TRAINING ASSISTANCE MENU

This *menu applies to* the academic semester February – August 2026. **The deadline for sending in applications is 4 November 2025 (Tuesday).**

All requests will be examined during the Evaluation Committee meeting in line with the priorities identified by DG SCIC for the academic year 2025/2026.

The menu comprises 3 parts :

1. Pedagogical Assistance

2. Virtual Classes

3. Applications and practical information

1. PEDAGOGICAL ASSISTANCE

Master classes

Onsite or online. One SCIC trainer is in the lead and in charge of teaching, but a local trainer must be present and assist the SCIC trainer, both for the onsite and online modules. The university hosts the session if online.

P1. First steps in interpreting. This is the first stage of the training process. It involves learning the skills of active listening, enhancing concentration, analysis mainly through memory exercises.

P2. Introduction to note-taking. Typically, around 6-8 weeks into the course, a presentation of note-taking techniques for consecutive interpretation. The main focus is on identifying the structure, main ideas and links in a speech.

P3. Introduction to simultaneous. How to facilitate the transition from consecutive to simultaneous, being aware of new hurdles and new interpreting techniques and becoming familiar with the booth environment.

P4. Self-training. This module is intended to provide guidance to students on how to organise their out-of-classroom practice sessions, including elements of speech-making, peer feedback, group and individual study time. We strongly recommend having this module in the first months of the first semester for one-year courses.

P5. Professional Ethics and practical aspects of the profession. The rights and obligations of a professional interpreter; the interpreter as a service provider from an EU employer's point of view.

T1. Training for Trainers. Aimed at trainers teaching an interpreting course. Depending on identified needs and time constraints, this might cover speech-making, memory exercises, consecutive, simultaneous, testing including practical role-plays.

Support to consecutive and simultaneous training

The local trainer takes the lead and is in charge of teaching, both for the onsite and online modules. The SCIC trainer assists in the teaching process. When online, the university hosts the session for consecutive, SCIC hosts the sessions for simultaneous.

P6. Consecutive: please clearly indicate students' level (beginner, intermediate, advanced) in the application form. At the advanced level of training and following consultations with the relevant Head of Unit, mock tests can be organised as part of this module.

P7. Simultaneous: please clearly indicate students' level (beginner, intermediate, advanced) in the application form. At the advanced level of training and following consultations with the relevant Head of Unit, mock tests can be organised as part of this module.

Examinations onsite and/or online

E1. Aptitude tests

E2. Mid-term tests

E3. Final exams

The content and practical organisation of each module will be discussed between the university and the SCIC trainer ahead of the assignment. This helps to strike a balance between the actual training and the time devoted to coordinating with local trainers and preparing pedagogical material/exercises adapted to the student cohort, debriefing, etc.

2. VIRTUAL CLASSES (several SCIC trainers, online)

These modules are half-day sessions of consecutive or simultaneous practice. SCIC provides A-language trainers and native language speakers and hosts the sessions.

V1. Basic consecutive	**V5.** Beginner simultaneous
V2. Beginner consecutive	**V6.** Intermediate simultaneous
V3. Intermediate consecutive	**V7.** Advanced simultaneous
V4. Advanced consecutive	

3. APPLICATIONS AND PRACTICAL INFORMATION

This is how to apply for all Pedagogical Assistance modules:
on **page 2 of the application form**, clearly indicate the PA module requested.

When requesting PA support consider the following:

In order to allow students to become more familiar with new technologies and new modes of delivery of interpretation and to comply with the European Commission's greening and digitalization objectives, we will continue to provide part of our assistance online. We ask that every university ensures that its requests contain some online modules. We recommend that you apply for approximately one-third of online assistance. You can refer to SCIC Head of language Unit for guidance on these matters. Below are the modules we will be offering for the coming semester.

In green, modules that are in principle provided online. In blue, those in principle provided onsite. If, in light of the students' progression and/or your curriculum, you would like to apply for a different mode of delivery, we will consider your request. Please provide the reasons and ensure that you apply for some modules online.

In principle, the following PA modules will be provided **online:** First steps in interpreting, Self-training, Professional Ethics, Training for Trainers, Consecutive - advanced, Simultaneous intermediate, mid-term exams.

In principle, the following PA modules will be provided **onsite:** Introduction to note-taking, Introduction to simultaneous, Simultaneous beginner, Simultaneous advanced, Consecutive beginner and intermediate, final and entrance exams.

The Evaluation Committee reserves its right to change the mode of delivery applied for (online vs. onsite) in line with language priorities, pedagogical considerations, horizontal European Commission policies and the staffing situation.

Practical guidelines:

- *please note that the Evaluation Committee will not accept 1-day requests involving plane travel, except for exams,*

- *please be sure to indicate 3 alternative dates for each PA request,*

- *please indicate your priorities for the requested PA modules (i.e. give a priority ranking) as DG Interpretation will not necessarily be able to meet all training requests,*

- *please bear in mind that sessions initially planned onsite might be moved online in line with the general considerations listed above,*

- *for online PA sessions, the university's platform of choice will be used for all modules except simultaneous. For online simultaneous, SCIC's proprietary platform, the Interpreter Training Tool, will be used.*

This is how to apply for Virtual Classes:
on **page 3 of the application form**, clearly indicate the VC module(s) requested.

Practical guidelines:

- *be sure you indicate your priorities for the requested VC modules (i.e., give a priority ranking) as DG Interpretation will not necessarily be able to meet all training requests*

- *please indicate your preferred dates; this helps us take into account our peak periods for interpretation activities once the Committee arbitrates and approves the requests for Virtual Classes*

- *for VCs, the university's platform of choice will be used for all modules except simultaneous, for which SCIC's proprietary platform, the Interpreter Training Tool, will be used.*