs 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.

3. Master's Research Work in the Programme

Research work is included in Block 2 "Practices, including research work".

Research work is an obligatory section of the Basic Educational Master's Programme (BEMP) and is implemented as part of the MA curriculum.

For successful research work, an MA student must simultaneously have basic training in English (since the programme is implemented in English), have 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 programme.

4. Master's Research Work Length

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

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

The implementation of the research work of MA student is carried out in the university and libraries. If necessary, research work may take place in other bodies and institutions.

5. Competences to be enhanced within Master's Research Work

- masters the system of theoretical and empirical knowledge about the functioning of the system of the studied foreign language and the trends of its development, the system of values and ideas inherent in the culture of the countries of the studied foreign language (GPC-1);

- is aware of the specificity of a foreign language scientific model of the world, masters the main features of scientific discourse in Russian and the studied foreign languages (GPC-2);

- masters modern technologies for collecting, processing and interpreting the obtained experimental data, methods of compiling and formalizing scientific documentation (dissertation, report, review, abstract) (GPC-6);

- able to work with the major search engines, expert systems and other knowledge systems as well as systems of verbal information processing (GPC-7);

- able to use digital technologies and methods in professional activities for studying and modeling objects of the professional activity, data analysis, information presentation, etc. (GPC -8).

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 research work of MA student.

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;

- 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 programmes,
 - 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 the research work, MA student *defends* the report on the work done.

7. Master's Research Work Structure and Contents

The total workload of research work stipulated by the curriculum of the Basic Educational Master's Programme is equal to 15 credits, i.e. 540 academic hours.

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; studying 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)*; participating 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):

MA student draws up a report on research work; public *defence* of the report on the completed research work of the student is carried out. Teachers analyse students' activities, highlight the difficulties they have faced and the most successful solutions in the research.

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.

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 MA 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 MA 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.

9. Assessment Stages, Workload, and Forms

| № | Assessment Stages | Assessment Workload | | Assessment Forms |
|--|-------------------|---------------------|---------------------|---|
| | | Classroom | Individual Learning | |
| 4 th module (2 credits) 72 h. | | | | |
| 1. | Preparatory stage | 2 | 8 | Oral testing |
| 2. | Main stage | 10 | 40 | Provision of supporting documents |
| 3. | Final stage | 2 | 10 | Research work report preparation and <i>defence</i> |
| 5 th module (2 credits) 72 h. | | | | |
| 1. | Preparatory stage | 2 | 8 | Oral testing |
| 2. | Main stage | 10 | 40 | Provision of supporting documents |
| 3. | Final stage | 2 | 10 | Research work report preparation and <i>defence</i> |
| 6 th module (5 credits) 180 | | | | |
| 1. | Preparatory stage | 2 | 30 | Oral testing |
| 2. | Main stage | 10 | 90 | Provision of supporting documents |
| 3. | Final stage | 8 | 40 | Research work report preparation and <i>defence</i> |
| 7 th module (6 credits) 216 | | | | |

| | | | | |
|----|-------------------|----|----|---|
| 1. | Preparatory stage | 2 | 14 | Oral testing |
| 2. | Main stage | 10 | 90 | Provision of supporting documents |
| 3. | Final stage | 10 | 90 | Research work report preparation and <i>defence</i> |

10. Assessment Toolkit

| Competence s | 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. | Preparation of materials and speech in a foreign language for international conferences. | Preparation of the text of the master's thesis. | Preparation of science-oriented publications in cooperation with the scientific adviser (optional criterion). | |
| 4th module | | | | | | | |
| GPC- 1 GPC-2 GPC-6 GPC-7 GPC-8 | Main stage | 50 | 36 | 14 | | | |
| Total scores | | 50 | 50 | | | | 100 |
| 5th module | | | | | | | |
| GPC- 1 GPC-2 GPC-6 GPC-7 GPC-8 | Main stage | 50 | 36 | 14 | | | |
| Total scores | | 50 | 36 | 14 | | | 100 |
| 6th module | | | | | | | |
| GPC- 1 GPC-2 GPC-6 GPC-7 GPC-8 | Main stage | 50 | 36 | 14 | | | |
| Total scores | | 50 | 36 | 14 | | | 100 |
| 7th module | | | | | | | |
| GPC- 1 GPC-2 GPC-6 GPC-7 GPC-8 | | 20 | | | 80 | | |
| Total scores | | 20 | | | 80 | | 100 |

11.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.

12. Academic Progress Assessment System

Correspondence of grading systems (previously used grades of final academic performance, ECTS grades and point-rating system (PRS) 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 (satisfactory) | 31 - 50 | 2+ | FX |
| | | 0 - 30 | 2 | F |
| 51-100 | | | | |

13. 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 MA students is carried out by the scientific advisers, determined by the decision of the department that runs the MA programme. Scientific advisers are selected by the department from among highly qualified specialists conducting scientific research on the issues of the Basic Educational Master's Programme.

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

At the end of each term at the final seminar, MA student publicly reports 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 (4-5 modules) and scientific advisers (6-7 modules).

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 BEMP curriculum.

The results of the research work of MA student per term are made out in writing in the form of a report (Appendix No. 2) and are submitted for approval at least one week in advance of the report's defence. A report on the research work of MA student with an assessment should be submitted to the department that runs the MA 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 MA student, the scientific advisers fill in the exam records and student's academic record book.

MA students who fail to submit a report on research work on time during the term and / or receive unsatisfactory grades are considered academically deficient. MA 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 Basic Educational MA Programmes, a schedule of information meetings, classes, seminars and consultations is compiled.

14. Education and Research Technologies

- 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.

15. Didactic Support for Individual Learning

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

MA 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, MA 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.

MA student conducts research independently, avoiding plagiarism.

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

a) 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. Мкртчян, Т.Ю. Academic English: Theoretical and Practical Issues: учебное пособие по практикуму английского языка для студентов 4 курса бакалавриата направления «Лингвистика» / Т.Ю. Мкртчян, М.Г. Науменко ; Министерство науки и высшего образования РФ, Федеральное государственное автономное образовательное учреждение высшего образования «Южный федеральный университет», Институт филологии, журналистики и межкультурной коммуникации. - Ростов-на-Дону ; Таганрог : Издательство Южного федерального университета, 2018. - 166 с. : ил. - Библиогр. в кн. - ISBN 978-5-9275-2853-0 ; То же [Электронный ресурс]. - URL: <http://biblioclub.ru/index.php?page=book&id=560944> (15.07.2019).

3. 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).

b) 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. Cuschieri, S., Schembri-Wismayer, P., Grech, V.(2018). WASP (Write a Scientific Paper): Writing a Research Grant – 2, Drafting the Proposal, Early Human Development, https://www.sciencedirect.com/science/article/pii/S0378378218304912?dgcid=api_sd_search-api-endpoint

5. 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>

6. Sant, M. (2019)WASP (Write a Scientific Paper): Qualitative research and evidence based practice: implications and contributions, Early Human Development. https://www.sciencedirect.com/science/article/pii/S0378378219301781?dgcid=api_sd_search-api-endpoint

c) Databases and Resources

1. Электронно-библиотечная система РУДН. Режим доступа: <http://lib.rudn.ru:8080/MegaPro/Web>

2. Cambridge Journals. Режим доступа: <https://www.cambridge.org/core>

3. JSTOR – коллекции I и VII /Arts & Sciences I and VII Collections. Режим доступа: <http://www.jstor.org/>

4. OxfordJournals. Режим доступа: <https://academic.oup.com/journals/>

5. PROQUEST DISSERTATIONS AND THESES GLOBAL . Режим доступа: <http://search.proquest.com/>

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

7. SPRINGER. Электронные ресурсы издательства Springer. Режим доступа: <https://rd.springer.com/>

8. СПС Гарант. Режим доступа: <http://www.garant.ru/>

9. СПС Консультант Плюс. Режим доступа: <http://www.consultant.ru/>

10. ЭБС "Университетская библиотека ONLINE". Режим доступа: <http://www.biblioclub.ru>

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

12. ЭБС Издательства «Лань». Режим доступа: <http://e.lanbook.com/>

13. Научная библиотека eLibrary.ru. Режим доступа: <http://www.elibrary.ru/>

14. Диссертации Российской Государственной Библиотеки (электронные). Режим доступа: <https://dvs.rsl.ru/>

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

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

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

17.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.

The Programme developers

Dr.Habil. in Linguistics, full professor

PhD in Linguistics, associate professor

PhD in Linguistics, associate professor



A.A.Atabekova

L.Yu.Lutskovskaya

V.V.Stepanova

Head of the Department

Dr.Habil in Linguistics, full professor



A.A.Atabekova

**Federal State Autonomous Educational Institution of Higher Education
PEOPLES' FRIENDSHIP UNIVERSITY OF RUSSIA
(RUDN UNIVERSITY)**

Department _____
Specialization: _____

APPROVED by:
Head of department _____

_____ Full name
signature
« _____ » _____ 20__ г.

INDIVIDUAL PLAN OF RESEARCH WORK OF MA STUDENT

MA Student: _____ Group: _____
(Full name)

Scientific adviser: _____
(Full name, degree, title)

Topic of Master's degree paper: _____

| No | Types of research by terms | When implemented | Form of reporting |
|--------------------|----------------------------|------------------|-------------------|
| First term | | | |
| | | | |
| | | | |
| Second term | | | |
| | | | |
| | | | |

Scientific adviser _____
(signature)

« _____ » _____ г.
(date)

MA student _____
(signature)

« _____ » _____ г.
(date)

**Federal State Autonomous Educational Institution of Higher Education
PEOPLES' FRIENDSHIP UNIVERSITY OF RUSSIA
(RUDN UNIVERSITY)**

Department _____
Specialization: _____

APPROVED by:

Head of department _____ (mention the department)

Full name

« _____ » _____ 20__ г.

REPORT ON MA STUDENT RESEARCH WORK

MA student: _____ Group: _____

For the _____ term of academic year

Scientific adviser: _____
(Full name, degree, title)

Section I

Report on implementation of individual plan sections of the research work for the term

| No | Types of research | When implemented |
|----|-------------------|------------------|
| | | |
| | | |

Section II

Substantial report on the results of research work for the term

ANNEXES:

1.

MA student _____ (signature) _____ (date) « _____ » _____ г.

Grade _____ ECTS _____

Head of the department _____ « _____ » _____ г.