



Rules and instructions

INTRODUCTION

The European Commission's Directorate-General for Translation (DG Translation) is organising *Juvenes Translatores 2017*, a translation contest for schools in the European Union. The main stages of the contest are:

- **preparations;**
- the **translation test;** and
- an **award ceremony.**

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

PREPARATIONS

These include the announcement of the contest, registration, the selection of the schools, enrolment of the students by the schools and local preparations (see sections 1–3).

DG Translation will **announce the contest** on its dedicated website:

<http://ec.europa.eu/translatores>

Schools wishing to participate must respond by **registering** electronically on the website **between 1 September and 20 October 2017** (section 1). Registration will start and end at **12.00 midday** (Brussels time) on these dates.

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

Each selected school can **choose between two and five students** to take part in the contest and must enter their names and language pairs in the database by **21 November 2017 at the latest** (section 3).

The schools will be responsible for **organising the event locally**. This includes all practical arrangements, e.g. providing premises, personnel and relevant IT infrastructure (see section 1.1) and ensuring that the test is carried out under fair and impartial conditions (see sections 1.3, 4 and 7).

TRANSLATION TEST

This will take place on **23 November 2017**. On the day of the test, DG Translation will provide the schools with the texts to be translated. The test will be conducted according to the individual arrangements made by the schools. The translations must be uploaded on the same day to a database managed by DG Translation (see section 4).

DG Translation will **evaluate** the translations and choose **one winning translation from each EU Member State** (section 5).

AWARD CEREMONY

The **winners** will be invited to an **award ceremony** in Brussels in **spring 2018**. DG Translation will pay travel and accommodation expenses for one winner, one accompanying adult and one teacher per Member State (see section 6).

As all important information about the contest will be systematically published on the *Juvenes Translatores* (JT) website, the teachers responsible should check the website regularly so as not to miss any important information.

PREPARATIONS

1. ANNOUNCEMENT AND REGISTRATION

DG Translation will launch the contest on its dedicated website (<http://ec.europa.eu/translatores>) on:

1 September 2017, at 12.00 midday Brussels time.

If your school wishes to participate, you must complete the **online registration form** (see section 1.2).

In submitting a registration form, your school makes certain commitments (see section 1.3).

1.1. Which schools can take part?

Schools must:

- be located in a Member State;
- be recognised by the education authorities of one or more Member State(s);
- select between two and five students who were **born in 2000**;
- have internet access;
- have a computer that can open and print PDF files (the tests and the translation sheets will be sent in this format); and
- have access to a scanner, in order to scan the translations in black and white as PDF files and upload them later to the DG Translation database. This must be done on the day of the contest.

The school must be a secondary school. The contest is not open to evening schools teaching languages or similar non-obligatory language courses.

1.2. Registration

Before registering, the teacher responsible must have the **head teacher's (principal's) approval for the school's participation**.

When registering (**one form per school only**), you must provide:

- the name and address of the school;
- the name of one contact person; and
- at least one valid email address.

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

- check the mailbox regularly; and
- make sure it is not full.

You can register between **1 September, 12.00 midday (Brussels time), and 20 October 2017, 12.00 midday (Brussels time)**. Incomplete or late forms will not be accepted.

Each school that is registered — and later on the students enrolled — will be assigned a registration number. You **must have these numbers to hand on the day of the contest**.

1.3. What commitment does your school make when registering?

In submitting a registration form, your school undertakes to follow the rules and instructions for the contest and, if selected, to organise the translation test in the school.

This includes:

- selecting and registering students born in 2000;
- providing suitable facilities and staff for the translation test;
- printing and distributing the correct source texts to be translated and the translation sheets;
- enabling the selected students to take part in the test;
- ensuring that the students selected and their parents or guardians are acquainted with, and agree to these rules and instructions;
- ensuring the test is held under fair and impartial conditions; and
- if a student from the school is a winner, allowing them time off from school to go to Brussels for the award ceremony.

Your school also agrees that, if selected for the contest, its name will appear on the *Juvenes Translatores* website.

If your school does not honour the commitments in section 1.3, it may be excluded from the contest.

2. SELECTION OF SCHOOLS

A random electronic draw will be held to select schools from among those that have duly submitted their registration forms.

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

Member State Schools

Austria 18

Belgium	21	
Bulgaria	17	
Croatia	11	
Cyprus	6	
Czech Republic		21
Denmark	13	
Estonia	6	
Finland	13	
France	74	
Germany	96	
Greece	21	
Hungary	21	
Ireland	11	
Italy	73	
Latvia	8	
Lithuania	11	
Luxembourg	6	
Malta	6	
Netherlands	26	
Poland	51	
Portugal	21	
Romania	32	
Slovenia	8	
Slovakia	13	
Spain	54	
Sweden	20	
United Kingdom		73
Total	751	

For the purposes of this selection, schools will be counted towards the quota for the Member State 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 JT website by the end of **October 2017**.

3. SELECTION OF STUDENTS

In these rules and instructions, the terms 'student' and 'selected student' refer to all students entered by the selected schools. Each selected school can enter between two and five students, who must:

- have been **born in 2000**; and
- be **regularly enrolled** in a school that fulfils the criteria in section 1.1.

The purpose of the year-of-birth rule is to create equal conditions for education systems in all EU countries. If it turns out that a student was not born in 2000, they will be excluded.

The school must specify the **language pair** each selected student has chosen, i.e. the languages from and into which they intend to translate (see section 3.4).

3.1. Names of students and language pairs

If your school is selected, you must register the students you have chosen to represent it by **21 November 2017** at 12:00 at the latest. Each school can register between two and five students by entering their names and chosen language pairs in the database via a link that will be emailed to you by the JT team. (You may register a sixth student as a backup in case one of those initially registered is unable to take part, e.g. because of illness).

After 21 November 2017, you can't change the list of students you nominated or their choice of language pairs.

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

3.2. How are students to be selected?

Schools may establish their own criteria for selecting participating students, but these must be clear, fair and non-discriminatory. If DG Translation considers that a school has used unfair or discriminatory criteria, it may decide to exclude it 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 (see section 5) and there may be media coverage of the winners' visit to Brussels for the award 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 28 winners via their teachers only.

3.4. Language pairs

Each student 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).

You must indicate each student's choice of language pair when you register the student (see section 3.1) and you can't change it after the 21 November 2017 deadline.

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

TRANSLATION TEST

4. CONDUCT OF THE TEST

On the day of the test, 23 November 2017, DG Translation will distribute the source texts to the schools in electronic form only (they will be sent by email and can also be downloaded from the JT website). The texts will be marked with '2017' at the top, along with the code of the source language.

The translation test must be carried out simultaneously in all participating schools, between **10.00 and 12.00**, Brussels time. It must take place on the schools' premises.

Schools must do everything possible to ensure the test is carried out under fair and impartial conditions. Students 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.

No computers or other electronic devices may be used during the test.

Translations must be handwritten with a black pen on the translation sheets provided by DG Translation and be legible. Illegible texts and texts not written on the translation sheets provided will be eliminated. Students should not use only block letters, as the markers need to be able to judge whether capital letters have been correctly used or not.

After the test, **on the same day as the contest**, you should:

- scan the translations and save them as legible, good quality PDF files (one file for each translation, with a maximum size of 3 MB — if the file is bigger than this, try scanning it in black and white); and

- upload them to the JT database, using the link sent on the day of the contest to the contact person in the school.

In the event of persistent technical problems, the translations can be sent by email or alternatively by registered mail to DG Translation in Brussels:

Juvenes Translatores
European Commission
Directorate-General for Translation
attn: Žydra Bakutytė
G-6 - 06/12
1049 Brussels
Belgium

If, for reasons beyond your control, you are unable to send the translations as set out above, please contact the JT team for instructions.

As far as possible, DG Translation will also answer questions and provide advice via email.

4.1. Disabled students

Schools may not discriminate against disabled students. The JT team is aware that special arrangements may have to be made to allow disabled students to take part under fair and equal conditions. If you find that the necessary arrangements conflict with the rules (e.g. a disability slows a student's writing so much that they need more time to finish the translation or a computer is indispensable to allow a student to participate), you must contact the JT team, describing the disability and the proposed arrangements, for prior approval.

4.2. Who handles the practical organisation of the test?

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

- ensuring that the texts sent by DG Translation are handled properly, e.g. without causing any delays or jeopardising confidentiality;
- assembling students at the test location;
- providing students with the appropriate source texts and translation sheets;
- making sure students enter the required information on the translation sheets: registration number of the school, country, student's database number, language pair, student's initials (a precaution in case of a mix-up between translations when they are uploaded) and year of birth;
- supervising students during the test; and
- scanning and uploading the translations to the JT database, via the link sent by email (one PDF file for each translation).

Schools must keep the original translations for six months.

4.3. Can students use dictionaries or other tools during the test?

Dictionaries are tools of the profession and as such students are allowed to use them during the test — but **only paper versions**. Monolingual and bilingual dictionaries may be used.

No electronic aids of any kind — computers, mobile phones, electronic versions of dictionaries or term collections, other electronic translation tools, etc. — may be used.

5. EVALUATION OF TESTS AND PUBLICATION

5.1. Evaluation

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

Following the evaluation, a jury, chaired by the Director-General of DG Translation, will choose the best translation from each Member State.

The work and deliberations of the panel and the jury are confidential. No individual marks will be released.

Special mentions may be sent out to around 10% of the students, if their translations are of excellent quality. All students will receive a certificate of participation.

The decisions of the panel and jury are final. Translations and their evaluations can be reproduced and used internally by the EU Institutions for future training sessions on evaluation of translations.

5.2. What criteria will be used for the evaluation?

The panel will apply similar criteria to those used to evaluate translations carried out within DG Translation, i.e.:

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

The panel may eliminate any translation it believes has not been produced under fair and impartial conditions.

5.3. Announcement of winners, and release form

The list of 28 **winning students** will be announced by the beginning of **February 2018**.

DG Translation will email a release form to the winner's schools, which the school must **print, have signed and send back** to DG Translation in Brussels 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 award trip*).

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

- the student will be allowed to go to Brussels for the award ceremony;
- photos and video recordings of the award ceremony and the visit to Brussels may be published on the JT website and *Facebook* page; and
- a parent or guardian, or an adult approved by them, will accompany the student to the award ceremony in Brussels (*not an obligation if the student will be 18 at the time of the award trip*).

A [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.

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 will take full responsibility for him/herself and the student during the trip and their stay in Brussels.

The student, the teacher and the accompanying adult must provide the requisite travel documents for the trip.

7. COSTS

The schools cover the costs of organising the tests on their premises, e.g. printing the texts to be translated and providing the facilities for the test.

The Commission will pay for the award ceremony and cover the costs of providing the texts to be translated and the evaluation process.

The Commission will arrange and pay for travel (from country of origin to the hotel in Brussels, but not for short transfers such as taxis to and from the airport/train station in the country of origin) and accommodation for one winner, one teacher and one accompanying adult per Member State.

8. INTERPRETATION OF RULES AND INSTRUCTIONS

DG Translation's interpretation of these rules and instructions is final.

Need more information?

- See the [Juvenes Translatores](#) website;
- Send 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