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| |  |  | | --- | --- | | Logo of the European Commission, 12 yellow stars on a blue background arranged in a circle and framed by two light grey graphic elements representing the Berlaymont building, which is the headquarter of the European Commission. | EUROPEAN COMMISSION  DIRECTORATE GENERAL FOR INTERPRETATION  Interpretation Services Management and Professional Support  **Talent Development** | | EUROPEAN COMMISSION  DIRECTORATE GENERAL FOR INTERPRETATION  Interpretation Services Management and Professional Support  **Talent Development** |

Application form for **Pedagogical Assistance, Exams**

**and Virtual Classes modules  
1st Semester of the Academic Year 2024-2025**

**[Please ensure that requests are discussed in advance with the Head of the relevant Interpretation Unit]**

|  |  |
| --- | --- |
| **University/ Institution:** | hhh |
| Name: |  |
| Address: |  |
| Name of Director: |  |
| Contact person: |  |
| Phone and E-mail: |  |

**For PA and Exam requests: please fill in the table on page 2.**

**For VCs: please fill in the table on page 3.**

**Please scan this form** (duly completed, signed and stamped) **and send it electronically to:** [scic-assistance-pedagogique@ec.europa.eu](mailto:scic-assistance-pedagogique@ec.europa.eu), **with a copy to the** **Head of Interpretation Unit** responsible for co-operation with your university.

*Co-ordination of the applications is carried out by:  
European Commission  
DG Interpretation – Unit B1  
Office L107 – 4/DCS  
B-1049 Brussels*

**MENU - PA**

**in principle online, in principle onsite**

|  |  |
| --- | --- |
| **PA – Master classes / seminars taught by SCIC trainer:** | **P1**. First steps in interpreting, **P2**. Introduction to note-taking, **P3**. Introduction to simultaneous, **P4**. Self-training, **P5**. Professional Ethics and practical aspects of the profession, **T1**. Training for Trainers |
| **PA – Onsite or online visits by SCIC trainer in the class taught by university trainer:** | **P6**. Consecutive beginner, **P6**. Consecutive intermediate, **P6**. Consecutive advanced,  **P7**. Simultaneous beginner, **P7**. Simultaneous intermediate, **P7**. Simultaneous advanced |
| **Examinations:** | **E1**. Aptitude tests, **E2**. Mid-term tests, **E3**. Final exams |

**PA and Exam REQUESTS**

|  |  |  |  |
| --- | --- | --- | --- |
| **MODULE** | **NUMBER of DAYS and DATES** | **LANGUAGES** | **ORDER  of priority** |
| **for P6 and P7 please specify the level of training** | **Please indicate 3 alternative dates for each session and the number of requested PA days** | **A (active) and P (passive)** | **Please see \* below** |
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Date and place: Official Stamp

Signature: ……………………………………

\***If more than one request is made, please indicate your order of preference,**   
**e.g., if you request 3 PA sessions, rank them by priority: 1 or 2 or 3.**  
DG Interpretation cannot always respond favourably to all your requests; detailed information on your needs will allow us to find a balance between our available resources and your priorities

**VIRTUAL CLASSES (several SCIC trainers and online)**

*These modules are half-day sessions of consecutive and simultaneous practice. SCIC provides A-language trainers and native language speakers. Dates will be arranged in conjunction with the programming unit after the committee, in the usual way for Virtual Classes.*

|  |  |
| --- | --- |
| V1. Basic consecutive | V6. Intermediate simultaneous |
| V2. Beginner consecutive | V7. Advanced simultaneous |
| V3. Intermediate consecutive |  |
| V4. Advanced consecutive |  |

V5. Beginner simultaneous

**VC REQUESTS**

|  |  |  |  |
| --- | --- | --- | --- |
| **MODULE** | **LANGUAGES**  **A (active) and P (passive)** | **ORDER  of priority\*** | **Preferred dates** |
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Date and place: Official Stamp

Signature: ………………………………………

\***If more than one request is made, please indicate your order of preference,**   
**e.g., if you request 3 PA sessions, rank them by priority: 1 or 2 or 3.**  
  
DG Interpretation cannot always respond favourably to all your requests; detailed information on your needs will allow us to find a balance between our available resources and your priorities