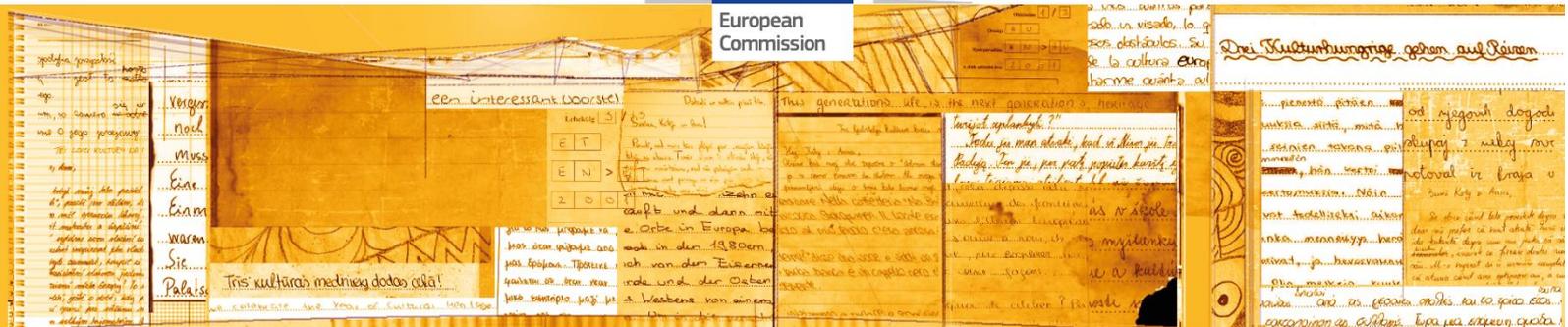




European Commission



PREPARATIONS..... 4

1. CONTEST LAUNCH AND REGISTRATION OF SCHOOLS..... 4

 1.1. Which schools can take part?..... 5

 1.2. Registration of schools 5

 1.3. What commitment is your school making when it registers?..... 6

 1.4. Necessary IT equipment 6

2. SELECTION OF SCHOOLS..... 7

3. REGISTRATION OF PARTICIPANTS 8

 3.1. Participants registration on contest platform 8

 3.2. How are participants to be selected?..... 8

 3.3. What about protection of personal data?..... 8

 3.4. Language pairs..... 9

TRANSLATION CONTEST..... 9

4. ORGANISING THE CONTEST AND THE CONTEST DAY ITSELF..... 9

 4.1. Participants with a disability..... 10

 4.2. Who handles the practical organisation of the contest? 11

 4.3. Can participants use dictionaries or translation software during the contest?..... 11

5. ASSESSMENT OF TRANSLATIONS AND PUBLICATION 11

 5.1. Assessment..... 11

 5.2. What criteria will be used in assessing the translations?..... 12

 5.3. Announcement of winners and release form 12

AWARD CEREMONY 13

6. AWARD CEREMONY..... 13

7. COSTS..... 13

8. INTERPRETATION OF RULES AND INSTRUCTIONS..... 13

Need more information?..... 14

INTRODUCTION

The European Commission's Directorate-General for Translation (DG Translation) runs *Juvenes Translatores 2022*, **an online translation contest** for secondary schools in the European Union.

The main stages of the contest are:

- **preparations**
- the online **translation contest**
- **special mentions** for outstanding translations, and
- an **awards ceremony for the winners**.

The detailed contest rules and instructions for each stage are set out in sections 1–8 below.

PREPARATIONS

These include:

- announcement of the contest
- registration of schools
- randomised selection of schools taking part
- registration of participants by their schools, and
- local preparations (see sections 1–3).

DG Translation will **announce the contest** on its official *Juvenes Translatores* website https://ec.europa.eu/info/education/juvenes-translatores_en and provide the link to the contest platform for registration.

...and on social media:

Facebook: <https://www.facebook.com/translatores/>

Instagram: <https://www.instagram.com/translatingforeurope>

 If your school would like to take part, please **register** on the **contest platform** between **2 September, 12 PM (Central European Time)**, and **20 October 2022, 12 PM (Central European Time)** (see section 1) - the link to the contest platform will be published on our [official JT website](#) and social media when registration is open.

A **random draw** (see section 2) will be held to **select schools to take part in the contest**.

Each selected school can **enter 2-5 participants**. You must register their names and their chosen language pairs (the language from which, and the one into which, they intend to translate) on the contest platform by **16 November 2022 at the latest** (see section 3).

Your school is responsible for **organising the event at local level**. This means that it is up to the school to make all the practical arrangements, such as providing premises, staff and the appropriate IT infrastructure (see section 1.1), and to ensure that participants take part under fair and impartial conditions (see section 1.3 and sections 4 and 7).

TRANSLATION CONTEST

The **contest** will take place on **24 November 2022**, between **10 AM - 12 PM (Central European time)**.

On that day, each participant will need to log in to the contest platform using the individual username/password assigned to them on registration. When participants log in to their profile, the text to be translated will appear on the screen. Participants must translate online (not on paper) and submit their translation via the contest platform. The contest will be conducted according to the individual arrangements made by the schools. The translations must be done during the official time allocated for the contest (see section 4).

DG Translation will **assess** all translations and choose **one winning entry from each EU country** (see section 5).

AWARDS CEREMONY

The **winners** will be invited to an **award ceremony** in Brussels in the **spring of 2023**. DG Translation will pay travel and accommodation expenses for one winner, one accompanying adult and one teacher per country (see section 6).

All important information about the contest will be systematically published on the [official *Juvenes Translatores* \(JT\) website](#) and on social media. If you are one of the teachers responsible for the contest in your school, please check these information sources regularly so as not to miss any important information.

PREPARATIONS

1. CONTEST LAUNCH AND REGISTRATION OF SCHOOLS

DG Translation will launch the contest on its official *Juvenes Translatores* (JT) website (https://ec.europa.eu/info/education/juvenes-translatores_en) on:

2 September 2022, at 12 PM (Central European Time).

If your school wishes to take part, it must meet certain conditions (see section 1.1).

To participate, your school needs to **register on the contest platform** (see section 1.2) – this link will be published on our [official JT website](#) and social media when registration is open.

By registering, your school is entering into certain commitments (see section 1.3).

1.1. Which schools can take part?

Only secondary schools can participate. The contest is not open to schools teaching languages through evening classes or to organisations providing similar language courses that are not part of the secondary school curriculum.

Schools must:

- be located in an EU country;
- be recognised by the education authorities of one or more EU country/countries;
- enter 2-5 participants **born in 2005**;
- have **internet access**;
- have the necessary IT equipment (see section 1.4).

1.2. Registration of schools

Before registering, the teacher responsible must have the **head teacher's (principal's) approval for the school's participation** (only teachers may register their school, not students).

When registering (**only one registration per school**), the school must provide:

- the name and address of the school;
- the name of the teacher responsible, and;
- at least one valid email address.

As this **email address will be the only way for us to communicate** with the school, please:

- check the mailbox regularly (and spam box occasionally), and
- make sure it is not full.

Schools wishing to participate must **register via the contest platform** – this link will be published on our [official JT website](#) and social media when registration is open.

The registration is open between **2 September, 12 PM (Central European Time), and 20 October 2022, 12 PM (Central European Time)**. Incomplete or late registrations will not be accepted.

The school must create an account, create its own username/password – please note these down carefully and keep them for all future logins to the contest platform (including access for the participants on the day of the contest) – and fill in the fields required for registration.

The name of the school must be entered in full, using initial capitals where required and all the specific letters and diacritics required in the language of the school. No abbreviations must be used. Example: Ukmergės Šilės Šilevičiaus gimnazija.

1.3. What commitment is your school making when it registers?

In registering, the school commits itself to abiding by the rules and instructions for the contest and, if selected, to organising the translation contest in the school on **24 November 2022**.

This includes:

- selecting and entering participants born in 2005
- providing suitable facilities, IT equipment (see section 1.4) and staff for the translation contest
- enabling participants to take part in the contest
- ensuring that participants and their parents or guardians are familiar with, and agree to, these rules and instructions
- ensuring the contest is held under fair and impartial conditions, and
- if a participant from the school is a winner, allowing him/her and his/her teacher time off from school to attend the award ceremony in Brussels.

The school also agrees that, if it is selected for the contest, its name will appear on the [official *Juvenes Translatores* website](#).

A school which fails to honour these commitments may be excluded from the contest.

1.4. Necessary IT equipment

- One computer per participant
- The correct keyboard for the target language
- IT set-up must be ready in good time before the start of the contest

The school is responsible for making sure that the internet connection (at least 1Mbit/s) and all IT equipment work properly.

Technical requirements for computer:

- Operating systems:
 - Windows 10 or later version
 - iOS 12.3 or later version
- Browsers:
 - Chrome 101 or later version
 - Firefox 100 or later version
 - Safari 15.4 or later version
 - Edge 100 or later version
 - Opera 86 or later version

Browsers must not have any additional plugins such as ad blockers or spell checkers. JavaScript should be enabled.

2. SELECTION OF SCHOOLS

After the close of registration, a random electronic draw will be held to select schools for the contest from among those that have registered.

The number of schools selected from each country will be equal to the number of seats the country has in the European Parliament:

Member State	Schools
Austria	19
Belgium	21
Bulgaria	17
Croatia	12
Cyprus	6
Czechia	21
Denmark	14
Estonia	7
Finland	14
France	79
Germany	96
Greece	21
Hungary	21
Ireland	13
Italy	76
Latvia	8
Lithuania	11
Luxembourg	6
Malta	6
The Netherlands	29
Poland	52
Portugal	21
Romania	33
Slovenia	8
Slovakia	14
Spain	59
Sweden	21
TOTAL	705

For the purposes of this selection, **schools will be counted towards the quota for the country where they are located**. For example, the Spanish school *IES Liceo español* ‘Luis Buñuel’ in France counts towards the quota for France.

The **list of selected schools** will be published on the [official JT website](#) by the end of **October 2022**. The selection is final and cannot be contested. However, if a selected school withdraws or is unable to participate, and time and resources allows, the quota for the country may be filled by a second random draw among schools from that country. In these cases, the list published on the website may not be updated, but the school will be informed directly.

3. REGISTRATION OF PARTICIPANTS

If your school is selected in the random electronic draw (see section 2), then participants (see section 3.1) and their chosen **language pairs** (see point 3.4) must be **registered** on the contest platform **by 12 PM (Central European Time) on 16 November 2022** at the latest. Neither participants nor language pairs can be changed after this date. If you have not entered between 2-5 participants by this deadline, we will cancel your participation and give the opportunity to another school waiting to be selected. If for an unforeseen reason your school cannot participate in the contest, please inform the organisers about it at your earliest convenience.

3.1. Participants registration on contest platform

Each selected school can register **2-5 participants** on the contest platform, who must:

- have been **born in 2005**, and
- be **permanently enrolled** in the school.

The purpose of the year-of-birth rule is to create equal conditions for education systems in all EU countries.

The school must inform each participant's parent(s) or guardian(s) of their participation in the contest.

The school must have registered its participants on the contest platform by 12 PM (Central European Time) on **16 November 2022**.

3.2. How are participants to be selected?

Schools may establish their own criteria for selecting participants, but these must be clear, fair and non-discriminatory. If DG Translation considers that a school has used unfair or discriminatory criteria, DG Translation may exclude the school from the contest.

3.3. What about protection of personal data?

DG Translation will ensure that any personal data received is protected in accordance with the applicable law.

The names of the schools and of the national winners and their translations will be published online (see section 5) and there may be media coverage of the winners' visit to Brussels for the awards ceremony.

More detailed information on how DG Translation will fulfil its data protection obligations is provided in the *Juvenes Translatores* release form and [privacy statement](#). These will be emailed to the teachers of the winners of the contest.

3.4. Language pairs

The school must specify each participant's **language pair**, i.e. the languages from, and into which, they intend to translate. *Source language* = language from which they translate. *Target language* = language into which they translate.

Participants can choose to translate from any official EU language, into any other official EU language. The official EU languages are:

Bulgarian (BG), Croatian (HR), Czech (CS), Danish (DA), Dutch (NL), English (EN), Estonian (ET), Finnish (FI), French (FR), German (DE), Greek (EL), Hungarian (HU), Irish (GA), Italian (IT), Latvian (LV), Lithuanian (LT), Maltese (MT), Polish (PL), Portuguese (PT), Romanian (RO), Slovak (SK), Slovenian (SL), Spanish (ES) and Swedish (SV).

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.

We strongly recommend that participants translate *into* their native or strongest language. However, it must be one of the official EU languages listed above.

TRANSLATION CONTEST

4. ORGANISING THE CONTEST AND THE CONTEST DAY ITSELF

The **contest** will take place on **24 November 2022**, between **10 AM - 12 PM (Central European Time)**.

On the day of the contest, participants will log in simultaneously to the contest platform with their individual username/password (which the teacher responsible will have received by email after registering them for the contest). Once participants are logged in, they will immediately see the source text in their chosen language on their computer screen. They can then type their translation in a frame alongside this text. **While translating, they should remember to save their text at regular intervals.** Once they have finished or the contest time is up, participants must save and submit their translation on the contest platform. They will receive an automated message confirming that their translation was successfully submitted, which they can print if they so wish. The responsible teacher may also see the saved translations appear on the contest platform on the participant overview page.

The translation contest must be held on school premises and it must take place simultaneously in all the schools taking part - between **10 AM - 12 PM (Central European Time)**.

The school must ensure that the IT environment is working properly, and must do everything possible to ensure the contest is carried out under fair and impartial conditions.

⚠ Participants must work individually (not in pairs or teams) and teachers are not allowed to help them.

Schools may allow other students to take part unofficially (and organise a parallel internal competition or use it for student evaluation, for example), but should not send these students' translations to DG Translation. The contest platform cannot be used for this purpose.

Before the **contest time is up**, participants should:

- **save** and **submit** their translation on the contest platform
- and, if they wish, print it.

If, for reasons beyond the school's control, the school is unable to submit the translations as set out above, please email (DGT-TRANSLADORES@ec.europa.eu) the JT team for instructions.

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, s/he 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.

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

- **Remain calm**, we will find a solution;
- Go consult our **Facebook page** <https://www.facebook.com/transladores/> 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, 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 contest platform.

As far as possible, the JT team will answer questions and provide advice via email (DGT-TRANSLADORES@ec.europa.eu) at all stages of the contest.

4.1. Participants with a disability

Schools must not discriminate against students with a disability. The JT team is aware that special arrangements may have to be made to allow disabled participants to take part under

fair and equal conditions. If there is a possibility that the necessary arrangements may conflict with the rules (e.g. if a disability slows down a participant's typing so that he/she needs more time to finish the translation in time), contact the JT team, describing the disability and the proposed arrangements, for prior approval.

4.2. Who handles the practical organisation of the contest?

Schools are responsible for the physical organisation of the contests on their premises. This includes all the practical arrangements on the day of the contest, i.e.:

- assembling the participants at the contest location
- ensuring each participant is provided with the necessary IT equipment and internet connection (see section 1.4)
- providing participants with their individual username/password (assigned to each participant upon registration) so that they have access to the contest platform and can translate the text
- supervising participants during the contest, in particular to ensure that no forbidden translation tools are used (see section 4.3), and
- ensuring participants save and submit their translations at the end of the contest time.

4.3. Can participants use dictionaries or translation software during the contest?

 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.

5. ASSESSMENT OF TRANSLATIONS AND PUBLICATION

5.1. Assessment

Each translation will be assessed by a panel of professional translators and revisers from DG Translation.

Following the assessment, a jury chaired by the Director-General of DG Translation will choose **the best translation from each EU country**.

The decisions of the panel and jury are final. Translations and their evaluations may be reproduced and used internally by the EU Institutions for future training sessions on evaluation of translations. Winning translations will be published on the [official JT website](#).

The work and deliberations of the panel and the jury are confidential. No individual marks will be released and no comments for each individual translation will be communicated.

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 end of February 2023.

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.

5.2. What criteria will be used in assessing the translations?

The panel will apply similar criteria to those used to evaluate texts translated in DG Translation, i.e.:

- accuracy of translation
- ability to write correctly (grammar and choice of expressions)
- ability to write fluently, and
- creativity of translation solutions.

The panel may disqualify any translation that it believes has not been produced under fair and impartial conditions, for example if it appears that any forbidden tools have been used (see section 4).

5.3. Announcement of winners and release form

The list of **winners** will be announced by the beginning of **February 2023**.

The JT team will email a release form to the winner's school, which the school must **print, have signed by the student and others** (see below), **and return** to the organisers by the deadline, together with a copy of the student's **valid ID**.

The release form must be signed by:

- the student, and
- the student's parent(s)/guardian(s) (*if the student will be under 18 at the time of the awards trip*).

In completing the form, the student and their parent(s)/guardian(s) agree that:

- the translation is published on the official JT website and may be reproduced and used internally by the EU Institutions for future training sessions on evaluation of translations;
- the student will be allowed to go to Brussels for the awards ceremony;
- photos and video recordings of the awards ceremony and the visit to Brussels may be published on the [official JT website](#) and on social media, and
- a parent or guardian will accompany the student to the award ceremony in Brussels.

Our [privacy statement](#) annexed to the release form specifies how personal data will be collected, processed and used, in strict compliance with the applicable legislation.

AWARD CEREMONY

6. AWARD CEREMONY

The winners, together with one accompanying adult and one teacher per winner, will be invited to an award ceremony in Brussels in the spring of 2023.

Winners who are under 18 at the time of the ceremony must be accompanied by a parent, guardian or other adult approved by their parent or guardian, who must take full responsibility for the winner during the trip and the stay in Brussels.

The Commission will arrange and pay for travel¹, accommodation and some meals. Apart from the general insurance that covers visitors when they are in Commission buildings, the Commission will not arrange or pay for any insurance for the trip or the stay in Brussels. The winner, the teacher and the accompanying adult must provide the requisite travel documents for the trip.

7. COSTS

The schools must cover any local costs incurred through organising the contest and provide the facilities for the contest.

8. INTERPRETATION OF RULES AND INSTRUCTIONS

DG Translation's interpretation of these contest rules is final.

¹ The Commission will pay for travel from the winner's country of origin to their hotel in Brussels, but not for short transfers, such as taxis to and from the airport/train station in the winner's country of origin.

Need more information?

- Official Juvenes Translatores website: [*Juvenes Translatores*](#)
- Email queries to the *Juvenes Translatores* team: DGT-translatores@ec.europa.eu
- 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](#)
- Instagram: [TranslatingforEurope](#)