



EUROPEAN COMMISSION
DIRECTORATE-GENERAL FOR TRANSLATION

Directorate R — Resources
R.4 Professional and organisational development

EMT NETWORK

2023/2024 Selection Round

Guide for applicants

Application form: https://ec.europa.eu/eusurvey/runner/Call_EMT_Membership_2023
Questions and remarks: DGT-EMT-Selection@ec.europa.eu



Table of Contents

INTRODUCTION.....	3
MEMBERSHIP	3
SELECTION.....	3
ELIGIBILITY CRITERIA.....	4
CORE CRITERIA.....	6
ADDED-VALUE CRITERIA.....	8
ANNEX 1 – How to fill in the forms.....	10
ANNEX 2 – Categories of translation tools most commonly used in translator training.....	13

INTRODUCTION

This guide is intended to help you draft the Application form and the documents to be submitted under the 2023/2024 [European Master's in Translation \(EMT\)](#) selection procedure. It outlines the conditions to be met by a Master's in Translation programme for it to be eligible for assessment and sets out the various parts and documents that make up the application.

The procedure will be fully online: applications must be submitted via the [online Application form](#) available on the EU survey platform.

The form contains a number of general questions on the programme; specific details must be provided in an Excel spreadsheet to be downloaded, filled in with the relevant information and uploaded under the "Detailed information and figures" section (see online Application form – section 6 below). Any other supporting documents, including a mandatory Declaration of conformity, must be uploaded on the online Application form (see "Eligibility Criteria", point 5, and online Application form – section 7 below).

MEMBERSHIP

Current membership will not be automatically extended. Programmes willing to remain part of the network will have to re-apply and will be subject to the same assessment procedure as new applicants.

EMT membership will be valid for five years. After two and a half years a mid-term review will be carried out to check if the programmes still meet the criteria. If there are doubts about continued eligibility, the EMT Board will consider appropriate measures.

SELECTION

For the purpose of this selection exercise, the European Commission's Directorate-General for Translation (DGT) will be assisted by a panel of assessors selected via an open call for expressions of interest and appointed by the Director-General. They will be responsible for assessing the applications. If the application is deemed eligible (see Eligibility Criteria below), the assessors will evaluate the quality of the relevant aspects of your programme against the selection criteria. The assessors will take two sets of criteria into account:

- Core criteria: academic admissibility in relation to EMT standards;
- Added-value criteria: information about specific assets which can improve the score.

The selection procedure takes place in two stages: 1. Shortlisting of programmes that meet the threshold for the Core criteria; 2. Final selection based on a combination of Core and Added-value criteria.

Assessment, feedback and final decision

The assessment will be solely **based on the information that you provide in the [online Application form](#) and the Excel spreadsheet¹** attached under section 6 "Detailed information and

¹ Including any uploaded documents and links to webpages that you provide.

figures" of the online Application form. Annex 1 provides more details on how to fill in both forms correctly.

If you cannot provide the information required for a given aspect, please state clearly why (for instance, because of legal conditions in your country).

As EMT is a competence-based model, the question of how far and effectively the curriculum teaches the main areas of competence as defined in the [EMT Competence Framework](#) is paramount. As a landmark feature of EMT, the *Employability* criterion will also be reported and commented on by language industry experts who are members of the [LIND \(language industry\) expert group](#) in their consultative capacity.

The assessors will evaluate the applications of eligible programmes according to the Individual Assessment Form and the Guide for assessors published as background document together with the call for applications.

The shortlist will be submitted to the Supervisory Committee² and the Director General of DGT who will take the final decision about the EMT membership on the basis of the full assessment, i.e. including the added-value criteria and the justifications of the assessors.

Applicants will be informed of the outcome of their application in June 2024.

All eligible applicants, whether successful or not, will receive feedback on the strengths and weaknesses of their programmes in relation to established EMT standards, including customised recommendations. The feedback will enable successful applicants to understand where they stand in the context of the EMT Network and will enable the others to understand the structural differences between their programmes and the EMT standards.

Any ineligible applicants will be informed of the reason(s) for their ineligibility.

ELIGIBILITY CRITERIA

1. The deadline for applications is **15 December 2023, 12.00 hrs noon, Brussels time**. After that time the online application tool will be automatically closed, and applications will no longer be accepted. Exceptions will only be made in cases of server failure, provided that the applicant has promptly reported the problem via e-mail to DGT-EMT-Selection@ec.europa.eu.
2. The **programme has been authorised by the relevant educational authority in an eligible country, leading to the award of an officially recognised Master's degree in translation**.

2.1. Country

The EMT Network is open only to programmes at Master's level which are authorised in their respective countries in line with legal requirements in force. If your Master's programme is authorised in line with the requirements in force in an EU Member State, your programme may apply for **EU-membership** of the EMT Network. On the other hand, if your programme is authorised in line with the requirements in force in an eligible country outside the European Union, you may apply for **non-EU membership** of the EMT Network.

² Body composed of representatives of various Commission services to monitor the selection process.

Non-EU members will be able to take part in all EMT Network activities (at their own expense) except for those which are restricted to EU-members by administrative and legal rules.³

The eligible countries outside the European Union are:

- **EU candidate countries** and **potential candidates** — *Albania, Bosnia and Herzegovina, Georgia, Kosovo⁴, Moldova, Montenegro, North Macedonia, Serbia, Türkiye, Ukraine;*
- the countries participating in the **European Neighbourhood Policy (ENP)** — *Algeria, Armenia, Azerbaijan, Egypt, Israel, Jordan, Lebanon, Libya, Morocco, Palestine⁵, Syria⁶, Tunisia;*
- the countries of the **European Economic Area (EEA)** — *Iceland, Liechtenstein and Norway;*

2.2. Authorisation/accreditation

University programmes must be accredited/authorised by the relevant public or educational authority in an eligible country and lead to the award of an officially recognised Master's degree in translation.

As national and institutional differences have led to some variety in the accreditation/authorisation procedures of universities and specific programmes, legal solutions differ from one country to another. Official accreditation/authorisation may be difficult to certify. Although we therefore consider the declaration of conformity signed by the highest competent authority of the university hosting the applicant programme as proof of authorisation/accreditation we may request additional evidence in individual cases.

3. The Programme has at least two cohorts of graduates

The Programme should be mature enough to have produced at least two cohorts of graduates since it was established. Please use the Excel sheet under section 6 "Detailed information and figures" in the online Application form to provide detailed numbers.

► *Excel Form – Table 3: Graduates*

Please fill in the number of graduates per year. If the name of the programme has been changed for a justified (for example, institutional) reason or if it has undergone other changes, graduates of the original programme can be taken into consideration, provided that the current programme builds upon the initial one and its contents have not led to a reduced degree of conformity to EMT-standards (see Core criteria below). In this case use the "comments" column to indicate the programme to which the given numbers refer to. Documentary evidence of the programme curriculum before and after the changes can be uploaded under section 7 of the Application form.

4. The application is submitted in EN, FR or DE

³ These include voting during elections to the EMT Board and standing as a candidate for the EMT Board.

⁴ This designation is without prejudice to positions on status, and is in line with UNSCR 1244/1999 and the ICJ Opinion on the Kosovo declaration of independence.

⁵ This designation shall not be construed as recognition of a State of Palestine and is without prejudice to the individual positions of the Member States on this issue.

⁶ In line with the April 2018 Council Conclusions on Syria, Syrian public establishments are not eligible for funding under Erasmus+.

For practical reasons, the Application form is available only in EN, FR or DE. Please choose the language you prefer and fill it in exclusively in this language. When exceptions can or have to be made (for instance, the name of your programme has to be given in EN), this is clearly indicated in the form. If the curriculum description and supporting documents are not available in EN, FR or DE they can be uploaded in another official EU language. Documents in other languages cannot be taken into account, unless they are accompanied by a translation into the language of application.

5. The Declaration of conformity has been signed and uploaded to the system

The Declaration of conformity document, confirming the authenticity and accuracy of all parts of the application, is available in the 24 official EU languages. It must be signed by the dean or the director of the study programmes and the signed version must be uploaded to the system.

If your application does not meet the eligibility requirements, it will not be assessed.

CORE CRITERIA

PROGRAMME DETAILS

► *Online Application form – Section 1*

This part of the application is designed to give the assessors a general overview of your programme. More details about the objectives and strategies of your programme will be requested in the subsequent sections of the Application form.

COMPETENCES

In this section you must demonstrate that your programme covers the essential competences for translators as laid down in the [EMT Competence Framework](#). This part of the online Application form is related to the Excel sheet, under section 6. Detailed explanations on how to fill in the Excel form can be found in Annex 1.

► *Online Application form – Section 2*

Fill in the box describing in general terms how your programme covers the "main areas of competence" as defined in the EMT Competence Framework. Details and figures to support your claims can be entered in the Excel sheet under section 6 "Detailed information and figures" (see below). Keep in mind that the *Language and culture* competence is a prerequisite and is also covered in the Excel form.

► *Excel Form – Table 1: Working languages and their assessment*

Following the approach taken in the EMT Competence Framework for the *Language and Culture* competence you must demonstrate in this section how you ensure that the students admitted to your programme have the necessary level of competence, i.e. that they are sufficiently competent in the source and target languages they will use in their studies.

The Framework takes as a premise that a high level of language competence in at least two working languages (CEFR level C1 and above or an equivalent level in comparable reference

systems) should be a prerequisite for access to any EMT Master's degree course in translation.

► *Excel Form – Table 2: Modules and competences*

In Table 2 you will be asked to explain how and in which courses/modules your students are taught to acquire and use the competences set out in the EMT Competence Framework. For some of them there may be no specific courses in your programme or they may be taught across several courses. Nevertheless, in every case they should appear one way or another in your curriculum. The last column *Comments* can be used to give short additional explanations⁷ or to include a link to a relevant web-page.

We recommend that you read the instructions in Annex 1 before completing this table.

Annex 2 contains a list of translation tool categories that may be useful for any comment or explanation you want to add for the *technology-based competence*.

For the ECTS credits please refer to the [ECTS Users' Guide](#). Based on the ECTS key feature, 60 credits correspond to the workload of a full-time academic year, 30 ECTS credits are normally allocated to a semester and 20 to a term/trimester. Qualifications which have formal programmes lasting two full-time academic years are allocated 120 ECTS credits.

STAFFING

Online Application form – Section 3

Please give a general picture of your staffing strategy, focussing on the following:

- Trainer profiles (academic background/practitioner).
- Permanent/non-permanent staff.
- Continuing trainer training and development.

The programme should employ teaching staff with a suitable mix of profiles to ensure high-quality theoretical and practical training. This refers in particular to practitioners who are involved in the programme while working as full-time or part-time translators. Teacher training and development may vary from one country/region/university to another: for instance, regular (once a week/month etc.) exchanges of views, formal training with internal/external trainers, etc. Please explain what kind of Continuing Professional Development is available.

⁷ For instance, if certain competences or skills have been acquired at earlier stages in the higher education process or if you want to specify the different skills levels in the case of a MA programme lasting more than one year. The comments column can also be used to indicate the degree of similarity in certain courses (e.g., if the content of a specific course is taught across all languages offered within the programme).

EMPLOYABILITY

Employability and training for professional practice is one of the EMT key features. In terms of competences, this aspect is linked specifically to the areas *Personal and interpersonal competence* and *Service provision competence* of the [EMT Competence Framework](#).

This aspect is covered both by the online Application form and the Excel sheet.

► *Online Application form – Section 4.1 Market Training – Preparation for the profession*

Describe here in general terms how the programme deals with career guidance and with preparing students for the job market, and how this is reflected in the curriculum or at the university. Links between the programme and market players, especially placement activities, are also an important aspect. Please bear in mind that details of the individual activities are to be given in the Excel Form in Tables 4.1.A and 4.1.B.

► *Excel Form – Table 4.1.A - Specific activities in preparation for the profession*

In this table you can list the measures aimed at preparing students for employment in the language industry such as career guidance, courses targeted at job hunting or at setting up and running a business.

► *Excel Form – Table 4.1.B - Internships/Work placements*

Enter here details about internships (both compulsory and optional) and work-placement activities in the framework of your programme.

If national regulations or other circumstances (e.g. placements, internships/jobs at BA level, high percentage of students already working as professionals) do not allow for such activities, state this clearly, providing explanations and referring to the regulations in question. Failure to provide any information on the above items will be reflected in the score.

► *Online Application form – Section 4.2 Employment*

Here you are asked to explain according to the instructions in the online Application form if and how the programme makes it possible to monitor graduates' job situation after finishing their studies. This is another element allowing conclusions to be drawn as to how well graduates are prepared for the job market.

ADDED-VALUE CRITERIA

OUTREACH, RESEARCH AND QUALITY ASSURANCE

The information given under this section will give an insight into the current status of your programme's connections with national and international networks, its research lines and projects and the quality of the assessment mechanisms that have been put in place.

These features of your programme are considered assets or **Added-value criteria**, i.e. they will not influence the decision to shortlist your programme or not. However, they may become decisive once a programme is shortlisted, because the final decision about EMT membership will be taken by the Director-General of the DGT on the basis of the full assessment, i.e. including the Added-value

criteria and the justifications of the assessors.

This aspect is covered both by the online Application form and the Excel sheet

▶ *Online Application form – Section 5*

Please describe your programme's activities in the relevant sections 5.1 to 5.3 according to the instructions in the online Application form. Details regarding outreach and research are to be entered in the Excel sheets under section 6 "Detailed information and figures".

▶ *Excel Form – Table 5.1. – Interinstitutional cooperation*

▶ *Excel Form – Table 5.2 - Contribution to the discipline and dissemination of good practices, knowledge exchange since January 2019*

The information given in the online Application form or in the Excel sheet should be supported by evidence. We prefer links to relevant webpages over copies of documents. However, we are aware that not all information relevant for the EMT application of your programme is necessarily available online. In this case you can use section 7 "Annexes" of the Application form to upload supporting documents. Please note that the total number of annexes may not exceed 20 pages.

The data given under section 8 "Contact Details" in the online Application form will be used for future contacts. Please inform us of any change.

ANNEX 1

How to fill in the forms

1 The **online Application form** can be saved as draft at any time by clicking on the button in the right-hand column:



Views

Standard [Accessibility Mode](#)

Languages

English ▼

Useful links

[EMT Kompetenzrahmen](#)

[EMT competence framework](#)

[EMT référentiel de compétences](#)

Background Documents

[DE 1 Leitfaden für Antragsteller](#)

[DE 2 Leitfaden für die Bewertung](#)

[DE 3 Individuelles Bewertungsformular](#)

[DE 4 Datenschutzerklärung](#)

[EN 1 Guide for applicants](#)

[EN 2 Guide for assessors](#)

[EN 3 Individual assessment form](#)

[EN 4 Privacy Statement](#)

[FR 1 Guide des candidats](#)

[FR 2 Guide des évaluateurs](#)

[FR 3 Formulaire d'évaluation individuelle](#)

[FR 4 Déclaration de confidentialité](#)

Contact

[Contact Form](#)

Save as Draft

The system will then generate a link which you can use later to edit your answers, as in this example:

Do not forget this link 

Your participation has been saved, but is not yet submitted.
Use this link to edit later on your answers.

https://ec.europa.eu/eusurvey/EMT_application_form_final/management/test?draftid=3440115f-7d53-4b68-9a9f-76ddd0f4426e

Send this link by Email

Copy to Clipboard

Make sure you save this link. If you do not, you will lose the data you entered.



In case of problems, please contact DGT-EMT-Selection@ec.europa.eu.



ANNEX 2

Categories of translation tools most commonly used in translator training

Standard:

- CAT tools incorporating Translation Memory and Terminology Management capabilities. These can be workstation- or cloud-based;
- Alignment tools, generally supplied as part of a CAT system;
- Generic online Machine Translation (MT) tools such as Google Translate, DeepL etc. and post-editing and human evaluation of their output;
- Generic data exchange routines between CAT programs (TMX for translation memory, Excel for terminology);
- Basic project management features of CAT tools (revision editors, package exchange, shared online resources, etc.);
- Built-in QA features of CAT tools;
- Online MT evaluation (e.g. MutNMT).

Less standard:

- Project sharing capabilities of CAT tools (e.g. within Phrase or Trados Groupshare);
- Mono- and bilingual corpus construction and analysis;
- Terminology extractors (e.g. MultiTerm Extract, Sketch Engine);
- Software localization tools (e.g. Passolo, Catalyst);
- Audiovisual translation tools (e.g. Oona for subtitling);
- Bespoke MT systems (e.g. KantanAI), training and metrics-based evaluation of specialist MT engines;
- Integration of MT into CAT tools via API keys;
- Dedicated post-editing/interactive MT environments (e.g. Lilt);
- Translation Management Systems (e.g. Plunet), including client portals and advanced project management and billing capabilities;
- Translation automation, batch processing, scripting;
- External/stand-alone QA systems (e.g. ApSIC Xbench).