

SECTION II. DESCRIPTION OF THE TYPE A ACTION

GRANT PROPOSAL 2026-27 (EC/SCIC Conference Interpreter Training)

If your proposal is successful, this Section II will constitute the description of your proposed action and will therefore be part of your agreement. It may also be used for information purposes. Please fill in the form diligently as all the information provided will be assessed during the evaluation process. Failure to provide information may lead to a deduction of points.

Costs of each task and activity should be included in the budget.

If you want to request funding for several actions, please submit a separate grant proposal for each action (type).

Important: If co-financing is requested only for the purchase/refurbishment of equipment, this must be clearly indicated in the title. Details about the course should still be completed in full. However, in the budget section it is only necessary to provide information on the part to be co-financed.

A. ACTIONS RELATED TO THE ORGANISATION OF SPECIALISED POST-GRADUATE/MASTER'S LEVEL COURSES IN CONFERENCE INTERPRETING

1. **SHORT TITLE OF THE ACTION** explaining the main activity – indicating the semester/year of the course:

E.g. "Post-graduate/master's level course in Conference Interpreting – University X – 3rd and 4th semester of academic year YYYY-YYYY (of a 2-year course)":

.....

2. **SHORT SUMMARY OF THE ACTION** indicating its main activities (100-150 words):

.....
.....

3. **DURATION OF THE ACTION**

Please indicate below the dates including the preparation and completion of the action (not limited to the start and end dates of the course). If costs indicated in the document "Section III. Budget details" fall outside the period indicated below, they are not eligible for co-funding.

Start and end dates of the action:

Please indicate the duration of the action, including any preparatory work and time required for completion of the action.

01/MM/2026 to DD/MM/2027.

The action has to start the **first day of the month** (no earlier than the date of the submission of the proposal) and should end the **last day of the month** (no later than **31 July 2027**, except for reasons duly justified by the applicant and accepted by DG Interpretation).

4. OPERATIONAL AND TECHNICAL CAPACITY (e.g. staff, equipment) TO IMPLEMENT THE PROPOSED ACTION)

4.1 Staff:

Please attach short CVs of the main staff/externals participating in implementing the action (**maximum 5 pages**), preferably in the [Europass format](#), to the **ANNEX 5 to the proposal**. The CVs should clearly specify the staff members' professional training and years of experience in fields relevant for the implementation of the action.

4.2 Technical Capacity

Please describe the available infrastructure or acquisition and/or use of equipment to implement the action:

- Number and capacity of teaching rooms:

.....
.....

- Numbers of rooms with booths and booths per each room and related equipment (e.g. consoles):

.....
.....

- Other facilities used for interpreter training (e.g. conference rooms with booths, auditoria)

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.....

- Do you intend to renew existing equipment or to acquire new equipment for the current action? If so, please outline the reasons and provide a description of the intended purchase (this must be reflected in the submitted Section III 'Budget details'):

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.....

4.3 Partners, if any, should be listed in ANNEX 4

5. LANGUAGE PRIORITIES

Language priorities and long-term needs of DG Interpretation and the accreditation profiles for freelance interpreters

Please fill in the languages and language combinations you intend to **offer for the current proposal**:

Language	2026-2027
A	
B	
C	

A/B A/BC A/CC A/CCC Other:

6. IMPLEMENTATION, METHODOLOGY AND ORGANISATION OF THE COURSE, CONSISTENT WITH THE BEST PRACTICES FOR CONFERENCE INTERPRETER TRAINING COURSES

Please fill in diligently the information concerning the course type:

a) **Course type and diploma¹:**

- Master's level**
- Post-graduate level**
- Part of the European Masters in Conference Interpreting (EMCI) programme**
- Other**

Title of the diploma:

b) **Aptitude test (selection procedure and methodology)**

Please describe the selection criteria for access to the aptitude test (candidate profile):

.....
.....

- Please describe the composition of the admission panel filling in the number of:

External jury members:

Internal jury members:

Members per jury:

Professional interpreters per jury:

Members of jury with the A language of the candidate:

- Please tick the elements of the aptitude test:

- Interview
- General knowledge test
- Oral reproduction of short speeches from C and into declared A and/or B languages
- Sight translation
- Written translation
- Oral presentation

- Please include any other elements of the test (e.g. written tests).

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.....

c) **Information on the contents and overview of the course:**

Please fill in the information, answer the questions below and complete ANNEX 6 (Course plan 2026/2027) or include your own similar course plan:

¹ The qualification should allow the graduates of this course to be [eligible for the ACI test](#).

- ECTS points given for the full course (min 60 or 120 ECTS or equivalent):
One academic year: ...ECTS Two academic years: ... ECTS

- Is your course a daytime or evening/weekend course?
.....
.....

- What is the frequency of training contact hours and classes?
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- What is an average number of contact hours per week?
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- What is the percentage of interpreting classes (contact hours) taught by practising conference interpreters (AIIC members or accredited by an International Organisation)?
Please specify the language combination.

.....
.....

- How many contact hours of training do students receive in total during the whole course?
.....
.....

- What percentage of this number is devoted to **practical interpreter training** (consecutive and simultaneous interpretation)?

(Students must receive at least class 400 contact hours of training, at least 75% practical interpreter training)
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- Please describe how self-training is organised and how it is monitored.
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- What is the average number of self-training hours per course?
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- Please give the number of hours dedicated to teaching of interpreting theory including a short description of the content.

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Please give the number of hours dedicated to other classes (including for example EU knowledge, public speaking, classes about international institutions, economics and law) by shortly describing the content per subject.

(This part of the curriculum should constitute a reasonable proportion of the whole (maximum 25% hours of the interpreter training hours)

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d) **Tests (interim and/or final)**

Interim Test (if applicable):

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- Do you test all the combinations (C and B into A, and A into B) in both modes (consecutive in simultaneous)?

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- Do you test simultaneous with text? If yes, in what combinations?

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.....

- Please enumerate and briefly describe the evaluation criteria:

.....
.....

- Please describe jury composition and the profile of jury members

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.....

Length of the test speeches:

in consecutive: ...

in simultaneous: ...

Eliminatory:

Yes No

Final Test:

- Do you test all the combinations (C and B into A, and A into B) in both modes (consecutive in simultaneous)?

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- Do you test simultaneous with text? If yes, in what combinations?

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- Please enumerate and briefly describe the evaluation criteria:
.....
.....
- Composition of examination jury and profile of jury members (if available names/external – internal):

Length of the test speeches:

in consecutive: ...

in simultaneous: ...

e) Diploma awarded upon successful completion of the course

- Type of diploma
.....
.....
- Does the diploma clearly indicate the graduate's language combination (active and passive languages)?
.....
.....
- Is the final diploma awarded only if the student passes the test in both simultaneous and consecutive in all working language combinations? If not, please explain the rationale.
 Yes No
.....
.....

7. INTEGRATION OF TECHNOLOGIES INTO THE PROGRAMME

a) Are you equipped with a videoconference system for remote training?

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b) Do you use any RSI platforms for training? If so, please provide details.

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.....

c) Do you teach technological applications for interpreting (for example glossary building, RSI or computer assisted interpreting (CAI)? Please provide details.

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d) Do you use any online training resources (for example, those provided by the DG Interpretation Speech Repository, KCIT, ORCIT, SCIC Train or others)? Please provide details.

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e) Do you organise virtual classes with one or more parties? Please describe the frequency and name the parties.

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8. COST-EFFECTIVENESS OF THE ACTION CORRELATED TO THE PERFORMANCE OF THE GRADUATES IN THE EU INSTITUTIONS

Complete the table below:

<i>For 2 years post-graduate or master's level course</i>	2022/23	2023/24	2024/25	2025/26
Applied (1st year students)				
Invited to admission test				
Enrolled				
1st year successfully completed				
Final exams passed				
Accredited after EU institutions' tests				

<i>For 1-year post-graduate or master's level course</i>	2022/23	2023/24	2024/25	2025/26
Applied				
Invited to admission test				
Enrolled				
Mid-term test passed (if applicable)				
Final exams passed				
Accredited after EU institutions' tests				

Remarks: ...

Expected results of the action

Please fill in with the estimates drawing on the past years, current trends and any other knowledge.

Number of enrolled students in the year of the action

Minimum number of students expected²: Maximum expected:
 Minimum number of students required to run the course:

² A minimum of two students must be enrolled to be considered for a grant

Expected number of graduates:

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.....

9. COOPERATION WITH OTHER UNIVERSITIES AND/OR EU OR INTERNATIONAL ORGANISATIONS, STUDY VISITS

a) Planned study visits to EU institutions (please see Point II.6.C.1 in the Applicant's Guide):

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.....

b) Visits of teaching staff from or to other universities (please give numbers, university or EU/international organisations' name, approximative time or frequency of the visit(s), subject to be taught or language combination to be trained):

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.....

c) Visits of students from or to other universities (please give numbers, name of the university(ties) or EU/international organisations and language A of the students)

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d) Virtual mobility (please give numbers, university or EU/international organisations' name, approximative time or frequency of the visit(s), subject to be taught or language combination to be trained):

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.....

e) Please describe other cooperation activities with universities or EU/international organisations:

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.....

10. TIMELINE OF THE ACTION

Indicate the approximative dates below:

- advertising/promotion of the course (date/means): ...
- enrolment deadline: ...
- date of aptitude tests: ...

- start of the course: ...
- end of the course: ...
- number of weeks of instruction: ...

- date of interim tests (if applicable): ...
- date of final exams: ...
- date of resits (if applicable): ...

Other details, if applicable: ...

11. PARTICIPATION IN CONFERENCES, SEMINARS, WORKSHOPS, MEETINGS AND MOCK CONFERENCES RELATED TO CONFERENCE INTERPRETER TRAINING

Please provide the name, place, dates and content.

If the budget (**Section III Budget details**) includes expenditure related to conferences, seminars or workshops, please add here an adequate description as explained in the Applicant's guide, point II.6.C.1

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12. GENERAL INFORMATION ON EVALUATION AND MONITORING OF THE ACTION

a) Describe the course monitoring and evaluation of the proposed action (e.g. evaluation by students, peer review by universities, benchmarking of programmes and course content). Describe the format and frequency of such evaluations.

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b) If you carried out similar monitoring or evaluation activities in the past, could you please briefly describe the main results, conclusions and measures taken?

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13. ADDITIONAL REMARKS:

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