



EUROPEAN COMMISSION
DIRECTORATE-GENERAL FOR TRANSLATION

DGT.02 - Communication and relations with stakeholders

Brussels, October 2022

Dear Teacher,

The Juvenes Translatores (JT) online contest will take place on Thursday, 24 November 2022, between 10 AM - 12 PM (Central European time). If for some reason you cannot take part in the contest, please inform the JT Team about it via e-mail (DGT-TRANSLATORES@ec.europa.eu) at your earliest convenience.

You can find the **Contest Rules** on the official JT website (<http://ec.europa.eu/translatores>).

Additional instructions for the **Contest Day** are set out below:

1. The contest will take place simultaneously on **Thursday, 24 November 2022** at the following **local** times:

- a. 8.00 – 10.00 in the Azores;
- b. 9.00 – 11.00 in Portugal (except the Azores), the Canary Islands, and Ireland;
- c. 10.00 – 12.00 in Belgium, the Netherlands, Luxembourg, France (except Réunion and Guadeloupe), Germany, Spain (except the Canary Islands), Italy, Austria, Denmark, Sweden, the Czech Republic, Slovakia, Hungary, Slovenia, Croatia, Malta and Poland;
- d. 11.00 – 13.00 in Cyprus, Greece, Bulgaria, Romania, Lithuania, Latvia, Estonia and Finland;
- e. 13.00 – 15.00 in Réunion;
- f. French Overseas Departments and Territories and the Caribbean Netherlands: *special rules apply*.

2. The contest will take place as follows:

The contest will be conducted according to the individual arrangements made by the schools (i.e. the room, the IT equipment (see the Contest Rules section 1.4), the supervising teachers, etc.).

The translations must be completed during the official time allocated for the contest. Yet, if for a technical reason the student logs in 15 minutes or so later, they should be allowed to translate the same amount of time longer. **Each participant should have two hours for translation.** However, if this is the case, you will not be able to submit your translation on the contest platform 15 min beyond the official allocated time and must therefore send it to us via email (see above) immediately.

On that day, the **participants will need to log in to the contest platform** (<https://jt.ec.europa.eu>) **with their username/password**, which were attributed to each participant when they were registered (email sent to school upon student registration, and can also be found on the contest platform, overview page of the school's participants).

⚠️ We strongly recommend that participants test their access to the contest platform ahead of contest day, by logging in to the site with the username/password that was attributed to them. Please note you will not see any text to translate until the day and time of the contest, and cannot save any text either. This is just to verify in advance that you have no problems accessing the contest platform.

⚠️ If a participant logs in to their profile before the start of the contest (10 AM Central European time) they should REFRESH the page at 10AM, before they start translating, in order for the text to translate, in their chosen language, to appear on the screen in the left frame. They should type their translation in the right frame. By refreshing the screen at the start of the contest time, the buttons “Save your translation” and “Submit FINAL translation” should also appear below the translation frames.

⚠️ Each participant’s choice of language pair must be completed during the registration period of participants on the contest platform. The choice cannot be changed after the 16 November 2022 deadline. Please therefore double-check that this information is correct in the contest platform, ahead of the contest day.

Participants will translate **online** (not on paper) and submit their translation via the contest platform.

Before the contest time is up, the participants should:

- **⚠️ save their text regularly** during the contest time, by clicking the “Save your translation” button.
- submit their translated text on the contest platform, by clicking the “Submit FINAL translation” button on the screen.

After doing this, it will be possible to open a PDF to print the translation (the option will be presented after “Save your translation” and “Submit FINAL translation” has been done).

If, for reasons beyond the school’s control, the school is unable to submit the translations as set out above, please contact the JT team via email for instructions.

3. After the contest, when a teacher logs in to the school’s account on the contest platform (<https://it.ec.europa.eu>) and goes to the **overview page of the school’s participants**, it will be possible for the **teacher to perform additional actions**, such as:
 - view and download the participants’ translations;
 - download the certificates of participation (when they will be available, see point 11. below);
 - or download a special mention certificate (if the participant receives special mention, see point 12. below).
4. On 24 November, **all schools participating will be responsible for**:
 - ensuring that the identities of students are the same as in registration;
 - invigilating the test;
 - making sure that all students were born in 2005;
 - providing suitable facilities, IT equipment and staff to supervise the students on the contest day;
 - ensuring that the participants and their parents or guardians are acquainted with, and agree to these rules and instructions;

- ensuring the contest is held under fair and impartial conditions.

5. Students **may use paper and/or online dictionaries (monolingual or bilingual).**

⚠ The following **may** be used:

- *paper and/or online dictionaries*

Dictionaries are indispensable professional tools, so **participants are allowed to use either paper and/or online dictionaries.** Both monolingual and bilingual dictionaries may be used.

⚠ The following **must NOT** be used:

- spell checkers
- computer-aided translation (CAT) tools
- machine translation (e.g. Google Translate)

If any of the above tools are used, the translation concerned will be disqualified.

If special arrangements are required for disabled students, please read paragraph 4.1 of the rules and send an e-mail to the JT team for prior approval.

15 minutes before the contest begins, the **original texts** to be translated will also be published on the official JT website at (<http://ec.europa.eu/translatores>). As explained in point 2, the original texts will appear automatically on screen for each student in the source language of their choice, when they connect to the contest platform, but you may wish to print the original texts for the participants as well. For this reason, they will be available on our official website shortly before the contest start time. But please be sure only to give the original texts to the students at the official contest start time, no earlier.

If you cannot find the texts on the website, you probably need to ‘refresh’ the page by pressing the **CTRL** and **F5** keys on your keyboard simultaneously. If translations submitted on contest day do not respect the language pairs indicated at students’ registration, they will be disqualified.

6. **In the event of a general technical issue at the start of contest time**, or consistent problems logging in, or other major blocking problems, please:

- **Remain calm**, we will find a solution;
- Go consult our **Facebook page** <https://www.facebook.com/translatores/> for **urgent messages or information** that may be posted with instructions;
- **Begin translating in the alternative backup way:**
 - **download the source texts** that will have been published on our [official JT website](#) at the start of the contest time (see point 5 above), and
 - **translate in Microsoft Word or other similar programs (as long as it’s electronically, not with pen on paper).**

In this way a participant will be able to either:

- a) copy/paste their translation into the contest platform when the technical issue is resolved, and submit the translation via the contest platform as is initially intended; or
- b) if the technical issue is not resolved by the end of the contest time, the teacher can email us the electronic versions of the participants’ translations and the JT team will upload each to the participant’s profile, allowing our DG Translators to assess them all in the system.

7. On 24 November, the JT team will answer in your respective language any questions you may have by e-mail (DGT-TRANSLADORES@ec.europa.eu).
8. DGT welcomes feedback about the contest. Schools may send photographs* of students before, during or after the tests. We would also be delighted if you could post your impressions, photos and films on our Facebook page ([Facebook.com/translatores](https://www.facebook.com/translatores)) or tag our Instagram ([@TranslatingforEurope](https://www.instagram.com/TranslatingforEurope)) or use the hashtag #juvenestranslatores when you post on your accounts.
9. Please take a few minutes to read through the **Contest Rules** on our official JT website (<http://ec.europa.eu/translatores>).
10. We would like to remind teachers and students that the translation test should be taken as an individual exercise, like any other school test. Teachers must not help their students, and students must not work together. If the markers suspect cheating, the school risks being excluded.
11. All participants and teachers will receive a **certificate**. An email will be sent to all schools which participated in the contest, with a link to the contest platform. A certificate of participation can be downloaded for each student who submitted a translation. A certificate can be downloaded for the teacher who organised the contest for the school. These may be downloaded from February 2023 until end of May 2023. Further instructions will follow.
12. **Special mentions** may be sent out to some of the participants, if their translations are of excellent quality. The teachers concerned will be informed about it bilaterally via email. It will be done after the announcement of the winners by the late February 2023. To honour special mention students, their names will be also published on the official JT website.
13. You will also be receiving some promotional material soon.

DGT will publish the winners' names and their translations on the official **JT website in early February 2023**, and the winners will be invited to an **awards ceremony in Brussels in the spring of 2023**. The Commission will arrange and pay for travel and accommodation for one winner, one accompanying adult and a teacher from each EU country.

If you have any other questions:

- Official JT website: [Juvenes Translatores](https://www.juvenes-translatores.eu);
- Email queries to the Juvenes Translatores team, DGT-translatores@ec.europa.eu; or
- Ask the JT contact person in the DG Translation local office in your home country (http://ec.europa.eu/info/dg-translation-local-offices_en).
- Facebook: [Juvenes Translatores](https://www.facebook.com/JuvenesTranslatores)
- Instagram: [TranslatingforEurope](https://www.instagram.com/TranslatingforEurope)

Good luck!

The Juvenes Translatores Team

* In sending us photographs, you authorise us to publish them.