

**FEDERAL STATE AUTONOMOUS EDUCATIONAL INSTITUTION  
OF HIGHER EDUCATION  
PEOPLES' FRIENDSHIP UNIVERSITY OF  
RUSSIA NAMED AFTER PATRICE LUMUMBA  
LAW INSTITUTE  
DEPARTMENT OF FOREIGN LANGUAGES**

*Approved by the Law Institute*

*Academic Council*

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**MASTER'S DEGREE PROGRAMME  
FIELD OF TRAINING 45.04.02 LINGUISTICS  
SPECIALISATION  
*TRANSLATION AND INTERPRETING FOR  
PUBLIC SERVICES AND INSTITUTIONS*  
GUIDELINES FOR ADMISSION PROCEDURE  
PORTFOLIO AND ASSESSMENT TOOL KIT**

**MOSCOW 2025**

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## **1. GENERAL PROVISIONS**

These guidelines are developed in compliance with the RUDN Higher Education Educational Standard for the field of training 45.03.02 *Linguistics*, qualification “Bachelor” and determine the assessment procedure for the admission to the master’s degree programme, field of training "Linguistics" at RUDN Law Institute.

## **2. GUIDELINES GOAL**

The goal of the Guidelines is to help people who apply for the Master's degree programme, field of training “Linguistics”, specialisation “Translation and Interpreting for Public Services and Institutions”, run at the RUDN Law Institute, to systematize and improve their linguistic, translation, general humanitarian knowledge, English language proficiency, communication, and cognitive skills, educational, professional, analytical, and research experience.

## **3. GUIDELINES SCOPE**

The purpose of the admission procedure is to assess the applicant’s motivation to join the master’s degree programme, his/her previous experience in educational, research, professional activities as well as to evaluate the applicant's applied skills in the field of translation and interpreting, and to check the applicant’s competence in English for specific purposes.

The Guidelines introduce the theoretical as well as applied nature of the admission procedure, its format; educational resources to prepare for admission procedure; criteria for the results evaluation.

The components of the admission procedure ensure the objective assessment of the motivation, knowledge as well as professional training experience of the perspective students.

## **4. REGULATIONS**

- Federal Law No. 273-FZ of 29.12.2012 “On Education in the Russian Federation”
- Federal Law No. 125-FZ of 22.08.1996 “On Higher and Postgraduate

Professional Education”

—RUDN Higher Education Educational Standard for the field of training

45.03.02 Linguistics, qualification “Bachelor”

— RUDN Higher Education Educational Standard for the field of training

45.04.02 Linguistics, qualification “Master”

— RUDN University Charter.

## **5. ADMISSION REQUIREMENTS**

The applicant to the master’s degree programme, field of training “Linguistics”, specialisation “Translation and Interpreting for Public Services and Institutions”, run at the RUDN Law Institute, is expected to master a system of knowledge and skills with regard to Linguistics, Theory and Practice of Translation and Interpreting, as well as the relevant methodology for the mentioned areas, the relevant knowledge and skills shaped at the previous higher education level.

**In the field of Linguistics, Theory and Practice of Translation and Interpreting the applicant is expected to:**

*know:*

- conceptual and categorical apparatus of Linguistics, Translation, and Interpreting studies
- methodological foundations of the translation procedure, analysis and evaluation of both the process and its end product

*be able to:*

- use theoretical and methodological knowledge in the field of Linguistics, Translation, and Interpreting Studies in the course of solving practical problems of translation and interpreting in various communication contexts
- use the linguistic information presented in English and Russian texts, analyse and process it with regard to the tasks set

*master:*

- strategies and tactics of communication in English and Russian within various situational contexts



- basic strategies and tactics of translation and interpreting within various situational contexts skills to apply knowledge in the field of Linguistics, Translation and Interpreting to solutions of practical tasks.

**In the field of foreign and Russian languages:**

The admission procedure involves checking the level of the English and Russian languages proficiency as a working languages pair for translation.

In case of no Russian language mastery the applicant has to inform the admission panel about the need to arrange another language pair. However, the options are to be chosen from the list of languages offered for training by the Law Institute department of foreign languages.

The applicants who also speak other (s) foreign languages can receive additional points within the scope of the admission procedure. This advantage is obtained by the applicant who can prove the level of his/her knowledge by the certified documents in accordance with the requirements of these Guidelines.

**6. ADMISSION PROCEDURE**

To assess the knowledge, experience and motivation of the applicant, the assessment procedure specified in these Guidelines is implemented.

The admission procedure rests on the applicants' competitive selection.

To participate in the admission procedure, the applicants submit two packages of documents.

*The first package* forms the applicant's personal file and contains the documents specified in the Rules for Admission to the Federal State Autonomous Educational Institution of Higher Education *PEOPLES' FRIENDSHIP UNIVERSITY OF RUSSIA NAMED AFTER PATRICE LUMUMBA* for applicants to join educational programmes of higher education at the master's level in 2025 (hereinafter the Rules).

The documents for the applicant's personal file shall be submitted in Russian. If the document is composed in a foreign language, it shall be translated into Russian and certified by a notary.

The second package forms the portfolio.

The admission procedure to the master's degree programme, field of training "Linguistics", specialisation "Translation and Interpreting for Public Services and Institutions", run at the RUDN Law Institute, is carried out through the portfolio assessment, in accordance with the procedure approved by the order of the RUDN University Rector.

To conduct the assessment, the examination board is appointed according to the University order. The portfolio documents shall be submitted in English. Additional supporting documents may be submitted in other languages.

All the documentary evidence of the applicant's qualifications, academic results, employment experience, volunteering activities, that is fully or partially submitted by the applicant, aggregately forms the applicant's portfolio.

If the applicant submits a document that can be assessed across several portfolio items, the examination board is entitled to evaluate within one or more portfolio items at the board's discretion.

Each portfolio is evaluated by at least two members of the examination board. The points are awarded for each portfolio item and accumulated.

All the decisions of the examination board based on the evaluation results are made by a simple majority of the board members' votes. In case of equality of votes "for" and "against", the chairman of the examination board is entitled to make the final decision.

The announcement of the evaluation results takes place in accordance with the schedule for the announcement of the admission evaluation results.

The provision of the necessary resources for the evaluation procedure is carried out in accordance with the RUDN University Charter.

## **7. STRUCTURE, POINTS AND EVALUATION CRITERIA FOR PORTFOLIO ELEMENTS**

<b>No.</b>	<b>Portfolio Structural Element</b>	<b>Maximum Points</b>
1	<b>Motivation letter</b>	<b>15</b>

2	<b>CV</b>	<b>10</b>
3	<b>Higher education diploma data</b>	
4	<b>Criteria for assessment of foreign languages, translation and interpreting mastery</b>	<b>10</b>
5	<b>Other documents certifying foreign languages mastery</b>	<b>10</b>
6	<b>Research publications in a foreign language</b>	<b>5</b>
7	<b>Translation assignment and interview on its completion</b>	<b>50</b>

The knowledge assessment baseline is 30 points. The applicants who receive points below the baseline are not allowed to participate in the competitive selection admission procedure. The maximum that an applicant can reach is 100 points.

#### **I) CRITERIA FOR MOTIVATION LETTER ASSESSMENT**

**(15 points maximum)**

Motivation letter is a document in which the applicant:

- justifies his/her choice and interest in studying on a specific master's programme;
- informs about his/her academic / professional experience relevant to a particular master's programme;
- defines individually significant tasks and planned learning outcomes;
- demonstrates the applicant's ability to create a text that is characterised by the logic of narration, systematic presentation of information, as well as coherence of its argumentation;
- demonstrates proficiency in formal business writing in English, and the ability to use the language individually, in order to reflect the individually meaningful choice of a particular master's programme.

Motivation letter should not exceed 6,000 characters.



No	Assessment Criteria	Points
1.	There is no motivation letter, it cannot be identified, it does not meet the requirements set in the Guidelines	0
2.	The text: - does not reflect the applicant's individual interest in the master's programme; -reveals formality of narration, lack of logic, inconsistency of argumentation in the presentation of information; -contains spelling, grammatical and stylistic (incompliance with norms of written official and business speech) errors in English.	5
3.	The text: - reflects the applicant's interest in joining the master's programme; - demonstrates the general structural organisation of the text, with elements of argumentation in the presentation of information; -contains spelling, grammatical and stylistic (incompliance with norms of written official and business speech) errors in English.	10



4.	<p>The text:</p> <ul style="list-style-type: none"> <li>- reveals solid coherence and consistency of the information presentation, consistency of its argumentation in terms of joining the master's programme;</li> <li>- identifies the applicant's educational and professional experience with reference to the selected master's programme;</li> <li>- contains a description of the tasks and learning outcomes expected by the applicant;</li> <li>- does not contain linguistic (grammatical and stylistic) errors.</li> </ul>	15
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The points specified in the course of this portfolio item evaluation are not cumulative; the point that gives maximum advantage to the applicant is used for assessment.

## 2) CRITERIA FOR CV

### ASSESSMENT

#### (10 points maximum)

CV is a document that covers the following data: the applicant's professional / education/volunteer / research / creative / extra-curricular practical activities, with account of the master's programme

- the applicant's experience with various software
- the applicant's personal qualities, with account of the master's program

CV should be in English.

No	Assessment Criteria	Points
1	The CV text is lacking in content and/or contains layout errors	5
2	The CV text is well-developed and comprehensive	10

## 3) CRITERIA FOR ASSESSMENT OF HIGHER EDUCATION DIPLOMA DATA

Under the Law Institute standard evaluation system.

**Additional point are to be added for an excellent mark in a foreign language.**

The points specified in the course of this portfolio item evaluation are not cumulative; the point that gives the maximum advantage to the applicant is used for assessment.

**4) CRITERIA FOR ASSESSMENT OF FOREIGN LANGUAGES,  
TRANSLATION AND INTERPRETERS SKILLS MASTERY**

(10 points maximum, cumulative principal is applied)

No	Assessment Criteria	Points
1.	The excellent mark in the 1st foreign language	2
2.	The excellent mark in the 2nd foreign language	2
3.	Translation and interpreting volunteering activities ( confirmed by certificates/ letters of appreciation/ recommendation)-	3
4.	Awards of the translation and interpreting contests ( participation certificates are not considered)	3

**5) CRITERIA FOR ASSESSMENT OF OTHER DOCUMENTS  
CERTIFYING FOREIGN LANGUAGES MASTERY**

(10 points maximum)

No	Assessment Criteria	Points
1.	Certificates of international exams in foreign languages pass, level B2 and higher	10
2.	Certificate of international exams in foreign languages pass, level B I -A2	6
3.	Diploma on professional conversion course in a foreign language, total workload up to 600 hours	6
4.	Diploma on profession conversion course in a foreign language, over 600 hours of total workload	10

The points specified in the course of this portfolio item evaluation are not cumulative; the point that gives the maximum advantage to the applicant is used for assessment.

**6) CRITERIA FOR ASSESSMENT OF RESEARCH  
PUBLICATIONS IN A FOREIGN LANGUAGE  
(5 points maximum)**

<b>No</b>	<b>Assessment Criteria</b>	<b>Points</b>
1	No publications in a foreign language	0
2	One or more publications in a foreign language in editions included in the Russian Science Citation Index (RSCI)	2
3	One or more publications in a foreign language in editions that are included in the list of journals recommended by the Russian Higher Attestation Commission (for research degree awards approval)	3
4	One or more publications in a foreign language in editions that are part of the RSCI core collection	4
5	One or more publications in a foreign language in editions that are indexed in the Scopus and/or Web of Science Core Collection	5

The examination board is entitled not to take into account the applicant's publications in journals that exercise an unfair editorial policy, and journals that are qualified as predatory ones according to the RUDN internal regulations or are subject to Dissertnet claims. The points specified in the course of this portfolio item evaluation are not cumulative; the point that gives the maximum advantage to the applicant is used for assessment.

**7) CRITERIA FOR ASSESSMENT OF TRANSLATION  
ASSIGNMENT AND INTERVIEW ON ITS COMPLETION**

(50 points maximum, including 30 points for translation assignment and 20 points for the applicant's comments and error analysis at the interview stage)

**Translation assignment**



The assignment of written translation from English into Russian (or into another foreign language that the applicant masters) of a text that focuses on issues of social significance and has been published in an official mass media source.

The text size is about 1000 characters, the translation time is 20 minutes.

### **Interview stage**

After the written translation assignment being completed, the examination board checks the assignment and proceeds to the interview.

The interview aims to check the applicant's ability to critically analyse the translation process, evaluate its results, and provide necessary corrections and argumentation hereto.

During the interview, the applicant comments on the tasks during the translation process and difficulties encountered; with account of the errors indicated by the examination board, the applicant is offered an opportunity to correct them.

No	Assessment Criteria	Points for translation assignment	Points for interview
1	The translated text has no semantic errors that misrepresent the information of the original, however the text might contain misspellings/misprints, and punctuation errors	30	20
2	The translated text has no Semantic errors that misrepresent the information of the original, and contains no more than two stylistic /syntactic/morphological errors	25	15



3	The translated text has one semantic error that misrepresents the information of the original	20	10
4	The translated text has one Semantic error that misrepresents the information of the original, and contains no more than two stylistic /syntactic /morphological errors	15	5
5	The translated text has two Semantic errors that misrepresent the information of the original	15	5
6	The translated text has two semantic errors that misrepresent the Information of the original, and contains over two errors of other types	10	3

## 8. RECOMMENDED SOURCES

### *Main Readings.*

Gavioli, L., & Wadeosjö, C. (Eds.). (2023). *The Routledge Handbook of Public Service Interpreting*. Taylor & Francis.

Svoboda, T., & Sosoni, V. (2023). Institutional Translator Training in Language and Translation Technologies. In: *Institutional Translator Training* (pp. 73-91). Routledge.

Valero-Garcés, C. (2023). General Issues about Public Service INTERPRETING Institutions, Codes, Norms, and Professionalisation. *The Routledge Handbook of Public Service Interpreting*.

Way, C., & Jopek-Bosiacka, A. (2023). Institutional Translation Training in University Settings: The Current Landscape. In: *Institutional Translator Training* (pp. 135-150). Routledge.

*Additional Readings.*

Atabekova, A. (2022, February). Communication with Non-native Speakers Through the Service of Speech-To-Speech Interpreting Systems: Testing Technology Capacity and Exploring Specialists' Views. In: Services—SERVICES 2021: 17th World Congress, Held as Part of the Services Conference Federation, SCF 2021, Virtual Event, December 10-14, 2021, Proceedings (pp. 1 - 17). Cham: Springer International Publishing.

Baker, M., & Saldanha, G. (Eds.). (2009). Routledge Encyclopedia of Translation Studies. Routledge.

Downie, J. (2020). Interpreting is Interpreting: Why We Need to Leave Behind Interpreting Settings to Discover Comparative Interpreting Studies. Translation and Interpreting Studies. John Benjamins.

Hermans, T. (2019). Translation in Systems. Descriptive and Systemic Approaches Explained. Routledge.

Pochhacker, F. (Ed.). (2015). Routledge encyclopedia of interpreting studies. Routledge.

Xie, P, (2020). Reflexive Translation Studies.' Translation as Critical Rejection. Silvia Kadiu. London: UCL Press, 2019. 174 pp.

Routledge Translation Studies

Portal<http://routledgetranslationstudiesportal.com/>