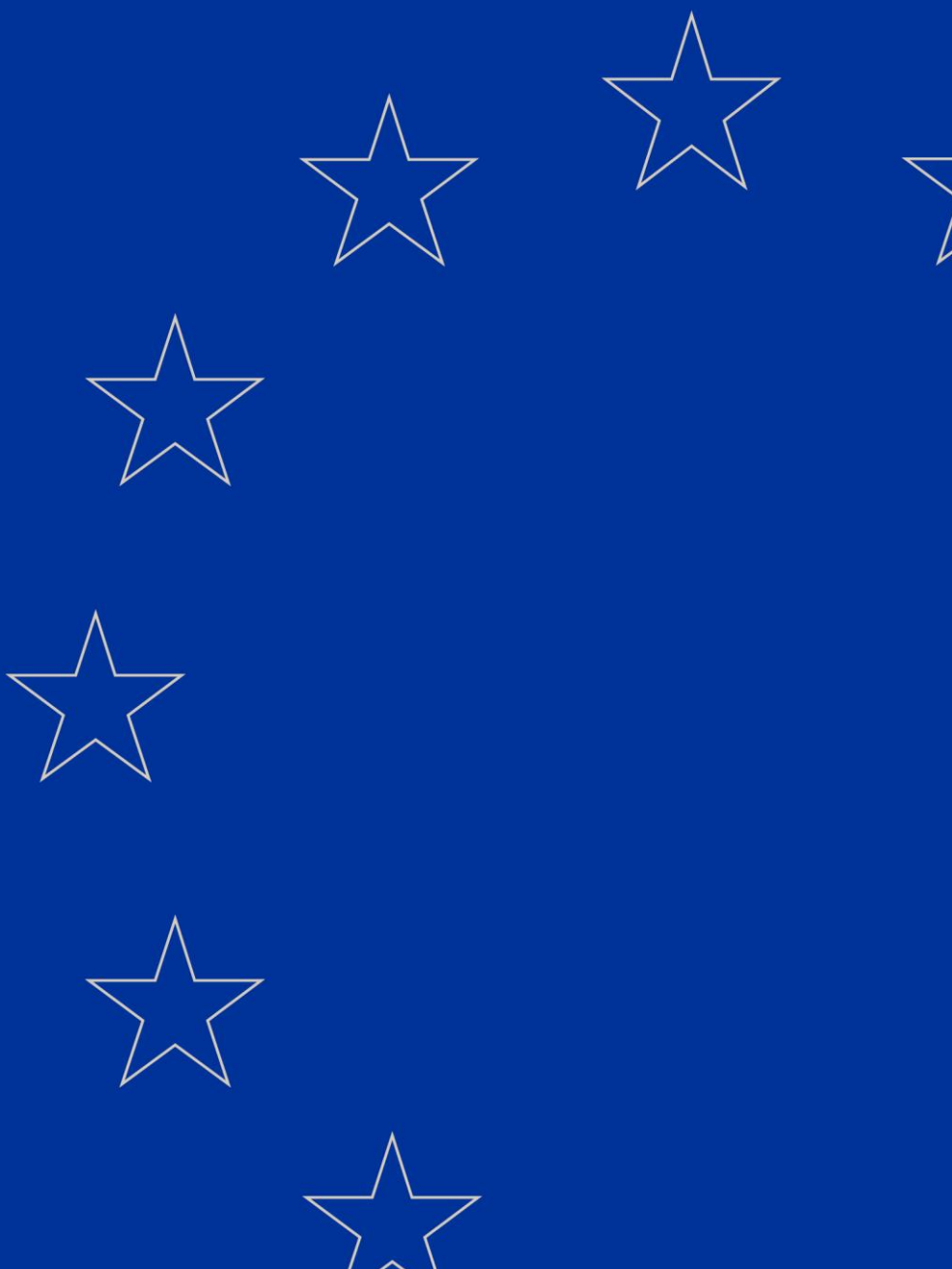
European Commission

Train-the-trainer initiative in DGT

Guidelines for participants



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Trainer placements in DGT

1. Introduction / Overview

This placement is a short training placement designed for translation professors to deepen their understanding of professional translation workflows and processes within a large organisation. It forms part of a collaborative initiative between the professional translation sector and the academic community, aiming to strengthen translator training within the framework of the EMT network. Through this experience, participating professors will gain direct exposure to real world workflows, tools and professional practices that would enhance their understanding of current industry standards and improve the training of future translators.

This document provides general guidelines for such placements. Any details and requirements must be agreed upon between the placement provider and the participants.

2. Placement Objectives

This is a shadowing placement. It allows participants to gain direct insights into the work of professional translators, project managers and language specialists in their real work environment in the capacity of observers. The main learning goals are to understand real translation workflows, identify the stages and decision-making processes involved, and gain a practical understanding of the tools, quality assurance steps and collaboration dynamics that define the modern professional translation practice.

3. Profiles of the candidates

It is intended for professors who are already familiar with the specific field in which each placement takes place.

The profiles sought to training placements are the following:

- Be employed on a full-time basis in a translation speciality at an EMT member university.
- Have both a language combination and a field of specialisation relevant for the specific placement position.
- Have proven previous teaching experience in the field of the specialisation.
- Present interests in the placement that align with curriculum development goals.
- Participate fully in placement during the scheduled placement period.

- Demonstrate the ability to cover all costs associated with the stay through personal or institutional resources.

4. Placement Duration and Schedule

The placement duration and schedule are as follows:

- The placement will last between 3 days and four consecutive weeks, between one and four consecutive weeks for the European institutions and is agreed upon between the placement provider and the participant.
- It is carried out entirely on site.
- Participants will follow the schedule of the host company or institution's staff, including standard working hours and weekly structure.

5. Roles and Responsibilities

Define expectations for both parties:

It is incumbent on the participating trainer to:

- Commit to not disclosing any confidential company or institutional information.
- Sign a Non-Disclosure Agreement (NDA) if required by the host.
- Participate in activities in a strictly observational role, without intervening in decision-making processes.
- Perform small, non-critical tasks under the direct supervision of the assigned supervisor.
- Respect all internal procedures, security protocols, and professional conduct standards of the host organisation.
- Maintain a professional and proactive attitude, ensuring punctuality and full engagement during the placement period.
- Agree, if requested, that their contribution to projects or other work, if any, during the remote cooperation shall remain the property of the host organisation.

- **It is incumbent on the supervisor/host organisation to:**
  - Present a plan at the beginning of the placement, detailing the tasks to be performed and the supervisors to be shadowed.
  - Provide a suitable workspace and access to the necessary translation tools and platforms.

- Facilitate contact with other relevant staff members within the host organisation.
- Offer guidance and explanations to contextualise workflows, tools and decisions.
- Ensure that assigned tasks, if any, are appropriate for an observational placement and are carried out under supervision.
- Provide timely feedback and clarify expectations throughout the placement period.

6. Placement Deliverables

At the end of the placement, the participating trainer will prepare a report or give feedback to the placement provider in an exit interview, describing the tasks carried out during the translation process, the various factors influencing that process, the changes introduced by the new technological paradigm, and the relevance of the translator’s expert knowledge.

7. Selection criteria

The selection criteria include at least the following:

- Relevance and strength of the applicant’s teaching profile within the corresponding EMT programme, in particular whether the applicant’s language combination and specialisation match the placement offered.
- Demonstrated motivation and potential impact of the placement on teaching innovation or curriculum development.
- Readiness to share the knowledge gained during the placement with students and the wider academic community, without prejudice to the trainer's confidentiality obligations in relation to the placement.
- Feasibility of completing the placement within the proposed timeframe.
- Clear justification of how the placement would contribute to reinforcing EMT network objectives.

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