MINISTRY OF SCIENCE AND HIGHER EDUCATION
OF THE RUSSIAN FEDERATION
National Research
TOMSK STATE UNIVERSITY

BASIC
STUDY PROGRAM OF
HIGHER EDUCATION

subject area

45.04.01 Philology

Specialization (profile)

Text Technologies: Creation and Translation

Qualification (Degree):

Master's Degree

Full-time

Tomsk-2020

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1. General provisions

1.1. The basic study program (BSP) carried out by National Research Tomsk State University in subject area 45.04.01 Philology and profile *Text Technologies: Creation and Translation* is a set of documents developed and approved by the University in accordance with the Federal State Educational Standard of Higher Education (FSES HE № 1299 dated November 03, 2015) in this subject area and the Regulations of TSU on Basic Study Programme of Higher Education approved on September 22, 2015 in view of the labour market demand.

The BSP regulates a set of principal characteristics of learning (workload, content, learning outcomes), organizational and teaching conditions, and forms of examination, which is presented as a curriculum, academic calendar, syllabi of disciplines (modules), programs of practices, assessment tools, and instruction materials.

1.2. Regulations

The development of the study programme and *Bachelor's* BSP relies on the following laws and regulations

- Federal Law No. 273-FZ *On Education in the Russian Federation* of 29 December 2012 (edited March 2, 2016);
- Federal Law No. 122-FZ *On Introducing Amendments to the Labor Code of the Russian Federation* and articles 11 and 73 of the Federal Law on Education in the Russian Federation of 2 May 2015;
- Federal State Educational Standard of Higher Education (*Master's Degree*) in subject area *45.04.01 Philology*, approved by Decree No. 1299 of the Ministry of Education and Science 03 November 2015;
- Decree of the Ministry of Education and Science No. 1061 *On Approval of the List of Specialisations and Subject Areas of Higher Education* dated 12 September 2013;
- Regulations for organising and carrying out educational activity within Bachelor's, Specialist's, Master's Programmes approved by Decree No. 301 of the Ministry of Education and Science 5 April 2017;
- Regulations for using e-learning and distant education technology in higher education institutions providing educational programmes approved by Decree No. 816 of the Ministry of Education and Science of the Russian Federation 23 August 2017 (registered by the Ministry of Justice 18 September 2017, registration No. 48226);
- Methodological recommendations for organizing educational activity using networking forms of carrying out study programs (Appendix to the letter of the Ministry of Education and Science of the Russian Federation NoAK-2563/05 dated August 28, 2015);
- TSU Statute;
- Development program of the Federal State Autonomous Institution of Higher Education National Research Tomsk State University for 2013-2020;
- TSU regulations.

2. Federal State Educational Standard of Higher Education (FSES HE) in the subject area 45.03.01 Philology No. 1299 dated 03 November 2015 (*Annex 1*).

3. Overview of the study program

3.1 Entry requirements for mastering the Master's program in subject are 45.04.01 Philology.

Enrollment to the program is carried out on a competitive basis according to the results of entrance examinations on applications from applicants.

Applicants shall have a diploma of higher education. Overseas applicants shall have a document of higher education. Documented knowledge of Russian not lower than B2 level according to the Common European Framework of Reference for Languages (CEFR) is required. Entry examinations: an exam in Philology and an interview on the programs profile.

The portfolio characterizes the education profile of the applicant, the degree of his or her readiness for various educational and extra-curricular activities in the Master's program *Text Technologies: Creation and Translation*, the available achievements, as well as creativity, reveals the sphere of his or her professional and personal interests.

During the interview, preference is given to applicants who already have a certain knowledge, experience and competence in the field of study, are able to analyze their own experience and are motivated to design their own professional activity.

3.2. **Time limit for completing the Master's program** is 2 years.

3.3. **Workload** amounts to 120 ECTS.

Compulsory activity within the study programme is carried out:

− in form of classroom work of students with teaching staff and (or) people involved in the study programme on different conditions;

− in form of students' self-study;

− in other forms.

Classes on disciplines (modules), intermediate attestation of students and state final examination of students are held in the form of contact (face-to-face) work and in the form of self-study, practice - in the form of contact work and in other forms.

Face-to-face interaction may be carried out in form of classroom work, out-of-classroom work and with the help of e-learning.

Classroom work of students with teaching staff is carried out in TSU study rooms (classroom, laboratory, PC classroom and other) with the direct involvement of the teacher, including the use of distance education technologies.

Out-of-classroom work of students with teaching staff is carried out to help students meeting the goal and objectives of the BSP off the schedule.

Face-to-face interaction may include other types of instruction, provide for group and individual work of the teaching staff with students.

The actual workload of classroom work makes up at least 35 % of the total amount of time allocated for the implementation of the BSP. It is determined on the basis of the form of training, content, forms of classes, educational technologies used in implementation of the BSP including e-learning and distance learning technologies.

3.4. Qualification awarded to alumni is Master's in Philology.

3.5. Characteristics of the graduates' professional activity.

3.5.1. Areas of graduates professional activity includes the study of a complex of tasks connected with using the philological knowledge and skills in educational, cultural institutions, mass media, in the field of intercultural communication.

- in applied activity – philological technologies of text creation and translation and carrying out based on them professional communication (business and scientific) including intercultural and inter-linguistic;

- in research – carrying out scientific research in the field of text theory, translation theory and practice of different text types, compilation of bilingual terminological bases in philology and related sciences, preparation of scientific publications in native and foreign languages, compilation of review and annotation of scientific works, including translation, development of scientific philological and interdisciplinary projects in native and foreign languages within the framework of grant activities.

Master program prepares the graduates for continuation their education in PhD programs in subject area *45.06.01 Linguistics and Literary Studies.*

3.5.2 **Objects of professional activity.**

Objects of Master's graduate's professional activity are:

technologies of text creation and translation, conversions and adaptations of texts of different types in written and oral form (including hypertext and text elements of multimedia objects) in native and foreign languages, oral and written communication, including intercultural and inter-linguistic;

languages (State language of the Russian Federation and foreign languages) in their theoretical and practical, synchronous, diachronic, sociocultural and dialectological aspects;

information technologies in the field of creation and translation of texts, means and technologies of processing, transmission and dissemination of information, scientific knowledge in the interdisciplinary field of interaction between philology and translation studies.

different types of texts - written, oral and virtual (including hypertext and text elements of multimedia objects);

oral, written and virtual communication.

3.5.3 Types of graduates' professional activity.

- research

-applied

3.6. Profile of the Study program.

Master's degree program *Text Technologies: Creation and Translation* in accordance with interdisciplinary of its profile is aimed at the development of students' personal qualities and the formation of general cultural and professional competencies in accordance with FSES HE in Philology.

BSP *Text Technologies: Creation and Translation* is supposed to ensure the transition of students who received the Bachelor's degree in Philology to the next level of their development in professional activity. Upon completion of the program graduates are expected to acquire skills in efficient technologies for creating a wide range of texts of business and scientific communication in the native and foreign languages, as well as strategies for their translation in order to productively implement intercultural communication in the field of philology.

Master graduate is expected to solve the following professional tasks in:

research activity:

independent updating, critical analysis, synthesis and application of theoretical and practical knowledge in the field of philology, other humanities, and translation theory and practice for own scientific research;

knowledge and ability to take into account current trends in theoretical and experimental research in philology and translation studies;

independent study of the language system and the basic laws of folklore and literature functioning in synchronous and diachronic aspects; study of oral and written communication in the native and foreign language, as well as the role, place and possibilities of applying philological knowledge in order to create and translate different types of text, in mastering the experience of intra- and intercultural business and scientific communication - with the presentation of reasoned conclusions;

Ability to use the general scientific culture in interdisciplinary research;

qualified analysis, referencing and design and summarizing results of the research in native and foreign languages, which were carried out by other researchers using the modern methods, leading national and international best practices;

participation in the work of scientific teams conducting cross-disciplinary research (related to philology and translation studies), preparation and editing of scientific papers in native and foreign languages;

mastery of public speaking skills, oral presentation of the results of research activities in native and foreign languages;

applied activity (in translation, expert, consulting work)

qualified interpretation of various types of texts in native and foreign languages, including disclosure of their meaning and links with the system of universal and specific business and scientific discourses, comparative and pretranslation analysis of texts based on philological different types of texts in native and foreign languages, and analysis of parallel texts to ensure qualified translation;

qualified conversion (translation and adaptation) of different types of texts (change of style, genre, target), ability to explain criteria and principles of translation transformations; creation of new texts on the basis of the translated text (annotation, abstract, review);

creation of independent independent, meaningful, aesthetic and practical verbal constructs - business documents, scientific, advertising, propaganda, journalistic and other texts in their native

and foreign languages, information campaign scripts; planning and implementation of public speeches using public speaking skills;

qualified translation of various text types; qualified synchronous or consecutive support of international forums and negotiations, providing reception of delegations from foreign countries, translation activities in the offices of the Ministry of Foreign Affairs of the Russian Federation, embassies, diplomatic missions, Russian and international organizations and institutions;

use of computer technologies in translation and preparation the terminology base on the subject of translation (translation memory).

3.7. Learning outcomes.

The outcomes of the BSP of Master's Programme *Text Technologies: Creation and Translation* are defined by the graduates' acquired competencies, that is, their abilities to use the acquired knowledge and skills, and personality traits when exercising professional activities.

Upon completing the Master's Programme in subject area *45.04.01 Philology* the graduates are expected to have the following competencies:

general cultural competencies (GC):
- ability for abstract thinking, analysis and synthesis (GC-1);
- ability to act in unusual situations and bear ethical and social responsibility for one's own decisions (GC-2);
- ability for self-development, self-realisation, and unlocking one's own creative potential (GC-3).
- ability to independently acquire (also by means of information technologies) and to use in practice new knowledge and skills, also in new fields of knowledge not directly related to the field of activity (GC -4).

general professional competencies (GPC):

- ability to communicate both in speech and in writing in the state language of the Russian Federation to meet the challenges of professional practice (GPC-1);
- mastery of communication strategies and tactics, rhetorical, stylistic and linguistic norms and techniques adopted in different spheres of communication (GPC-2);
- ability to demonstrate knowledge of modern scientific paradigm in the field of philology and dynamics of its development, system of methodological principles and methods of philological research (GPC-3);
- ability to demonstrate profound knowledge in the chosen field of Philology (GPC-4).

professional competencies (PC):
science and research:
- ability to independently conduct research in the field of the language system and the basic laws of folklore and literature functioning in synchronous and diachronic aspects; in the sphere of oral, written and virtual communication (PC-1);
- ability for qualified analysis, referencing and design and promotion of own scientific work (PC-2);
- preparation and editing of scientific papers (PC-3);
- skills of participation in the work of scientific teams conducting research in philology (PC-4);

applied activity:
- ability to create, edit, summarize and systemize all types of formal and journalistic texts (*PC* -12);
- ability to transform different types of texts (changing style, genre, target) (*PC* -13);
- readiness to plan and perform public speeches using public speaking skills (*PC* -14);
- mastery of qualified synchronous or consecutive support of international forums and negotiations (*PC* -15);

3.8. Teaching staff

The Master's Programme is delivered by academic staff having education relevant to the profile of a taught discipline, academic degree and experience in the related professional area who is also systematically engaged in scientific and/or methodological work

A share of academic staff members having academic degree or/and academic title of total academic staff delivering Master's Programme is 95%. A share of academic staff having academic degree *Doctor of Sciences* is 14, 2%.

A share of academic staff members teaching the disciplines of (given integer values of rates) having academic degree (including degrees awarded abroad and recognised in the Russian Federation) and (or) academic title (including academic titles awarded abroad and recognised in the Russian Federation) of total academic staff delivering Master's Programme is 100%.

Academic staff members teaching the professional disciplines have education relevant to the profile of a taught discipline (module). A share of academic staff members (given integer values of rates) teaching the professional disciplines having academic degree or/and academic title is 100%. TSU teaching staff is reinforced by involvement in the educational process of managers and employees of organisations whose activity is related to the qualification profile of Master's Programme, a share of such teachers of a total number is 28,6% .

The Master's Programme *Text Technologies: Creation and Translation* is coordinated by the Head of the Department of Romance and Germanic Philology (an academic faculty member, having academic degree and academic title, work experience in educational institutions of higher education at least 15 years).

Master's students are directly supervised by managers with academic degrees and academic titles. One scientific supervisor may work with not more than 3 Master's students at a time.

The Master's Programme *Text Technologies: Creation and Translation* Direktor is a full time academic faculty member Natalia E. Nikonova, Doctor of Philology, Professor of the Department of Romance and Germanic Philology. She is carrying out independent research and projects in the subject area and has annual publications resulting the research (and creative) activity in the leading Russian and foreign journals. The results of the scientific work are regularly reported in the conferences of national and international levels. Hirsh index is 5. Total number of citations - 185, number of publications over the last 5 years - 41.

3.9 Language of instruction

The Disciplines carried out in the framework of Compulsory part of the syllabus is Russian, of Variable part – Russian and English.
List of Disciplines carried out in foreign languages:

- Technologies for Creating and Translation Legal Texts and Business Correspondence
- Technologies for Creating and Translating Scientific Texts
- Technology of Negotiations and Public Speaking
- Technologies for Creating and Translating Advertising Texts
- Translation Editing
- Business Foreign Language
- Translation Technology SDL TRADOS
- Theory and Practice of Art Translation
- Practice in Developing Professional Skills and Experience in Professional Activity (Translation Practice)

4. Curriculum (Annex – 2).
5. Matrix of competencies (Annex – 3).
6. Academic calendar (Annex – 4).
7. Study programs.
7.1. Study programs of the disciplines (modules) (Annex – 5).
7.2. Study programs of the practices (Annex – 6).

8. State Examination Programme (Annex – 7).

9. Assessment tools (Annex – 8).

10. Quality assessment mechanisms

The Master's program *Text Technologies: Creation and Translation* implies obligatory including of various forms of assessment of the quality of the disciplines and regular monitoring of students' satisfaction into the structure.

Quality is ensured by means of the following procedures:

Satisfaction surveys

Students anonymously and voluntarily fill the questionnaire to evaluate their satisfaction with the organization of learning, curriculum and instruction, technical and technological support of the disciplines, quality of classes, forms of research to control and increase the quality of tuition.

Survey is held annually by the program coordinators. Respondents are senior students, alumni, and employers. Results are presented in the form of a report reflecting strength and weakness of the study program. The coordinator forwards the report to the relevant Department to eliminate the revealed drawbacks. Results are discussed at the meeting of the Department. Teaching staff suggests measures for improvement of the quality of tuition and organization of learning within the study program:

– review of the content of a course;

– review of teaching methods and forms of tuition;

– review of the forms of mid-term examination;

– substitution of the course for an alternative one, others.

Students' evaluation of learning conditions at university

The TSU Quality Management Center conducts annual surveys at the end of each semester to obtain a comprehensive evaluation of the quality of learning conditions at the university. Being the recipients of the educational services students fill out the questionnaires to express their satisfaction with:

– the university and quality of work of the university units;

– the Faculty and quality of work of the administrative personnel;

– the infrastructure and quality of material and technical support of education;

– the quality of the study program and its components;

– the acquired competencies and skills.

The survey is held anonymously. The Quality Management Center processes the results and draws up an analytical report and forwards it to the coordinator of the study program. Information on the quality of work of the university units is forwarded to the heads of the units. Information on students' satisfaction with the quality of the study program may serve as a basis for improving the infrastructure at the Faculty and individual components of the study program. Students, lecturers, heads of the Departments, and Dean are informed about results of all the procedures for assessing the quality of the study program and corresponding changes made to the study program to improve its quality. Information is discussed at the meeting with Master's students, at the meetings of the Department, meetings of the Curriculum and Instruction Committee at the Faculty.

Employers' satisfaction survey

The TSU Department of Practice and Employment participates in monitoring studies on the assessment of employers' satisfaction with the qualification of alumni and arranges the system of industry-university cooperation.

Objectives:

– to identify factors contributing to cooperation between employers and TSU in terms of employment of alumni;

– to reveal employers' satisfaction with the quality of qualification of TSU alumni;

– to reveal employers' requirements for their employees.

– to determine the degree of partners' readiness for further cooperation in training and employment of alumni and identify promising forms of cooperation from the employers'

perspective.

The Department of Practice and Employment processes the results. The report allows for forming a comprehensive opinion on advantages and disadvantages of tuition at the Faculty contributing to the development of promising interaction between the Faculty and partner enterprises to increase the competitiveness of alumni and chances of their employment in majors. Results are discussed at the meetings of the Department and Curriculum and Instruction Committee at the Faculty. Minutes keep records of changes in the structure, content of the BPSP, syllabi of the disciplines, programs of practices, and forms of organization of research.

BSP Director   _____ / Natalia E. Nikonova

AGREED WITH:

Vice-Rector for Academic Affairs _____ /E.V. Lukov