

**Al Farabi Kazakh National University
International Relations Faculty
Diplomatic Translation Department**

APPROVED

Dean of the Faculty

Sairambayeva Z.T.

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2024



METHODOLOGICAL COMPLEX OF THE DISCIPLINE

100703 «Translation of Economic and Juridical Documents»

Specialty 6B02311 – Translation in the sphere of international and legal relations

Year of study – 3
Semester – Spring
Credits – 9

Almaty 2024

**The Methodological complex was compiled by a senior lecturer of the
Diplomatic Translation Department Assan K.A.**

Based on the curriculum for the educational program
6B02311 – Translation in the sphere of international and legal relations

Reviewed and recommended at the meeting of the Department of Diplomatic
Translation

from «10» 09 2024 г., protocol № 1

Head of the Department  **Murzagaliyeva M.K.**

Senior Lecturer  **Assan K.A.**

SYLLABUS

Spring semester 2024-2025 academic year

Educational program “6B02311 Translation studies in the sphere of international and legal relation”

ID and name of course	Independent work of the student (IWS)	Number of credits			General number of credits	Independent work of the student under the guidance of a teacher (IWST)
		Lectures (L)	Practical classes (PC)	Lab. classes (LC)		
[100703] Translation of Economic and Juridical Documents	4	-	9	-	9	6

ACADEMIC INFORMATION ABOUT THE COURSE

Learning Format	Cycle, component	Lecture types	Types of practical classes	Form and platform final control
Offline	Profile course of elective component	-	discussion, problem-solving	Written Exam Univer System (Offline)
Lecturer - (s)	Assan Kanagat Aitbaiuly			
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Assistant - (s)	-			
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ACADEMIC COURSE PRESENTATION

Purpose of the course	Expected Learning Outcomes (LO) *	Indicators of LO achievement (ID)
to teach students to approach translation from the perspective of modern translation studies and find the right translation solutions. Subject area: general issues of specialized translation, linguistic features of legal and economic texts, techniques of translating economic and legal documentation, translator legal status and professional ethics, translation difficulties.	LO 1: Understand the principles of specialized translation and apply modern translation studies methodologies to economic and legal texts.	ID 1.1: Demonstrates knowledge of modern translation studies theories and their relevance to specialized translation.
		ID 1.2: Identifies key principles for translating economic and legal texts with accuracy and cultural relevance.
	LO 2: Analyze linguistic features of economic and legal texts to identify translation challenges and develop appropriate solutions.	ID 2.1: Recognizes structural, lexical, and stylistic characteristics of economic and legal texts in English, Russian, and Kazakh.
		ID 2.2: Identifies translation difficulties arising from terminological, syntactical, or cultural differences in economic and legal contexts.
	LO 3: Apply appropriate techniques to translate various types of economic and legal documentation while adhering to professional standards.	ID 3.1: Produces accurate translations of contracts, agreements, reports, and legal texts while maintaining terminological consistency.
		ID 3.2: Utilizes specialized translation tools and resources (e.g., glossaries, CAT tools) effectively in translation tasks.
	LO 4: Evaluate the quality of translated economic and legal documents in terms of accuracy, fluency, and adherence to professional ethics.	ID 4.1: Reviews and critiques peers' translations to identify areas for improvement in terminology, grammar, and coherence.
		ID 4.2: Assesses translations for compliance with ethical and legal standards in professional practice.

	LO 5: Demonstrate awareness of the translator's legal status, professional ethics, and responsibility in the field of specialized translation.	ID 5.1: Explains the legal status and ethical responsibilities of translators in economic and legal translation. ID 5.2: Demonstrates ethical decision-making in scenarios involving sensitive or confidential documents.
Prerequisites	Fundamentals of Translation Theory and Practice	
Postrequisites	Translation in the Field of Management, Marketing and Tourism	
Learning Resources	Main literature: 1. Alcaraz, E., & Hughes, B. <i>Legal Translation Explained</i>. St. Jerome Publishing, 2021. 192 p. 2. Sarcevic, S. <i>New Approach to Legal Translation</i>. Kluwer Law International, 2017. 328 p. 3. Kierzkowska, D. <i>Legal and Economic Translation Explained</i>. St. Jerome Publishing, 2013. 240 p. 4. Komissarov, V.N. <i>Teoriya perevoda (lingvisticheskie aspekty)</i> [Translation Theory: Linguistic Aspects]. Vysshaya shkola, 2002. 253 p. 5. Galperin, I.R. <i>Ekonomicheskiy perevod: Teoriya i praktika</i> [Economic Translation: Theory and Practice]. Finansy i statistika, 2007. 304 p. 6. Fedorova, E.S. <i>Perevod yuridicheskikh tekstov</i> [Translation of Legal Texts]. Prospekt, 2018. 208 p. 7. Jablonska-Bonca, J. <i>Introduction to Legal Language and Translation</i>. Warszawa University Press, 2014. 196 p. 8. Alexeeva, I.S. <i>Vvedenie v perevodovedenie</i> [Introduction to Translation Studies]. Soyuz, 2008. 352 p. 9. Krupnov, Y.M. <i>Yuridicheskiy perevod: Prakticheskoe posobie</i> [Legal Translation: A Practical Guide]. Statut, 2016. 228 p. 10. Glossary of Legal Terms (Kazakhstan-specific). Ministry of Justice of the Republic of Kazakhstan, 2020. Additional literature: 11. Alcaraz, E., & Hughes, B. <i>Legal Translation Explained</i>. St. Jerome Publishing, 2021. 192 p. 12. Sarcevic, S. <i>New Approach to Legal Translation</i>. Kluwer Law International, 1997. 328 p. 13. Kierzkowska, D. <i>Legal and Economic Translation Explained</i>. St. Jerome Publishing, 2013. 240 p. 14. Komissarov, V.N. <i>Teoriya perevoda (lingvisticheskie aspekty)</i> [Translation Theory: Linguistic Aspects]. Vysshaya shkola, 2002. 253 p. 15. Galperin, I.R. <i>Ekonomicheskiy perevod: Teoriya i praktika</i> [Economic Translation: Theory and Practice]. Finansy i statistika, 2007. 304 p. 16. Fedorova, E.S. <i>Perevod yuridicheskikh tekstov</i> [Translation of Legal Texts]. Prospekt, 2018. 208 p. 17. Jablonska-Bonca, J. <i>Introduction to Legal Language and Translation</i>. Warszawa University Press, 2014. 196 p. 18. Alexeeva, I.S. <i>Vvedenie v perevodovedenie</i> [Introduction to Translation Studies]. Soyuz, 2008. 352 p. 19. Krupnov, Y.M. <i>Yuridicheskiy perevod: Prakticheskoe posobie</i> [Legal Translation: A Practical Guide]. Statut, 2016. 228 p. 20. Glossary of Legal Terms (Kazakhstan-specific). Ministry of Justice of the Republic of Kazakhstan, 2020. Professional scientific databases: 21. Scopus: https://www.scopus.com 22. JSTOR: https://www.jstor.org 23. Taylor & Francis Online: https://www.tandfonline.com 24. Kazakhstan National Electronic Library: https://kazneb.kz 25. ScienceDirect: https://www.sciencedirect.com Internet resources: 26. English-Russian Online Dictionary: https://www.multitran.com 27. LingvoLive Dictionary: https://www.lingvolive.com 28. Legal Information Database of Kazakhstan: https://adilet.zan.kz 29. United Nations Multilingual Terminology Database: https://unterm.un.org 30. European Union IATE Database: https://iate.europa.eu 31. Kazakh-Russian-English Translation Resources: https://termincom.kz	

Academic course policy	The academic policy of the course is determined by the Academic Policy and the Policy of Academic Integrity of Al-Farabi Kazakh National University. Documents are available on the main page of IS Univer. Integration of science and education. The research work of students, undergraduates and doctoral students is a deepening of the educational process. It is organized directly at the departments, laboratories, scientific
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and design departments of the university, in student scientific and technical associations. Independent work of students at all levels of education is aimed at developing research skills and competencies based on obtaining new knowledge using modern research and information technologies. A research university teacher integrates the results of scientific activities into the topics of lectures and seminars (practical) classes, laboratory classes and into the tasks of the IWS, IWS, which are reflected in the syllabus and are responsible for the relevance of the topics of training sessions and assignments.

Attendance. The deadline for each task is indicated in the calendar (schedule) for the implementation of the content of the course. Failure to meet deadlines results in loss of points.

Academic honesty. Practical/laboratory classes, IWS develop the student's independence, critical thinking, and creativity. Plagiarism, forgery, the use of cheat sheets, cheating at all stages of completing tasks are unacceptable.

Compliance with academic honesty during the period of theoretical training and at exams, in addition to the main policies, is regulated by the "Rules for the final control", "Instructions for the final control of the autumn / spring semester of the current academic year", "Regulations on checking students' text documents for borrowings".

Documents are available on the main page of IS Univer .

Basic principles of inclusive education. The educational environment of the university is conceived as a safe place where there is always support and equal attitude from the teacher to all students and students to each other, regardless of gender, race / ethnicity, religious beliefs, socio-economic status, physical health of the student, etc. All people need the support and friendship of peers and fellow students. For all students, progress is more about what they can do than what they can't. Diversity enhances all aspects of life.

All students, especially those with disabilities, can receive counseling assistance by e- mail

asan.kanagat@alumni.nu.edu.kz

(https://us05web.zoom.us/join/chat?src=direct_chat_link&email=asan.kanagat@alumni.nu.edu.kz)

Integration MOOC (massive open online course). In the case of integrating MOOC into the course, all students need to register for MOOC. The deadlines for passing MOOC modules must be strictly observed in accordance with the course study schedule.

ATTENTION! The deadline for each task is indicated in the calendar (schedule) for the implementation of the content of the course, as well as in the MOOC. Failure to meet deadlines results in loss of points.

INFORMATION ABOUT TEACHING, LEARNING AND ASSESSMENT

Score-rating letter system of assessment of accounting for educational achievements

Grade	Digital equivalent points	points, % content	Assessment according to the traditional system
A	4.0 _	95-100	Great
A-	3.67	90-94	
B+	3.33	85-89	Fine
B	3.0	80-84	
B-	2.67	75-79	
C+	2.33	70-74	Satisfactorily
C	2.0	65-69	
C-	1.67	60-64	Unsatisfactory
D+	1.33	55-59	
D	1.0	50-54	

Assessment Methods

Criteria-based assessment is the process of correlating actual learning outcomes with expected learning outcomes based on clearly defined criteria. Based on formative and summative assessment.

Formative assessment is a type of assessment that is carried out in the course of daily learning activities. It is the current measure of progress. Provides an operational relationship between the student and the teacher. It allows you to determine the capabilities of the student, identify difficulties, help achieve the best results, timely correct the educational process for the teacher. The performance of tasks, the activity of work in the classroom during lectures, seminars, practical exercises (discussions, quizzes, debates, round tables, laboratory work, etc.) are evaluated. Acquired knowledge and competencies are assessed.

Summative assessment - type of assessment, which is carried out upon completion of the study of the section in accordance with the program of the course. Conducted 3-4 times per semester when performing IWS. This is the assessment of mastering the expected learning outcomes in relation to the descriptors. Allows you to determine and fix the level of mastering the course for a certain period. Learning outcomes are evaluated.

Formative and summative assessment	Points % content
Work in practical classes	30
Independent work	20
Design and creative activity	10
Final control (exam)	40
TOTAL	100

Calendar (schedule) for the implementation of the content of the course. Methods of teaching and learning.

A week	Topic name	Number of hours	Max. Ball
Module 1: Foundations of Specialized Translation			

1	Week 1: Introduction to Specialized Translation - Overview of translation theory, linguistic aspects, and specialized translation. - Discussion on key concepts of legal and economic translation. - Analysis of sample economic and legal texts.	3	9
	IWST 1: - Consultation on understanding linguistic equivalence in translation.	1	
2	Week 2: Principles of Linguistic Equivalence - Concept and levels of equivalence in specialized translation. - Identify equivalence in English-Russian-Kazakh legal texts. - Translate short legal contracts maintaining equivalence.	3	9
3	Week 3: Genre and Stylistic Features of Legal Texts - Linguistic and stylistic features of contracts and agreements. - Analyze sentence structures and terminology in legal contracts. - Translate contract clauses with proper stylistic adaptation.	3	9
	IWST 2: Consultation on equivalence challenges in students' translations.	1	
4	Week 4: Terminology Management in Legal Translation - Managing legal terminology and building glossaries. - Glossary creation for legal terms (English-Russian-Kazakh). - Translate legal documents using the glossary.	3	9
	IWS 1: - Compile a glossary of 20 legal terms in three languages.		20
5	Week 5: Translation of Economic Texts (Part 1) - Characteristics of financial reports and economic agreements. - Analyze economic reports for structure and terminology. - Translate selected paragraphs of financial statements.	3	9
	IWS 2: Individual task: Compare economic terminology across English, Russian, and Kazakh.		17
6	Week 6: Translation of Economic Texts (Part 2) - Translation strategies for economic texts. - Practice translating case studies from economic reports. - Group discussion on challenges in translating economic terms.	3	9
	IWST 3: Feedback session on maintaining stylistic features in translated texts.	1	
Module 2: Advanced Techniques in Specialized Translation			
7	Week 7: Syntactic Challenges in Specialized Translation - Overcoming syntactic differences in legal and economic translation. - Practice restructuring complex sentences in translations. - Translate texts focusing on accurate syntax adaptation.	3	9
Midterm control 1: Legal Document Translation			100
8	Week 8: Pragmatics in Legal Translation - The role of pragmatics and cultural adaptation in translation. - Translate culturally-bound phrases in legal documents. - Group activity: Rewrite sentences with cultural equivalence.	3	10
9	Week 9: Ethics and Responsibilities of the Translator - Ethical principles in legal and economic translation. - Case study discussion: Ethical dilemmas in translation. - Create guidelines for ethical translation practices.	3	10
	IWS 3: Write a reflection on ethical issues in translation.		10

10	Week 10: Machine Translation and CAT Tools in Specialized Translation - Tools for improving efficiency in economic and legal translation. - Introduction to CAT tools (e.g., SDL Trados). - Translate texts using machine translation tools, then refine them manually.	3	10
	IWST 4: Consultation on strategies for complex economic texts.	1	
Module 3: Specialized Practice and Final Review			
11	Week 11: Translating Court Rulings and Legal Opinions - Structure and features of court rulings and legal opinions. - Translate excerpts from court documents. - Peer review of translated legal opinions.	3	10
12	Week 12: Financial Agreements and Contracts - Translating financial agreements and contracts. - Practice translating clauses of financial agreements. - Analyze differences in contract styles across languages.	3	10
	IWST 5: Consultation on resolving syntax-related issues in translations	1	
13	Week 13: Editing and Proofreading Translations - Techniques for editing legal and economic translations. - Edit translations provided by peers. - Practice proofreading for terminology and style consistency.	3	10
14	Week 14: Common Mistakes in Specialized Translation - Identifying and avoiding common mistakes. - Group activity: Spot mistakes in provided translations. - Correct and discuss translations with identified errors.	3	10
	IWST 6: Feedback session on culturally accurate translations.	1	
15	Week 15: Final Project and Review - Presenting final translations and reflective discussion. - Students present a translated legal or economic document. - Group discussion on challenges faced and lessons learned.	3	10
	IWS 4: ○ Prepare a final reflective report on the course..		10
Midterm control 2: Economic Report Analysis and Translation			100
Final control (exam): Comprehensive Translation			100
TOTAL for course			100

Dean of International Relations Faculty

Chair of the Academic Committee
on the Quality of Teaching and Learning

Head of Diplomatic Translation Department

Senior Lecturer



Sairambayeva Z.T.

Yerimpasheva A.T.

Murzagaliyeva M.K.

Assan K.A.

RUBRIC FOR SUMMATIVE ASSESSMENT OF INDEPENDENT WORK (IWS) IN THE FORM OF A PRESENTATION (25% of 100% MC)

Criteria	«Excellent» 25-30%	«Good» 20-24%	«Satisfactory» 15-20%	«Unsatisfactory» 0 – 15%
Content Quality	Comprehensive coverage of the topic, in-depth analysis, and critical insights related to legal and economic translation. Examples are highly relevant and well-documented.	Covers the topic adequately with relevant analysis and examples. Minor gaps in content depth or explanation.	Basic coverage of the topic. Limited analysis and insufficient examples. Lack of depth.	Incomplete or inaccurate content. Little to no analysis or examples provided.
Presentation Structure	Clear, logical structure. Smooth transitions between sections. Introduction, main body, and conclusion are well-developed.	Logical structure with minor lapses in flow. Some transitions between sections may be unclear.	Basic structure but lacks logical flow. Key sections may be underdeveloped.	Poor structure. Disorganized flow, with little attention to organization.
Language and Style	Fluent and professional language in English, Russian, or Kazakh. Accurate use of specialized terminology in all three languages.	Good language proficiency with minor errors. Specialized terminology is used correctly but inconsistently.	Limited proficiency in language. Several errors in terminology usage or inappropriate expressions.	Poor language proficiency. Frequent errors in terminology and grammatical structures.
Visual Design	Engaging and professional design. Uses visuals (charts, graphs, etc.) effectively to support arguments.	Clear and neat design. Visuals are present but may not always effectively support the arguments.	Basic design. Visuals are limited or poorly integrated into the presentation.	Poor visual design. Lack of visuals or distracting elements that hinder understanding.
Time Management	Presentation is completed within the allotted time (e.g., 7-10 minutes). Time is managed effectively.	Slightly exceeds or falls short of the allotted time but still manageable. Time management is acceptable.	Significant deviations from the allotted time. Lacks proper time management.	Presentation is rushed or incomplete due to poor time management.
Engagement and Delivery	Confident and engaging delivery. Presenter interacts with the audience and maintains interest.	Good delivery but lacks strong engagement. Minor hesitations in interacting with the audience.	Limited engagement or confidence in delivery. Some monotony or reading directly from notes.	Poor delivery. No engagement with the audience, or presentation is read entirely from notes.