**Памятка по выполнению перевода**

1. Перевод оценок:
	1. зачтено – passed
	2. удовлетворительно – satisfactory
	3. хорошо – good
	4. отлично – excellent
2. Перевод названий практик:
	1. производственная практика/ производственная практика по получению профессиональных умений и опыта профессиональной деятельности – On-the-job training
	2. учебная практика – Educational Internship
3. В переводе дисциплины должны быть в том же порядке и на той же странице, что и в оригинале.
4. В названиях дисциплин все слова с большой буквы (кроме артиклей, предлогов и союзов).

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| *место для скана зачетки* |

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| *[photo]* |  | **Student’s Record Book №\_\_\_\_**Last name, First Name, Patronym (of any):\_\_\_\_\_Field of study: \_\_\_\_Institute:\_\_\_\_\_\_Enrolled by the order № \_\_\_\_\_ ст of дд.мм.ггггVice Rector for Academic Affairs:\_\_\_\_\_\_\_[signature of the Vice Rector for Academic Affairs]Head of the Department:\_\_\_\_\_\_\_[signature of the Head of the Department] |  |
| *[round seal]**[rectangular seal]* | [signature of the student]« »\_\_\_\_\_\_\_20\_\_\_ | *[round seal]* |

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| *место для скана зачетки (СЕМЕСТРЫ)* |

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| **1st semester of 20\_\_/20\_\_ academic year** | **1st year** | **First Name, Last Name** |

|  |  |  |  |
| --- | --- | --- | --- |
| Discipline | Grade | Discipline | Grade |
| 1. Practical Course of English Language | good | 1.Ancient Languages and Cultures | passed |
| 2. History  | good | 2. Life Safety  | passed |
| 3.Introduction to Lingiustics  | excellent | 3. Practical course of the First Foreign Language | passed |
|  |  | 4. Russian Language and Speech Culture | passed |
|  |  | *[signature of the Head of the Department]* | *[stamp of the Institute]* |

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| *место для скана зачетки (ФАКУЛЬТАТИВЫ)* |

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| **Electives Disciplines** | **First Name, Last Name** |

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| **Discipline** | **Grade** | **Discipline** | **Grade** |
| 1. Practical Course of English Language | good  | 1.Ancient Languages and Cultures | passed  |
| 2. History  | good  | 2. Life Safety  | passed |
| 3.Introduction to Lingiustics  | excellent | 3. Practical course of the First Foreign Language | passed  |
|  |  | 4. Russian Language and Speech Culture | passed  |
|  |  | *[signature of the Head of the Department]* | *[stamp of the Institute]* |

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| *место для скана зачетки (КУРСОВЫЕ)* |

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| **Course Works** | **First Name, Last Name** |

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| **Discipline** | **Title** | **Grade** |
| 1. Practical Course of English Language |  | good |
| 2. History  |  | excellent |
| 3.Introduction to Lingiustics  |  | excellent |
|  |  |  |
|  | *[signature of the Head of the Department]* | *[stamp of the Institute]* |

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| *место для скана зачетки (ПРАКТИКИ)* |

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| **Internships** | **First Name, Last Name** |

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| **Internship** | **Semester** | **Place** | **Position** | **Grade** |
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|  |  |  | *[signature of the Head of the Department]* | *[stamp of the Institute]* |

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| *место для скана зачетки (НАУЧНО-ИССЛЕДОВАТЕЛЬСКАЯ РАБОТА)* |

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| **Scientific and Research Work** | **First Name, Last Name** |

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| --- | --- | --- |
| **Type of the scientific and research work** | **Semester** | **Grade** |
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| *место для скана зачетки (ГОСУДАРСТВЕННЫЕ ЭКЗАМЕНЫ)* |

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| --- | --- |
| **State Examination** | **First Name, Last Name** |

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| **Discipline** | **Grade** |
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|  |  |
|  | *[signature of the Head of the Department]* | *[stamp of the Institute]* |