

A.1. PROJECT TITLE explaining main activity (30 words maximum) – quoting semester/year of course:

EMCI module/specialisation – 2nd year of the Masters course of Conference Interpreting – Charles University - Institute of Translations Studies – 3rd and 4th semester - academic year 2017-2018.

A.2. DURATION OF THE ACTION

Please indicate below the dates including the preparation and finalisation of the action (not only the course start and end itself). If costs indicated in Section 3 fall outside of the period indicated by you below, they are not eligible for co-funding.

Project commencement and completion dates

Please indicate the period for which the grant is requested, **including any preparatory work** and time required for completion and initial dissemination of the final product(s) financed by the grant:

from 15/06/2017 to 31/07/2018

The action cannot start earlier than the date of submission and should end preferably no later than 31st July 2018, except when duly justified by the applicant and accepted by the European Commission.

A.3. OPERATIONAL AND TECHNICAL CAPACITY (e.g. staff, equipment) to implement the proposed action)

a) Staff:

Please complete thoroughly [ANNEX VI](#) attaching the CVs for the key staff (administrative and teaching, external and internal staff) indicating approximately how much time each staff member devoted to this project compared to her/his total working time. Please also indicate those who are accredited conference interpreters with EU institutions or other international organisations. The CVs should clearly specify the professional training and years of experience in the relevant field for the implementation of the action.

All the internal staff (administrative and teaching) work on the EMCI module/specialisation out of their normal teaching and working time – and receive a supplementary salary for this work. The external colleagues work via invoices or contracts especially for this EMCI module/specialisation.

b) Available Infrastructure or acquisition and/or use of equipment for training:

i. Training rooms:

Classes in the building of the Institute of Translation Studies: the EMCI can use all the necessary premises for training ("normal" classes, with technical infrastructure: PC and data-projector, two interpreting labs, library, PC with access on internet etc.)

ii. Booths/ Simultaneous equipment (please specify if analogue or digital):

L'Institut de traductologie dispose de 2 salles d'interprétation simultanée avec 2 x 6 cabines doubles :

- 1) Salle 310 (située dans le bâtiment principal de la Faculté des Lettres, J. Palacha 2) : installée en 1993, dans le cadre du projet JEP Tempus : 6 cabines doubles – pour 12 étudiants. Tables de conférence – pour 16 étudiants (micros, écouteurs) + table centrale du professeur avec possibilité de choix de diverses sources. L'équipement a été régulièrement petit à petit innové au cours des années et mois précédents grâce aux divers projets tchèques (Ministère de l'éducation nationale, Fonds de développement universitaire etc.), du consortium EMCI et des subventions européennes (EMCI). Actuellement la table de l'enseignant est connectée au PC, au DVD, CD, VHS, audio, Internet, notebook, caméra, vidéoconférence (Polycom), micro enseignant, micro-conférence – toutes ces sources sont diffusées dans les cabines.

La salle dispose de data-projecteur, d'installation pour les vidéoconférences Polycom 8000X (initialement installée dans la salle 104), écran automatique électrique, des magnétophones/enregistreurs dans les cabines, d'audio/vidéothèque (cca 300 cassettes et 350 vidéocassettes). Récemment – en mai 2010, les 6 cabines ont été chacune équipée d'ordinateur/écran ASUS avec web-caméra pour pouvoir participer au projet i-coach du PE et pour que les étudiants puissent se connecter chacun directement sur Internet.

La salle a été repeinte en juillet 2010 et une nouvelle moquette a été posée, de nouvelles chaises - 18 – ont été achetées pour les tables de conférence. 12 chaises dans les cabines ont été déjà achetées en novembre 2009 – avec l'argent d'un projet tchèque interne).

La salle a été innovée en 2013 et 2014, 3 nouveaux écrans pour les vidéoconférences ont été installées, de nouvelles fonctions ont été rajoutées.

En 2019 ; grâce à un projet de développement du Ministère de l'éducation nationale la salle sera complètement refaite, avec une nouvelle disposition de cabines (6 cabines doubles) insonorisées, avec les dernières nouveautés techniques, technologiques, informatiques et pour l'interprétation à distance.

• 2) Salle 104 – laboratoire d'interprétation simultanée (située dans le bâtiment de l'Institut de Traductologie, Hybernská 3) : complètement refait en novembre 2011: 6 cabines doubles – pour 12 étudiants. Dans toutes les cabines sont installés des PC et des connections pour enregistrement stéréo de l'interprétation et de l'original. Consoles professionnelles, micros et écouteurs – marque Sennheiser/Televic. Tables de conférence – pour 12 étudiants (12 micros, 12 écouteurs stéréo) + table centrale du professeur avec 2 micros et 2 écouteurs, possibilité de communication individuelle avec les cabines sélectionnées, PC, écran, avec possibilité de choix de diverses sources digitales/numériques (caméra, notebook externe, USB, Internet etc.), enregistrement sur PC de l'original et de toutes les cabines. Haut-parleurs, grand écran TV. Septembre 2012 : installation de l'équipement POLYCOM pour les vidéoconférences (projet ministériel tchèque 2012 :500.000,- CZK pour l'achat du matériel nécessaire).

c) partners, if any, also have to fill in Annex V

Yes, we collaborate and work with other partners universities – mainly with the members of the EMCI Consortium (teaching and students mobility, virtual classes, participation at the final exams, exchange of best practices, projects, publications, ToT - training of trainers – especially via the EMCI consortium projects (Quality Assurance projects).

A.4. SUMMARY OF THE PROJECT

Important: If tasks/activities (e.g. mobility schemes) are performed by other institutes/establishments/universities mentioned in section I.2 – please name those explicitly in this project description.

Please specify information or indicate N/A (not applicable) in the answers to the questions below.

You may wish to put additional information in foot notes/ under Point "Other"

A.4.1 Language priorities A (see call for proposals – Point 8.Award criteria):

1 st	BG	CS	HR	DA	EN	ET	FR	DE	MT			
2 nd	NL	EL	GA	LT	RO	SK	SL	TR				
3 rd	SQ	FI	HU	IT	LV	MK	CG	PL	PT	SR	ES	SV

Languages and language combinations you intend to offer in 2017-2018 and those which you offered during the last 3 courses (if applicable):

Language	2017/2018	2016/2017	2015/2016	2013 /2014
A	CS	No course: N/A	CS	CS
B	EN, FR, ES	N/A	EN, DE	EN, DE, ES
C	EN, FR, ES	N/A	EN, FR, ES, IT	EN, DE, FR, ES

A.4.2 Implementation of postgraduate conference interpreting requirements which should meet the Commission recognised **best practices in conference interpreter training**:

a) level of course (Master level/post-graduate):

(A detailed description of the Course/Module is in the attachment of this application – and you can find this description also on the website of our Institute of Translation Studies in CS (<http://utrlf.cuni.cz/UTRLFF-155.html>) and in EN (<http://utrlf.cuni.cz/UTRLFF-206.html>))

- *Best future 2nd year students of the MA study programme in interpreting at our Institute of Translation Studies, Charles University (with excellent results during at the end of the 1st year - exams in consecutive interpretation and introduction to simultaneous, and other exams, with the required language combination, motivation letter and a recommendation from the trainers) – they take the module/specialisation : “**Conference Interpreting for institutional market (EU and international organisations) – EMCI**” - the module/course is free of charge as the whole MA programme at a public university. We obtained a new accreditation of our MA programme in interpreting from the Czech Ministry of education in 2016 and the next academic year 2017/2018 it will be the first time that we will run the EMCI module in this way. In the past (since 1999, every year till 2004, and then every 2 years-till 2016: 10 EMCI courses in total) we organised the EMCI courses as a one year post-graduate course (after MA) and in 2013/2014 and in 2015/2016 we included in the EMCI course as a pilot study – our best MA 2nd year students. The experience was very promising, so we decided to move the EMCI course into the 2nd MA year as an option (module/specialisation – every second year) for the best MA students. They have to pass all the obligatory/optional courses of the MA and then they take in parallel the whole “EMCI” module in addition (see the course plan in the Annexe VII/Attachment).*

b) aptitude test (selection procedure and methodology)

- i. Please mention your selection criteria for access to admission test (candidate profile):

As member of EMCI consortium since 1999 we apply the EMCI QA criteria and assessment (see the EMCI documents : www.emcinterpreting.org). Candidates (for the 1st MA year) must demonstrate an excellent command of their mother tongue, have an appropriate competence in their working languages, intellectual curiosity and knowledge about the international affairs and cultural background of the countries of their working languages. They must have good communication skills and prove the capacity for analysis, synthesis and concentration.

- ii. Please explain how the admission test is organised, the applied methodology and assessment criteria for being accepted:

The admission test for the 1st year of MA study programme in interpreting consists of 2 parts:
 1. *Written test (eliminary): written translation (A-B, B-A, C-A), summary, test on general knowledge, on current affairs and EU, questions about theory of interpreting.*
 2. *Oral examination: oral reproduction/consecutive interpretation of short and structured speeches (max.3 minutes) (A-B, C-A, B-A); a brief oral presentation by the candidate on a topic chosen by the jury (3 minutes); sight translation from B-A or C-A.*
A short interview with the candidate (motivation, acceptance of feedback, ability to work under the pressure and stress). Criteria – see on I.

- iii. Composition of the admission panel

The admission panel is composed of conference interpreters (mostly with EU accreditation) and interpreter- trainers from our Institute (ACI, ASKOT, JTP) and native speakers, representing all the passive and active language tested. The coordinator of the EMCI module/course, Ivana Čeňková, conference interpreter and trainer, EU accreditation) is present during all the examination (written and oral).

c) information on the contents and overview of the course:

Please reply briefly and complete [ANNEX VII](#) (Course plan 2017/2018) or add your own similar course plan

i. ECTS points given for the full course (min 60 or 120 ECTS or equivalent):

one academic year: 60 ECTS (=EMCI module)
two academic years: 120 ECTS (=the whole MA programme)

ii. % of interpreting classes taught by practising conference interpreters (AIIC or IO accredited) in which language combination:

100% of the interpreting classes are taught by practising conference interpreters internal or external trainers (members of the Association of conference interpreters (ASKOT) or the Union of interpreters and translators (JTP), former graduates of our Institute (of MA and/or EMCI), trained at the ToT or TTT and cca x % of the classes are taught by ACICs – see below for the different languages combinations:

CS-FR-CS: 90% are ACI
CS-EN-CS: 80% are ACI
CS-ES-CS : 60% are ACI

(all the internal trainers teach in the EMCI interpreting classes, after their “normal” teaching in M.A. and B.A programme)

iii. How many hours of training students receive for the whole course, what percentage of this is devoted to practical interpreter training (consecutive and simultaneous interpretation) ?:

(Students must receive at least 400 hours of training, 75% at least practical interpreter training)

*During the first year of the MA interpreting study programme the students have in total at minimum normally 442 hours of training (obligatory and optional – for the necessary amount of ECTS) – in one language combination. Practical interpreter training in the first year represent in this total 156 hours for one language combination and normally the students have 2 languages combination (for example FR-CS and EN-CS), it means that they have up to 312 hours of interpreter training during the first year+ self training (I-coach: at the disposal of the first year students are 12 hours/week – the interpreting lab with an assistant to help them: during the winter and the summer semester, but also during the exams sessions: January, June and September – **total aprox. 450 hours**). Some of the lectures can be scheduled every second year, it means that the students take them either in their 1st year or in their 2nd year (Introduction to Economic, Law, International organisations, Theory and practice of the conference interpreting, European union: decision making processes and powers – in English etc....). Theory of Interpreting and Research methods in Interpreting Studies can be also scheduled for 1st and /or 2nd year students together.*

During the 2nd year – in the EMCI module/specialisation – the students have 286 hours of interpreter training (including mock-conferences and virtual classes) – for one language combination, excluding the EU Brussels visit (3 days), Professional interpreting practice (15 days) and the self-learning = I-coach: 12 hours/week during the 2 semesters and January, June –same as in the 1st year). In 2017/2018 the EMCI students will have in their 2nd year these lectures and master classes:

*European Union: decision making processes and powers – in English-winter semester - 2 hrs/week;
Theory and practice of the Conference interpreting-winter semester-2 hrs/week;
Theory of interpreting 1 hrs/week – summer semester. See Annex 7.
It represents another aprox. 65 hours.*

Are not include all the submitted Pedagogical assistance days – supplementary

teaching interpreting classes – trainers working in tandem (it can represent min. supplementary 20-30 hours per language combination per academic year).

- iv. How much self-training is organised and recommended and how it is monitored?
The EMCI students have an obligatory course (other MA students optional): "I-coach" (2hours/week), and they have to do consecutive and simultaneous interpreting: consecutive interpretation (preparing and doing the speech) together with their colleagues and evaluating his/her interpretation immediately; simultaneous interpretation alone, recording his/her performance and assessing himself/herself /they received a evaluation sheet from the trainer/ or with a colleague listening the interpretation and doing the evaluation after immediately; or sending their recording to the colleagues. For the simultaneous it is recommended to use the Speech repository 2.0, My Speech Repository and the Speech-Rec. The students have a table to fill and to submit to the trainer at the end of the semester. In the table they put the date, the interpretation (consecutive, simultaneous), the topic, evaluation of the difficulty, assessment done by? – himself/herself or the peer/student/assistant, assessment done for another student? Apart this I-coach, the students have at their disposal 12 hours/week – the interpreting lab with an assistant to help them: during the winter and the summer semester, but also during the exams sessions: January, June - total cca 400 hours.
- v. Tuition in theory of interpreting and other subjects or access of students to extracurricular training (i.e. public speaking, knowledge about international institutions, basic background knowledge in economics and law)
yes – see on iii. and in the Annex VII. All these subjects and extracurricular training are offered to our students.

d) tests (Interim and/or Final)

- i. test methodology and evaluation criteria

As member of the EMCI Consortium we respect the Quality Standards and the Core Curriculum in preparing and organising the final tests and the evaluation criteria (we use a sheet for evaluation of every interpreting performance (consecutive, simultaneous, simultaneous with text, sight translation) of the student – and assess 3 main domains: message/content/ability of analysis; presentation and communicative skills; and language.

- ii. composition of examination jury and profile of jury members (if available names/external – internal)

Interim test: N/A (partial exams after the 1st MA year – and after the 4th semester: consecutive and simultaneous interpreting)

Final examination:

The international examination jury is composed of conference interpreters (EU accreditation) and interpreters-trainers and native speakers, representing all the passive and active language tested. The coordinator of the EMCI course (prof Ivana Čeňková, conference interpreter and trainer, EU accreditation) is present during all the examination. The head of the Czech unit of DG INTE (Ivana Hlaváčová) and the head of the Czech unit of DG SCIC (Hana Jungová) will normally be present during all the final exams. Minimum one member of the Jury is an official assessor/native speaker of another EMCI course (depending of the language combination). As members of the EMCI Consortium, the composition of the Jury respects the Quality Standards and the Core Curriculum of the EMCI Consortium.

(The composition of the international jury changes according to the language combination that is being tested. The chair of the jury and representatives of DG SCIC and DG INTE are present throughout the final exams regardless of the students' language combination. For each language combination there are at least 2 jury members having the same language combination as the student (passive and active language) and at least one jury member having the target language of the student as

his/her A language. Speeches for consecutive as well as for simultaneous interpreting are always given by a native speaker. Speeches for simultaneous interpreting with text are always authentic (A/V recording and text for prior preparation). Internal as well as external jury members have the same decision and voting rights. The decision on the final result is taken by consensus - YES (pass) and NO (fail). In the event of a borderline performance, the evaluation by points is used).

iii. duration of consecutive interpretation tests (A/B/C/ combination):

*Interim/partial test: if applicable:
5-6 minutes (A-B, B-A, C-A)*

*Final examination:
minimum 6 minutes (max. 8 minutes): A-B, B-A, C-A*

iv. duration of simultaneous interpretation tests (A/B/C/ combination):

*Interim/partial test: if applicable:
After 2nd semester: 10 minutes (B-A, C-A)
after 4th semester: 10 minutes (B-A, A-B, C-A)*

*Final examination:
minimum 12 minutes (max. 15 minutes): B-A, A-B, C-A
+ 10 minutes of simultaneous with text: only from B or C to A
+ and sight translation (cca 20 lines) only from B or C to A*

e) diploma awarded on successful completion of the course

i. type of diploma

- a) *EMCI Consortium Certificate (minimum: A-B or A-C-C) –when successfully passed the final exams of the EMCI Module/specialisation*
- b) *MA Diploma in Interpreting – when these EMCI/2nd year MA students finish the whole MA study programme (=the pass the State exams: including Theory of interpreting, Interpreting analyse of an original and interpretation recorded, International affairs + viva of the MA thesis). There is a Supplement to the Diploma with a list of all exams and their language combination.*

ii. Does the diploma clearly indicate the graduate's language combination and active and passive language?

*EMCI Certificate – yes
MA Diploma – in the Supplement yes*

A.4.3 Innovative Technologies:

a) Installed videoconference equipment and rooms for distant teaching (virtual classes) - please specify with whom, frequency, etc.:

Two rooms (310 and 104) with videoconference equipment POLYCOM (for BVC and MVC or I-Coach): we hope to have minimum 4 x in each semester: with the partners EMCI universities (Geneva, ESIT Paris, Ljubljana, Cluj, Warsaw, Trieste, ISIT Paris, ELTE Budapest, Madrid and now also La Laguna and Leuven – depending of the language combinations) and/or with DG SCIC and DG INTE. Virtual classes are included as an obligatory course in the curriculum of the EMCI module (2 ECTS for the semester) and as an optional course for the "normal" MA interpreting students (the academic year when the EMCI module is not offered).

b) Access to speech repository or similar – please specify:

- *Speech repository 2.0 and My Speech repository – yes –students have access. They regularly use the SR as a training tool during their I-coach self-training session and with their peers. We (our trainers) participate also in the recording for the SR and the students regularly do the transcripts of the recordings.*
- *Speechpool – students use this platform and record themselves autonomously*
- *Our Database of audio recording (DAVID: Digitalní Audio Video Databáze): base électronique de discours virtuels avec cca 550 discours enregistrés en format audio pour la consécutive et simultanée (=réalisation d'un projet ministériel tchèque). La base est régulièrement complétée par de nouveaux discours. Voir: www.david.ff.cuni.cz*
- *VLE – EMCI consortium – see: www.emcinterpreting.org /see: Resources/*

c) Use of ORCIT modules or similar – please specify

Yes, we use the ORCIT modules as a complementary tool as introduction during the different steps of the training in interpretation and we participate in this project (since 2011) with the Czech version of the ORCIT modules: www.orcit.eu

- *we also use the SCIC-train.*

d) Reasons for acquisition of equipment planned in the academic year 2017-2018

N/A

e) Others – please specify

Videos on Youtube: Featured by Lourdes De Rioja: „A Word In Your Ear“

A.4.4 Cooperation/mobility schemes with other universities/study visits (if applicable):

a) Planned study visits to EP and EC institutions:

Yes: February-March 2018

b) Visits of teaching staff from or to other universities:

Yes - trainers within the EMCI partners' universities – the concrete trainers will depend of the actual languages in the EMCI courses during academic year 2017/2018. For the teaching mobility and for the final exams.

c) Visits of students from or to other universities:

Possible visits of our students to ESIT, ISIT, Madrid-Comillas or FTI Geneva – depending of the language combinations.

d) Virtual mobility:

Yes: Virtual classes and “incrustation” (virtual participation of another trainer/interpreter in the interpreting classroom via videoconference).

e) Others:

Students self-training (I-coach): evaluation of the recorded and uploaded interpretation of the students by a “virtual tutor” (via Speech-Rec).

A.4.5 Results

a) Enrolled students:

Minimum expected: 9

Maximum expected: 15

Minimum number of students required to run the course: 8

- b) Where available, the name of graduates (from the last 4 years) working for the EU interpreting services (indicating source of this information) – please note that this information is covered by Regulation 45/2001 and that total confidentiality of this information is guaranteed.

From the last 4 years: ONE ([REDACTED]) (corrigé) – EMCI post-graduate 2014) will be free-lance interpreter – information from the head of the CS unit at DG SCIC

- c) Expected results of the proposed action:

Due to the course demands the rate of success of students is expected to be around 50 %. Successful candidates might be able to find interpreting jobs in EU institutions. Unfortunally in the last period the Czech EMCI graduates were not successful at the inter-institutional accreditation tests.

- d) If applicable please complete the one of the relevant tables giving information on the number of applicants, students having passed the admission test, etc.:

Remarks:

from 2017/2018 the EMCI module/specialisation will be the 2nd year of 2 years MA course in Interpreting – for the best selected and motivated 1st year students. Every two years.

The EMCI module is free of charge for our MA students – Charles university as a public university cannot ask fees for regular BA and MA study programmes.

University :				
1 year post-graduate course in Interpreting	2013/14	2014/15	2015/16	2016/17
applied		N/A	15+6 MA	N/A
invited to admission test			10+6 MA	
enrolled			5+6 MA	
Mid-term Test passed (if applicable)			N/A	
Final exams passed		5	1+4 MA	
Accredited after EU institutions' tests	1	N/A	0	N/A

A.4.6 General organisation of the course

- a) Day course or evening course – frequency and average duration per week:

*Day course: Full-time, day studies, group instruction according to working languages
Every day: cca 24 classes-hours /week+ self-training and supervised l-coach – see the description of the course*

- b) Brief time schedule of the action. Please indicate approximate dates for:

- Advertising/promotion of the course (date/means): *March-May 2017*
- enrolment deadlines: *23 June 2017*
- dates of admission tests: *(early June last year – for the 1st year MA students, who will be 2nd year students in 2017/2018)*
- start of the course: *2nd October 2017*
- end of the course: *18nd May 2018*
- weeks of instruction: *Winter semester -13 weeks (2.10.-22.12.2017; 3.1.-12.1.2018)
Summer semester – 13 weeks (19.2.-18.5.2018)
3 days "EU visit"/ Brussels: February/March 2018
(the students will receive a bursary from the University – no funding is requested from DG SCIC for the grant)*
- interim tests (if applicable): *N/A (progress exams)*

- final exams: *June 2018*
- resits (if applicable): 1 resit: December 2018-January 2019

A.4.7 Evaluation and monitoring of the course:

- a) Explain which measures you will implement in order to monitor and evaluate the project/course (e.g. evaluation by students, peer review with other universities, benchmarking of programmes and course content, etc.):

- *An electronic load-book is available on the Internet for the trainers – after every course they publish a summary of the course + information about the progress of students for other teachers.*
- *An electronic load-book is on the Internet for students and trainers to prepare for the course (terminology, syllabi about the subjects etc.)*
- *Intermediate anonymous questionnaire for the students after the different steps of the Course (4 times during the 2 semesters)*
- *A questionnaire is distributed to the students after the completion of the Course and oral evaluation with the coordinator of the EMCI course is done on a regular basis.*
- *A questionnaire is distributed to the trainers after the completion of the Course.*

- b) If you made similar monitoring or evaluation in the past, could you please briefly describe the main conclusions and measures taken?

Yes, replacement of some external trainers, discussion with some other trainers about the level of their speeches and topics and the structure of evaluation/assessment during the classes. Some changes in the progression of the difficulty and more accent on preparation of the topics by the students. Stricter evaluation of the B language etc.

A.4.8 Participation in conferences, seminars, workshops, meetings, and mock conferences

If the budget (**Section III – Table 4.E**) includes expenditure related to conferences, seminars or workshops, please add information listed in the applicant's guide, point II.6.E.

N/A within this course application. Will be covered from other sources (University, Faculty, Ministry of education or EMCI Consortium funds)

A.4.9 Other points – please specify:

none