Federal State Autonomous Educational Institution of Higher Education

PEOPLES' FRIENDSHIP UNIVERSITY OF RUSSIA

RUDN University

COURSE SYLLABUS

TRANSLATION IN ADMINISTRATIVE AND LEGAL SETTINGS

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:

Translator and Interpreter for Public Services and Institutions

higher education programme profile/specialisation title

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1. COURSE GOALS

The key objective of mastering the discipline (module) "Translation in the administrative-legal sphere" is to develop the 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)*
GC-5	can analyze and take into account the diversity of cultures in the process of intercultural interaction	GC 5.1 Knows culture, history, and geography of the countries whose languages are learnt as well as data perception stereotypes and ways to overcome them in the course of cross cultural interaction.
		GC-5.2 Masters comprehensive linguistic and extralinguistic tools to create a discrimination-free environment for cross cultural interaction.
GC-7	Can find the necessary sources of information and data, comprehend, analyze, memorize information while using digital devices and algorithms; use various types of information from different sources in an effective way in problem-solving; assess the information, its authenticity, infer and deduct based on the input data and information.	GC 7.1 Knows the relevant approaches, tools, and techniques to search for information from various sources, its processing and further use
		GC 7.2 Masters comprehensive tools to evaluate information, integrate, reshape and tailor it in line with context-specific task
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-2	Can conduct expert and analytical activities, linguistic and cultural mediation, and translation in the legal field	PC 2.1 Knows the specifics of cross-cultural interaction (based on a working language pair) in the legal field
		PC 2.2 Masters the strategy and tactics of cross-cultural interaction (based on a working language pair) in the legal field
PC-3	Can conduct expert and analytical activ-	PC 3.1 Knows the specifics of cross-cul-

	ities, linguistic and cultural mediation, and translation in the administrative field	tural 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*
GC-5	Can analyze and consider cultural diversity during cross cultural interaction.	Interlinguistic Communication (in English)	Institutional Communication (in English
GC-7	Can find the necessary sources of information and data, comprehend, analyze, memorize information while using digital devices and algorithms; use various types of information from different sources in an effective way in problem-solving; assess the information, its authenticity, infer and deduct based on the input data and information.	Spealized Translation: Legal Settings	Techniques and Resources for TIPSI
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 ac-	Spealized Translation:	Interpreting in

	tivities, linguistic and cultural mediation, and translation in the legal field	Legal Settings	Administrative –Legal Settings
PC-3	. 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

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			
			1	2	3	4
Classroom activities in academic hours		*180*		*72*	*72*	*36*
including:						
Seminars/tutorials (**C3**)				8	18	16
Individual learning, academic hours.				*55*	*45*	*11*
Assessment (exam/pass), academic hours.				*9*	*9*	*9*
Total workload of the course/ module	Academic hours	**180**				
	credits	**5**		**2**	**2**	**1**

5. COURSE CONTENTS

Table 5.1. Course contents and academic activities types

Course Module title	Course module contents (topics)	Academic activities types
Module 1. 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. Translation of the topics on Administrative Offence and Administrative	AC of Russia, Ch 2, relevant legal acts of the USA and UK. Current legislation and amendments. Function of the language and its general	*S*

Responsibility	characteristics in the field. Basic terminology and speech patterns. Comparative analysis of concepts in working language pairs. Translation and Editing Practice	
Module 3. 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. 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. Translation of the topics on administrative offences regarding Health and Sanitary Settings	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 Practice.	*S*
Module 6. 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. 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. 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:

Assoc. professor Foreign language Department		*Udina NN*
position, department	*signature*	*name and surname*

position, department	*signature*	*name and surname*

position, department	*signature*	*name and surname*

HEAD OF EDUCATIONAL DEPARTMENT:

Head of Foreign Languages Department		Atabekova A.A.
name of department	*signature*	*name and surname*

HEAD OF HIGHER EDUCATION PROGRAMME:

Head of Foreign Languages Department		Atabekova A.A.
position, department	*signature*	*name and surname*