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**Federal State Autonomous Educational Institution of Higher Education
PEOPLES' FRIENDSHIP UNIVERSITY OF RUSSIA NAMED AFTER PATRICE
LUMUMBA**

RUDN UNIVERSITY

Law Institute, Foreign Languages Department

educational division (faculty/institute/academy) as higher education programme developer

COURSE SYLLABUS

**LEGAL DOCUMENTS TRANSLATION, 2nd Language (SPANISH-RUSSIAN/
OTHER FOREIGN LANGUAGE)**

(наименование дисциплины/модуля)

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:**

Legal Translation and Interpreting

higher education programme profile/specialisation title

Moscow 2025

1 COURSE GOALS

The key objective of the course is to develop professional communicative foreign language skills by mastering translation of legal documents from foreign language into Russian and from Russian into foreign language.

This objective can be reached by the solution of a number of tasks:

- building up linguistic skills by learning grammar and lexis of the target language and applying this knowledge to legal documentation at work,
- building up sociolinguistic skills to be able to choose adequate language forms and use them in specific contexts of legal language,
- building up pragmatic skills to be able to formalize legal documents in accordance with the traditions of genre, type of communication and language etiquette of the target language,
- building up discourse communicative skills to be able to choose the right strategy and tactics to gain inter-text coherence, logic and communicative structure of a legal document in accordance with language traditions of legal writing,
- building up sociocultural skills to be able to identify the national and cultural components in specific legal information and to adequately interpret them by means of the native and foreign languages,
- building up translating skills to be able to translate legal documents from foreign language into Russian and from Russian into foreign language in accordance with the norms of native and foreign languages within the extent determined by the course.

2 REQUIREMENTS FOR LEARNING OUTCOMES

The course contributes to the following general professional competences (GPC) as required by the Russian Higher Education Standard for Training in Linguistics and Translation. On completing the course, a student must demonstrate the following competences.

Table 2.1. List of competences that students acquire through the course study

Competence code	Competence descriptor	Competence formation indicators (within this course)
GPC-5	Can carry out interlingual and intercultural interaction in accordance with the conventions of speech communication in a foreign language community, in line with the rules and traditions of intercultural professional communication with native speakers	Indicator 1 Knows the conventions of foreign community communication in diverse situational contexts
		Indicator 2 Masters comprehensive tools for interlingual and intercultural interaction in line with the rules and traditions of intercultural professional communication with native speakers
GPC-7	Can work with the major search engines, expert systems and other knowledge systems as well as systems of verbal information processing	Indicator 1 Knows major search engines, expert systems for knowledge representation and verbal information processing
		Indicator 2 Masters comprehensive digital tools for knowledge representation and verbal information processing

On completion of the Course the student

- knows most common types of documents in legal practice in the country of target language,
- knows the basic linguistic phenomena of legal translation process, understands interdisciplinary nature of legal translation process,
- knows the basic strategies and tactics of legal translation process, the techniques of pre-translation text analysis,
- knows grammar, lexical and stylistic features of legal documents in the foreign language,
- knows adequate techniques of translation to reach texts equivalence,
- can translate standard types of legal documents from English into a foreign language and *visa versa*,
- can post-edit legal documents,
- can use various internet resources to optimize the work with legal documents in Russian and foreign language.

3 COURSE IN HIGHER EDUCATION PROGRAMME STRUCTURE

The course refers to the elective component of (B1) block of the higher educational programme curriculum. It is based on the Theory of Legal Translation and taught in the following foreign languages: French, Spanish, German, Russian as a foreign language, Korean, Arabic, and Chinese.

The startup level of IT and communicative skills to master the course

To master the course the students need to demonstrate knowledge and skills in the following:

- A2-B1/B2 level of a foreign language,
- computer skills in text processing,
- abilities to work with electronic documents and search engines,
- basic skills of translating.

«Legal Documents Translation, 2nd language» contributes to studying other disciplines under academic curriculum and reaching the desired objectives.

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 in accordance with the conventions of speech communication in a foreign language community, in line with the rules and traditions of intercultural professional	Legal Documents Translation (1 st Language)	Court Interpreting (English-other Language) / Судебный перевод (английский - другой язык) Multilingualism and Lawmaking: EU practice Practice / Многоязычие и

	communication with native speakers		законотворчество: практика EC
GPC-7	Can work with the major search engines, expert systems and other knowledge systems as well as systems of verbal information processing	Translation studies Editing and proofreading Computer-assisted Tools for Legal Translation	Court Interpreting (English-other Language) / Судебный перевод (английский - другой язык) Multilingualism and Lawmaking: EU Practice / Многоязычие и законотворчество: практика EC

4. COURSE WORKLOAD AND ACADEMIC ACTIVITIES

The course total workload is seven credits (252 academic hours).

Table 4.1 Types of academic activities in time periods

Type of academic activities		Total academic hours	Semesters/training modules					
			1	2	3	4	5	6
<i>Contact academic hours, including</i>		76						
Lectures (LC)								
Seminars (workshops/tutorials) (S)		76			18	16	18	24
<i>Self-studies</i>		116			18	38	51	9
<i>Evaluation and assessment (exam/passing/failing grade)</i>		72			48	18	3	3
Course workload	academic hours	252						
	credits	7			2	2	2	1

5. COURSE CONTENTS

The course contributes to familiarizing with the legal documents style and format and developing translation skills allowing the students to engage in a professionally oriented practice.

Table 5.1. Course contents and academic activities types

Course module title	Brief description of practice	Type of session
Module 1. Identifying Legal Genres	1.1. General approach to the topic 1.2. Formation of topic concepts 1.3 Comprising a Glossary 1.4 Building up translation skills (from foreign language into Russian)	Self-study S

	1.5 Building up translation skills (from Russian into foreign language)	
Module 2. Company formation documents	2.1. General approach to the topic 2.2. Formation of topic concepts 2.3 Comprising a Glossary 2.4 Building up translation skills (from foreign language into Russian) 2.5 Building up translation skills (from Russian into foreign language)	Self-study S
Module 3. Agreement	3.1. General approach to the topic 3.2. Formation of topic concepts 3.3 Comprising a Glossary 3.4 Building up translation skills (from foreign language into Russian) 3.5 Building up translation skills (from Russian into foreign language)	Self-study S
Module 4. Common law court decision	4.1. General approach to the topic 4.2. Formation of topic concepts 4.3 Comprising a Glossary 4.4 Building up translation skills (from foreign language into Russian) 4.5 Building up translation skills (from Russian into foreign language)	Self-study S
Module 5. Power of attorney (POA) and Agency Agreement	5.1. General approach to the topic 5.2. Formation of topic concepts 5.3 Comprising a Glossary 5.4 Building up translation skills (from foreign language into Russian) 5.5 Building up translation skills (from Russian into foreign language)	Self-study S
Module 6. Legal correspondence	6.1. General approach to the topic 6.2. Formation of topic concepts 6.3 Comprising a Glossary 6.4 Building up translation skills (from foreign language into Russian) 6.5 Building up translation skills (from Russian into foreign language)	Self-study S
Module 7. Arbitration and Mediation	7.1. General approach to the topic 7.2. Formation of topic concepts 7.3 Comprising a Glossary 7.4 Building up translation skills (from foreign language into Russian) 7.5 Building up translation skills (from Russian into foreign language)	Self-study S

Module 8. Translation of personal documents	8.1. General approach to the topic 8.2. Formation of topic concepts 8.3 Comprising a Glossary 8.4 Building up translation skills (from foreign language into Russian) 8.5 Building up translation skills (from Russian into foreign language)	Self-study S
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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)
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.	Portable multimedia projector Benq MP610, notebook Acer Aspire 5315-301G08, screen, access to Internet. Software: Microsoft (OC, MS Office/ Office 365, Teams, Skype)
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.	System block IRBIS, monitor VIEW SONIC 19, multimedia projector VIEW SONIC PGD 5254, screen IPROJECTAL, access to Internet

* - Classroom 326

7. RESOURCES RECOMMENDED FOR COURSE STUDY

7.1 Main reading

- Errutia Caverio, M. (2016) El lenguaje jurídico y administrativo en el ámbito de la extranjería: estudio multilingüe e implicaciones culturales. N° Páginas: 418
Editorial:
Peter Lang, Berna, Suiza.
- Alcaraz E. & B. Hughes. 2002 El español jurídico. Barcelona: Ariel Derecho.
- Collados, A. y M. Fernández. 2001 Manual de interpretación bilateral
Granada: Comares.
- Corsellis, A. (2003) “Formación de los proveedores de servicios públicos para trabajar con intérpretes y traductores. Habilidades y competencias interculturales”, en C. Valero (eds.) Traducción e interpretación en los servicios públicos. Contextualización, actualidad y futuro. Granada: Comares, 2003: 71-90.
- Feria, M. (ed.) 1999 Traducir para la justicia. Granada: Comares.

7.2 Databases, information, reference and search engines

сайт Сената (на испанском)

<http://www.congreso.es/>

<http://www.la-moncloa.es/> -

<http://www.poderjudicial.es/> -

7.2. *[http://www.grupotortuga.com/Conoce-tus-derechos-ante-la # sthash .pEZTY87Q.dpuf](http://www.grupotortuga.com/Conoce-tus-derechos-ante-la-s-thash-pEZTY87Q.dpuf)*

[http://extranjeros.mitramiss.gob.es/es/ModelosSolicitudes/Mod_solicitudes2/index .html](http://extranjeros.mitramiss.gob.es/es/ModelosSolicitudes/Mod_solicitudes2/index.html)

<http://www.mae.es>

<http://www.justicia.es>

<http://www.mir.es>

<http://www.boe.es>

Databases, reference and search engines

- UN database of documents <http://unbisnet.un.org/>
- EU document database http://europa.eu/documentation/index_en.htm
- поисковая система Яндекс <https://www.yandex.ru/>
- поисковая система Google <https://www.google.ru/>

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:

_____	_____	E.V. Zvereva
position, department	signature	name and surname

HEAD OF EDUCATIONAL DEPARTMENT:

Law Institute department of Foreign Languages	_____	Anastasia A. Atabekova
name of department	signature	name and surname

HEAD OF HIGHER EDUCATION PROGRAMME:

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