



**NATIONAL UNIVERSITY of MODERN LANGUAGES
ISLAMABAD – PAKISTAN**



STUDENT HANDBOOK

Department of Russian Language

INTRODUCTION

Russian is one of the most widespread and culturally rich languages in the world. It serves as the state language of the Russian Federation and one of the two state languages of Belarus. Additionally, it is an official language in Kazakhstan, Kyrgyzstan, and several other countries, functioning as a key language for international communication in Central Eurasia and Eastern Europe. Russian is also one of the six working languages of the UN, UNESCO, and other international organizations.

The Department of Russian Language, established in 1971, is one of the oldest departments at NUML. Students in our program not only learn the Russian language but also gain insights into the history, culture, and traditions of Russia—the largest country in the world. Our faculty includes native speakers, and students have opportunities to engage with representatives from Russia and other Russian-speaking countries, expanding their horizons through various extracurricular activities.

We offer systematic teaching of Russian grammar, progressing from the basics to advanced levels. Our curriculum also focuses on developing essential reading, writing, and speaking skills, which are invaluable for students seeking admission to universities in the Russian Federation or CIS countries, as well as for pursuing careers in diverse fields.

If you are eager to explore the unique world of Russia, learn about its rich traditions, and immerse yourself in its remarkable literature, we welcome you to join us!

VISION

To be a leading department of Russian studies for proficiency and excellence in research in Russian language, literature and cultural studies

MISSION

To foster linguistic competence and understanding of culture for academic and professional excellence in Russian language and literature

OBJECTIVES

To assist the learners to use Russian effectively, fluently and accurately in everyday situations and in academic & professional settings

To provide knowledge about Russian Literature, Society and Cultural traditions

To enable the learners to study or work independently in a Russian-speaking environment.

OUR PROGRAMS

FUNCTIONAL COURSES in RUSSIAN LANGUAGE

1. Certificate course
2. Diploma Course
3. Diploma-in-Interpretation Course
4. Summer Short Course
5. Online Language Course

1. CERTIFICATE COURSE

Aim:

The aim of this course is to develop the elementary skills of students in listening, speaking, reading and writing Russian language.

Scope:

1. This course covers:
 - Basic structural and lexical items of language;
 - Basic sentence structure of the language
2. It is designed to ensure that the students acquire the following fundamental skills:

I. Listening:

Simple structure for becoming familiar with the alphabet, articulation of sounds, correct pronunciation, vowel harmony, including phrases and expression.

II. Speaking:

Simple language with correct pronunciation, intonation and appropriate expression.

III. Reading:

Correct reading for understanding simple text in the language.

IV. Writing:

Short paragraphs, situational dialogues and simple composition.

Course contains two parts:

i. Written:

- Written Comprehension (100 marks)
- Applied Grammar (100 marks)
- Composition and Dictation (60+40 marks)

ii. Oral:

- Oral Expression (100 marks)
- Oral Comprehension (100 marks)
- Reading Comprehension (100 marks)

Duration:

Total Duration: **6 months**

Working days/week: **5 days**

Teaching hours/day: **4 hours**

Eligibility:

Matric or Equivalent.

General Information:

- a) The candidates who qualified in each of the written tests separately and in aggregate in the oral tests will be declared successful.
- b) Midterm exams = 40%, Final = 60%
- c) The evaluation of the tests will be done according to the approved rules and regulations for examination.

2. DIPLOMA COURSE

Aim:

It is an intensive course, aiming at further development of the proficiency of students in listening, speaking, reading and writing Russian language, expanding students' Russian vocabulary and enhancing their conversational ability.

Scope:

1. This course covers:

- Functional vocabulary for integrated command over the language.
- Development of basic translation skills.

2. It is designed to ensure that the students acquire the following elementary skills:

I. Listening:

Comprehend and describe a conversation that he/she has heard in various pair/group activities in the classroom

II. Speaking:

Appropriate expression and ability to discuss everyday situations. Orally construct conversations on a wide range of topics with the instructor, peers, using the appropriate level of speech with each.

III. Reading:

More attention is given to reading comprehension and writing skills. Correct reading for understanding basic text in the language. Emphasis is given to correct intonation and expression.

IV. Writing:

Situational dialogues, paragraphs and composition topics related to daily life.

Course contains two parts:

i. Written:

- Written Comprehension (100 marks)
- Applied Grammar (100 marks)
- Composition and Dictation (60+40 marks)
- Translation (100 marks)

ii. Oral:

- Oral Expression (100 marks)
- Oral Comprehension (100 marks)
- Reading Comprehension (100 marks)

Duration:

Total Duration: **12 months**

Working days/week: **5 days**

Teaching hours/day: **4 hours**

Eligibility:

Matric or Equivalent.

General Information:

- a) The candidates who qualified in each of the written tests separately and in aggregate in the oral tests will be declared successful.
- b) Midterm exams = 40%, Final = 60%
- c) The evaluation of the tests will be done according to the approved rules and regulations for examination.

3. DIPLOMA-IN-INTERPRETATION COURSE

Aim:

It is an advanced course, aiming at further development of the proficiency of students in listening, speaking, reading and writing Russian language, expanding students' Russian vocabulary and enhancing their conversational ability.

Scope:

- a) This course covers:
 - i. Functional vocabulary for integrated command over the language.
 - ii. Development of translation skills.
 - iii. Development of basic interpretation skills.
 - iv. Basic knowledge of geography and history of Russia.
- b) It is designed to ensure that the students acquire the following elementary skills:

i. Listening:

Comprehend and translate a conversation that he/she has heard in various pair/group activities in the classroom.

ii. Speaking:

Appropriate expression and ability to discuss situations on given topics. Orally construct conversations on a wide range of topics with the instructor, peers, using the appropriate level of speech with each other.

iii. Reading:

More attention is given to reading texts from journals and newspapers to expand the vocabulary.

iv. Writing:

Writing an essay of about 700 words on the given topics.

Course consists of two parts:

iii. *Written:*

- Language (100 marks)
- Essay (100 marks)
- Area Study (100 marks)
- Translation (100 marks)

iv. *Oral:*

- Oral Expression (100 marks)
- Oral Comprehension (100 marks)
- Consecutive Interpretation (100 marks)

Duration:

Total Duration: **18 months**

Working days/week: **5 days**

Teaching hours/day: **4 hours**

Eligibility:

Intermediate or equivalent and Diploma in Russian or equivalent.

General Information:

- a) The candidates who qualified in each of the written tests separately and in aggregate in the oral tests will be declared successful.
- b) Midterm exams = 40%, Final = 60%
- c) The evaluation of the tests will be done according to the approved rules and regulations for examination.

4. SUMMER SHORT COURSE

Aim:

The purpose of the course is to give students a general understanding of the structure of the Russian language, teach them to read, write and understand Russian oral and written speech, participate in simple dialogues and discussions related to everyday life.

Scope:

- a) This course covers:
 - i. Basic structural and lexical items of language;
 - ii. Basic sentence structure of the language
- b) It is designed to ensure that the students acquire the following skills:

I. Listening:

Simple structure for becoming familiar with the alphabet, articulation of sounds, correct pronunciation, vowel harmony, including phrases and expression.

II. Speaking:

Simple language with correct pronunciation, intonation and appropriate expression.

III. Reading:

Correct reading for understanding simple text in the language.

IV. Writing:

Short paragraphs, situational dialogues and simple composition.

Duration:

Total Duration: **5 weeks**

Working days/week: **5 days**

Teaching hours/day: **4 hours**

Eligibility:

Matric or Equivalent.

5. ONLINE LANGUAGE COURSE

Aim:

The aim of this course is to develop the elementary skills of students in listening, speaking, reading and writing Russian language.

Short Course:

Total Duration: **8 weeks**

Working days/week: **5 days**

Teaching hours/day: **3 hours**

Full Semester Course:

Total Duration: **16 weeks**

Working days/week: **5 days**

Teaching hours/day: **3 hours**

Tri-Annual Admission Schedule:

Admission are open three times a year to ensure frequent intake:

Spring:

8-week and 16-week sessions (Admission Announcement: around November 15)

Summer:

Only 8-week session (Admission Announcement: around May 25)

Fall:

8-week and 16-week sessions (Admission Announcement: around June 5)

Eligibility:

No eligibility required. Open to all interested in language learning.

EXAMINATION RULES

Types of Examinations:

a) **Oral Examination.** Oral Examination is comprised of examination conducted by the university as part of continued assessment or viva voce. Marks will be allocated according to the syllabus.

b) **Written Examination.** Written Exam will comprise all written papers

Scheme of Examinations

a) **Regular Programs.** Following will be the general scheme of examination for the Non-Degree Programs:

i. **Mid-Semester Exam.** Midterm Examination will be conducted at the end of the 8th week of the semester by all departments except English (FC) Division/allocation of marks will be determined by the respective department(s). ii. **Final Examination.** At the end of a semester, the students will be evaluated on the syllabus prescribed for the entire semester.

b) **Special Programs.** Special Programs will be conducted on the request of user agencies, for which the duration and evaluation will be determined by the department concerned in consultation with the user agency.

Conduct of Examinations

- a) **Regular Examinations.** At the end of a program, an examination will be conducted on the syllabus prescribed for the program.
- b.) **Supplementary Examinations.** The Supplementary examination will be held for the candidates who are unable to clear or appear in the regular examination for which they are eligible.
- c) **Special Examinations.** The University may arrange for special tests/ examination exclusively for user organizations.

Eligibility Criteria for Regular Examinations:

Eligibility for examination is determined on the basis of the candidate's status. There are two types of candidates:

- a) **Regular candidates.** Must be enrolled students and have a minimum of 75% attendance for non-sponsored students and 80% for sponsored students for issuance of roll number slips.
- b) **External/Sponsored.** External candidates are sponsored by user agencies and diplomatic missions etc. and are not enrolled students of NUML. The process of registration is carried out by the user agencies/candidates. External candidates must clear all dues before being allowed to appear in the examination.

Eligibility for Appearing in Supplementary Examinations.

Supplementary examination will be held periodically by the university after the result of the Regular Examination has been declared. Only one chance will be given to candidates of one semester duration programs; two chances to two semester duration programs and three chances to a three semester duration program. There is no Supplementary Examination after the Mid-Semester Examination.

Make Up Tests/Examinations.

A student who misses one or more papers of periodical test/examination because of sanctioned leave or for reasons beyond his control will be eligible for appearing in makeup test/exam in the paper(s) he missed within a period of 15 days of the end of the test/exam subject to the approval of the Director Examination.

Assessment and Evaluation

- a) Marks of a subject obtained by a student will be rounded off to the nearest whole number 0.5 or more will be rounded off to one. Fractions of less than 0.5 will be counted as zero.
- b) Marks obtained by candidates in the periodical test/s and examination will be added and given weightage as per breakup given below:
- i. Mid Semester: 40%
 - ii. End Semester: 60%

c) Assessment for programs where there is no Midterm Examination will be made on the basis of the Final Examination only.

Grading Ranges: Candidates will be assigned grades follows:-

a. Sponsored Students

SPONSORERS	GRADING
Army/ISI/Rangers	90% & Above = D
	76% to 89.99% = A
	66% to 75.99% = B+
	61% to 65.99% = BH
	56% to 60.99% = BA
	51% to 55.99% = BL
Pakistan Navy	90% & Above = OS
	75% to 89% = A
	63% to 74% = B+
	50% to 62% = B
Pakistan Air Force Intelligence Bureau/ Other Civilians	70% & Above = A
	60% to 69.99% = B
	50% to 59.99% = C

b. Non Sponsored Students

80% and Above = A

70% to 79% = B

60% to 69% = C

50% to 59% = D

(Below 50%) = Fail

Note* Minimum passing marks are 50% in each paper and also in aggregate. A candidate will have to pass each written exam separately and oral papers in aggregate.

c. **POSITIONS:** will be calculated as under:-

- i. Courses with intake 5 and below merit positions will not be indicated.
- ii. Courses with intake between 6 to 20 only first positions will be indicated.
- iii. Courses with intake between 21 to 40 first two positions will be indicated. I
- v. Courses with intake 41 & above first three

Rechecking of Answer Sheets. Re-checking of answer sheets will be done as per criteria set for undergraduate programs.

Issuance of Certificates/Diplomas. All certificates/Diplomas will be issued as per NUML Regulations for Degree programs.

GENERAL INSTRUCTIONS

INSTRUCTIONS FOR REGULAR ADMISSIONS

1. **Provisional Admissions (Result awaiting):** No provisional admissions will be entertained in MS/MPhil/PhD, MBA, BBA (2 Years)BS Bridging, ADCP and Functional programs.
2. **Fee Structure:** Complete Fee Structure is available at NUML website.
3. **Fee Refund Policy:** 100% fee refund if claimed (mandatory in writing) within 1st week, 50% within 2nd week, no refund after fifteen (15) days of commencement of semester.
4. **Cancellation of Admission:** The applicants are advised to confirm eligibility before online processing of admission form. Admission will be cancelled without any refund (Except security fee) at any stage if a candidate/student is found ineligible as per advertisement OR any degree / certificate proves to be faked / unrecognized.

INSTRUCTIONS FOR SUMMER ADMISSIONS

(Short Courses):

1. Registration/Processing Fee: Rs.1000/- and actual fee and eligibility of the course can be viewed on university website at www.numl.edu.pk/admission.
2. Applicant's picture and paid receipt of Rs.1000/- should be attached with the online admission form.
3. All classes will be held face to face.
4. In case of any query or further clarification, contact at the following:

Islamabad: Director Academics, NUML, Sector H-9, Islamabad.
Telephone: (051-9265118,051-9265119), PABX:051-9265100-10
(with extensions: 2504, 2402, 2403, 2404, 2406, 2407, 2401, 2409)

INSTRUCTIONS FOR FORM FILLING

(REGULAR ADMISSIONS):

1. **Online Admission:**
 - a. Please visit NUML admission website: onlineadmission.numl.edu.pk and apply online. Scanned copies of photograph (passport size with blue background) and other documents should be attached as specified in online admission form
 - b. Admission Processing Fee: Rs.2000/- (Non-refundable)
 - c. No priority will be allowed in MS / MPhil / PhD and Functional level programs.
2. Incomplete applications/ received after due date will not be accepted / entertained.

FACILITIES AVAILABLE:

1. **Career Counselling:** Available in the department of ORIC, NUML.
2. **Disability Coordinators - NUML:**
 - Mr. Raja Kamran, Advisor Student Affairs (Male), +9251-9265100 (Extension: 2021), rkamran@numl.edu.pk
 - Dr. Saira Nudrat, Advisor Student Affairs (Female), +9251-9265100 (Extension: 2021), snudrat@numl.edu.pk
3. **Transport Facility:** This facility is available for specific routes in Rawalpindi / Islamabad and Wah / Taxila on payment.

Note:

1. University is not bound to start a program in a particular discipline if it finds any constraint.
2. NUML will follow the instructions / SoPs of Government of Pakistan regarding COVID-19.
3. For queries / information: admissions@numl.edu.pk

SOPs Students Mandatory Attendance

a. The attendance criteria to sit in the final exams as per decision of 14th Academic Council Meeting held on 10 July 2017 is as under: -

- i. 75% attendance (subject wise for all Degree level programs) for all students.
- ii. 75% cumulative attendance for all students of Functional language courses.
- iii. 80% attendance for Pak Armed Forces sponsored personnel.

b. The student who has less attendance in any subject of his / her discipline semester will not be allowed to sit in the end semester exams of that subject.

c. It is responsibility of Deans / HoDs and Regional Directors to direct / intimate all students to maintain their mandatory attendance.

d. Monthly / semester attendance may be prepared as per para-1 and highlight the below criterion attendance at the end of every month / semester. The attendance should also be displayed on Departmental Notice Boards/ Electronic Board for information of the students and forwarded to Exams Branch for necessary action with a copy to Academics Branch for information.

e. Students not fulfilling the attendance criterion should be warned in writing by respective HoDs / RDs at the end of each month with intimation to Exams and Acad Branches. In case a student does not improve his / her attendance after the 1st warning, a letter should be sent to their parents / guardian informing them of the student's attendance state.

**For any query or further clarification,
please contact @ 051-9265118,051-9265119**

Repeat/NOC/Bonafide/Attendance/ Character Certificates Procedure

1. Download and print the required form from <http://numl.edu.pk> Academics Downloads
2. Fill the required relevant/necessary information.
3. Get the form approved from the Head of Department
4. Submit the approved form to the concerned course coordinator of Academics Branch offices/ rooms.
 - Faculty of Engineering & Computer Science - (Room # 20) Jinnah Block
 - Faculty of Management Science - (Room # 20) Jinnah Block
 - Faculty of English Studies - (Room # 18) Jinnah Block
 - Faculty of Languages - (Room # 18) Jinnah Block
 - Faculty of Social Sciences - (Room # 09) Jinnah Block