

EMCI QA Assessor Training

20.03.2015

Virtual seminar



EMCI QA Framework

The EMCI QA Framework is designed to ensure compliance with EMCI Quality Assurance Standards as laid down in the following documents:

- **EMCI Statutes:** Article 5.2, Article 5.3
- **EMCI Core curriculum** (in its entirety)
- **EMCI QA Standards** (in their entirety, but with special reference to all of Article 3)



- **Processes membership applications**
- **Implements compliance check**

- **Approves EMCI QA recommendations & submits to GA for adoption**

EMCI QA Committee

Governing Board



Applicant/Member

General Assembly



- **Submits application**
- **Periodic compliance check**

Adopts GB recommendations





New member application

Legal basis:

EMCI Statutes: Article 5.2, Article 5.3

EMCI Core curriculum (in its entirety)

EMCI QA Standards (in their entirety, but with special reference to all of Article 3)

Length of procedure from start to finish:

16-24 months

3 Stages:

1. Document submission and document check
2. Course visit & Final exam attendance
3. Approval stage

A large graphic on the right side of the slide. It features a white square in the center containing the text 'EMCI Application' in bold black font. This square is set against a larger, semi-transparent grey circle, which is itself centered within a white rectangular frame. The background of the slide has a light blue gradient with a large, faint grey circle behind the white square.

**EMCI
Application**



Periodic compliance

Legal basis:

EMCI Statutes: Article 5.2, Article 5.3

EMCI Core curriculum (in its entirety)

EMCI QA Standards (in their entirety)

Length of procedure from start to finish:

1-6 months

3 Stages:

1. Document submission and document check
2. *Course visit & Final exam attendance (only if needed)*
3. Approval stage



EMCI QA Assessors

- **General requirements:**
 - Regular trainer at EMCI member institution
 - Excellent understanding of curriculum design, legal/academic frameworks, program management in conference interpreting
 - Excellent working knowledge of English; working knowledge of the applicant institution's official language desirable (at least one of the two visiting assessors shall have a working knowledge of the applicant institution's official language)
 - In-depth understanding of EMCI core legal documents (Statutes, Core curriculum, EMCI-QA Standards)
 - Neutrality and impartiality
 - Ability to work to deadlines



Procedure

1st Round document check:

- Applicant institution submits all documents to the GB (indicated on the web site)
- GB forwards all documents to the EMCI QA via the EMCI Forum (QA Committee Updates where a new thread is created by the EMCI QA committee for each new applicant and all relevant documents are stored).
- GB informs EMCI QA that the application fee has been paid.
- EMCI QA assigns first round of file assessment to one of its members (appointed assessor).
- Appointed assessor checks whether all documents for first-round assessment have been received. In case of missing documents, EMCI QA can communicate directly with applicant institution to request they be sent.
- Appointed assessor then compares the content of the documents against the EMCI QA Standards and notes discrepancies, missing information or lack of clarity for each of the documents submitted. The content of the applicant institution's web site also needs to be consistent with the documentation submitted by the applicant. At times applicants produce documents in response to the EMCI QA requirements, in which case support for a particular item needs to be found in other official documents and/or the web site. This is the substantive part of the assessment procedure and requires considerable attention to detail and investment in time. (1st Round document check)
- Once completed, appointed assessor then submits a draft report to the EMCI QA as a whole for verification and feedback.



Procedure

1st Round document check:

- The first-round report is then finalized and sent to the GB. If additional information is needed from the applicant, an official letter requesting this information together with an attachment that lists all items that need to be submitted is sent to the applicant by the EMCI QA chair. It is suggested that the institution be given 1-2 months to respond, but a clear deadline needs to be indicated.
- Upon receipt of the additional documents, the appointed assessor repeats the procedure described in 6 and 7. (2nd Round document check)
- An interim EMCI QA report is then issued for the applicant institution. This report includes a clear recommendation with regard to the next phase of the application process (attendance at admission and/or final exams, visit of the institution outside of exam sessions, etc.) and forwarded to the GB.



Procedure

2nd Round on-site check preparations:

- GB includes this interim EMCI-QA report on the agenda of the next GA for adoption. EMCI QA recommends assessors to be sent in line with the recommendations included in the report and the GA approves the selection.
- EMCI QA informs the applicant institution of the names of the assessors appointed for the two visits (course/institutional visit, final exam visit).
- Assessor(s) make practical arrangements with the applicant institution for attending exams or for an institutional visit (selection of appropriate dates, travel and accommodation, visa procedures, if applicable). EMCI-QA provides guidance both to the applicant institution and appointed assessors and stands by for any queries.
- EMCI QA puts together a complete file for assessor(s) visiting the applicant institution, including notes on items that merit particular attention and that remained somewhat unclear or required change in order to become compliant with the EMCI QA Standards.

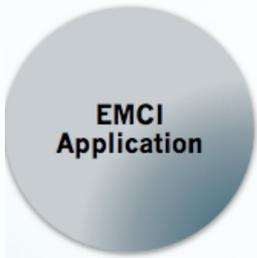


Procedure

2nd Round on-site check:

- Assessor(s) submit a detailed report on their visit directly to the EMCI QA. In order to maintain consistency assessor(s) can use the reporting procedures laid down for regular members (EMCI QA Exam check list; EMCI QA Check list). All documents should be forwarded to EMCI-QA scanned as well as via regular mail in paper form.
- Appointed assessor for the applicant file in question reviews the submitted information and issues a Draft final report to be reviewed by members of the EMCI QA committee. Appointed Assessor liaises with assessors involved in course and exam visits in order to resolve inconsistencies or request additional information about the applicant institution.





Procedure

3rd Round Approval phase:

- The Draft final report so reviewed is then submitted to the GB with a clear recommendation from the EMCI QA.
- The GB puts this Draft final report on the agenda of the next GA for adoption. The procedures outlined in the EMCI Statutes apply.
- If the report recommended unconditional admission of the applicant institution the GB then informs the institution of the decision. The institution will still need to submit in writing a confirmation that it will comply with Art. 5.2.v.
- Should an application procedure be at a very advanced stage, but either the course visit or the final exam visit are still outstanding, the EMCI-QA may decide to issue a Pre-Final report and submit it to the GB who may decide to circulate it to the GA.
- Once the GA has voted and an applicant has become a member of the EMCI, the entire application file is archived on the EMCI web site under the relevant heading.
- In case the Draft final report of the EMCI QA did not recommend admission and, if this recommendation was upheld by the GA, the GB will then inform the applicant institution that not all requirements had been met and that the application file has been returned to the EMCI QA for follow-up.

Procedure

1st Round document check:

- EMCI member institutions submit completed compliance questionnaire on-line
- EMCI-QA Committee verifies completed questionnaires
- EMCI-QA Committee checks compliance with EMCI-QA Standards

Procedure

2nd Round verification with members:

- EMCI-QA Committee requests additional information from members as needed
- EMCI-QA Committee recommends onsite attendance at final exams and/or course visit as needed



Procedure

2nd Round verification with members:

- EMCI QA informs the member institution of the name(s) of the assessor(s) appointed for the visit(s) (course/institutional visit and/or final exam visit).
- Assessor(s) make(s) practical arrangements with the member institution for attending exams or for an institutional visit (selection of appropriate dates, travel and accommodation, visa procedures, if applicable). EMCI-QA provides guidance both to the member institution and appointed assessor(s) and stands by for any queries.
- EMCI QA puts together a complete file for assessor(s) visiting the member institution, including notes on items that merit particular attention and that remained somewhat unclear in the compliance questionnaire and which could not be resolved during the written procedure.



Procedure

3rd Round on-site check:

- Assessor(s) submit a detailed report on their visit directly to the EMCI QA. Assessor(s) use the reporting procedures laid down for regular members (EMCI QA Exam check list; EMCI QA Check list). All documents should be forwarded to EMCI-QA scanned as well as via regular mail in paper form.
- EMCI-QA issues a Draft final report. Appointed Assessor liaises with assessors involved in course and exam visits in order to resolve inconsistencies or request additional information about the member institution.



Procedure

4th Round approval phase:

- The Draft final report so reviewed is then submitted to the GB with a clear recommendation from the EMCI QA.
- The GB puts this Draft final report on the agenda of the next GA for adoption. The procedures outlined in the EMCI Statutes apply.
- Once the GA has voted on a recommendation of compliance membership in the EMCI is automatically renewed for a 3-year period. The entire application file is archived on the EMCI web site under the relevant heading.
- In case the Draft final report of the EMCI QA indicates non-compliance, and in case this recommendation was upheld by the GA, the GB will then inform the member institution that not all requirements had been met and that the file has been returned to the EMCI QA for follow-up.
- Members in non-compliance dispose of a limited period of time to resolve outstanding compliance issues.



Potential issues of non-compliance

- **Curriculum:**
 - Admissions process
 - Number of contact hours
 - Number of self- and organized group practice hours
- **Staff**
 - Professional experience
 - Language coverage
 - Program direction
- **Assessment** (rules and procedures, jury composition, documentation)
 - Admission exams
 - Interim and continuous assessment
 - Final exams

Potential issues of non-compliance

- **Technical infrastructure**
 - Audio-visual installations
 - AV & IT
 - VC
- **Course evaluation**
 - By students
 - At program level
- **Lack of concordance** between submitted documentation and official web site



Where to find documents

www.emcinterpreting.org

HOME AIMS COURSE STRUCTURE STATUTES EXAMINATIONS RESOURCES FAQ CONTACT

European Masters in Conference Interpreting

Welcome to the European Masters in Conference Interpreting website!

This website provides information on conference interpreting training at advanced (postgraduate) level provided by a consortium of European universities in collaboration with the [European Commission](#) and the [European Parliament](#). You will find information on the [core curriculum](#), [admissions procedures](#), as well as [pedagogical resources](#) and further information on the [consortium](#) which will be of interest to students, institutions of higher education in the process of setting up new interpreting training programmes, and to employers of conference interpreters.

The EMCI programme is designed for students with European and non-European languages. The member institutions pursue a common policy on student recruitment and assessment and are committed to quality maintenance and regular reviews of the programme to adapt to changing needs and new developments. If you wish to become a student in an EMCI member university, please consult the [Frequently Asked Questions](#).

The EMCI Consortium underwent a complete reform in 2011-12 and became the EMCI Consortium II. Current members are listed on this home page and committee members are listed on the [Members' page](#). To learn more about the history of the Consortium, please consult the Preamble to the [Core Curriculum](#). To learn more about the new Consortium, please consult the [Statutes](#).

MEMBER UNIVERSITIES

Antwerp – Universiteit Antwerpen
Budapest – ELTE University
Cluj- Napoca – Universitatea Babeş-Bolyai
Geneva – Faculté de Traduction et d'Interprétation
Istanbul – Boğaziçi University
Lisbon – Faculdade de Letras de Universidade de Lisboa
Ljubljana – Univerza v Ljubljani
Paris – ESIT – Université Sorbonne Nouvelle Paris 3
Paris – ISIT
Prague – Karlova Univerzita v Praze
Trieste – Università degli Studi di Trieste
Warsaw – Uniwersytet Warszawski

CURRENT MEMBERS AND PROSPECTIVE STUDENTS

Want to become a student?

MEMBERSHIP APPLICATION KIT

Access to "Membership Application Kit"

LATEST NEWS

- New theory of interpreting nuggets now available!
- A new set of videos on different aspects

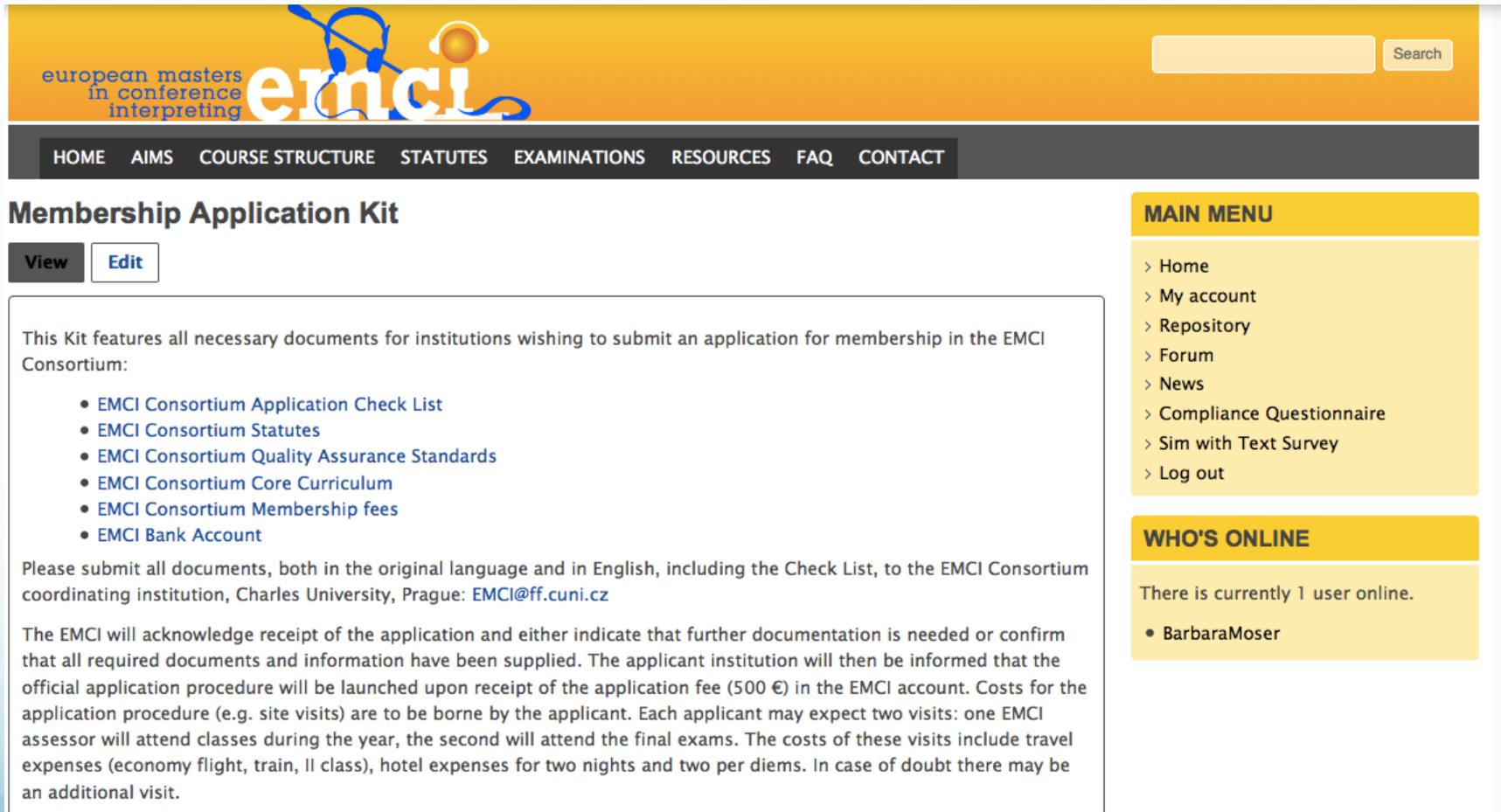
GRANTS

The project activities carried out by the EMCI consortium during the 2014-2015 academic year are financially supported by



Where to find documents

www.emcinterpreting.org



The screenshot shows the EMCI website interface. At the top is a navigation bar with a search box and a menu containing: HOME, AIMS, COURSE STRUCTURE, STATUTES, EXAMINATIONS, RESOURCES, FAQ, CONTACT. The main content area is titled "Membership Application Kit" and includes "View" and "Edit" buttons. The text describes the kit's contents and submission instructions. A sidebar on the right contains a "MAIN MENU" and a "WHO'S ONLINE" section.

Search

HOME AIMS COURSE STRUCTURE STATUTES EXAMINATIONS RESOURCES FAQ CONTACT

Membership Application Kit

[View](#) [Edit](#)

This Kit features all necessary documents for institutions wishing to submit an application for membership in the EMCI Consortium:

- [EMCI Consortium Application Check List](#)
- [EMCI Consortium Statutes](#)
- [EMCI Consortium Quality Assurance Standards](#)
- [EMCI Consortium Core Curriculum](#)
- [EMCI Consortium Membership fees](#)
- [EMCI Bank Account](#)

Please submit all documents, both in the original language and in English, including the Check List, to the EMCI Consortium coordinating institution, Charles University, Prague: EMCI@ff.cuni.cz

The EMCI will acknowledge receipt of the application and either indicate that further documentation is needed or confirm that all required documents and information have been supplied. The applicant institution will then be informed that the official application procedure will be launched upon receipt of the application fee (500 €) in the EMCI account. Costs for the application procedure (e.g. site visits) are to be borne by the applicant. Each applicant may expect two visits: one EMCI assessor will attend classes during the year, the second will attend the final exams. The costs of these visits include travel expenses (economy flight, train, II class), hotel expenses for two nights and two per diems. In case of doubt there may be an additional visit.

MAIN MENU

- › [Home](#)
- › [My account](#)
- › [Repository](#)
- › [Forum](#)
- › [News](#)
- › [Compliance Questionnaire](#)
- › [Sim with Text Survey](#)
- › [Log out](#)

WHO'S ONLINE

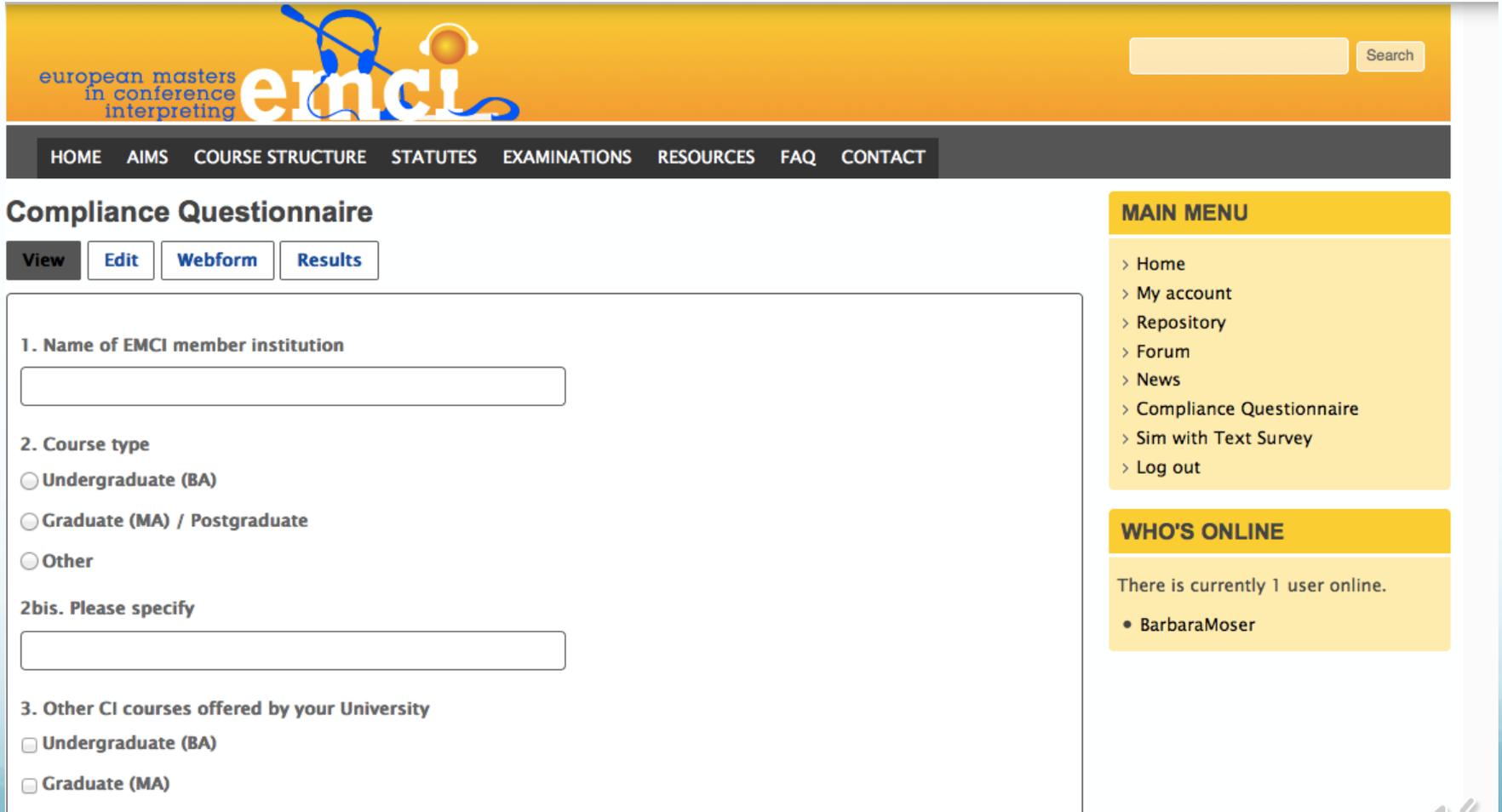
There is currently 1 user online.

- [Barbara Moser](#)



Where to find documents

www.emcinterpreting.org



The screenshot displays the EMCi website interface. At the top, there is a yellow header with the EMCi logo and a search bar. Below the header is a dark navigation bar with links to HOME, AIMS, COURSE STRUCTURE, STATUTES, EXAMINATIONS, RESOURCES, FAQ, and CONTACT. The main content area is titled "Compliance Questionnaire" and features four buttons: View, Edit, Webform, and Results. The form contains three sections: 1. Name of EMCi member institution (with a text input field), 2. Course type (with radio buttons for Undergraduate (BA), Graduate (MA) / Postgraduate, and Other), and 2bis. Please specify (with a text input field). Section 3. Other CI courses offered by your University (with checkboxes for Undergraduate (BA) and Graduate (MA)). On the right side, there is a yellow sidebar with a "MAIN MENU" section containing links to Home, My account, Repository, Forum, News, Compliance Questionnaire, Sim with Text Survey, and Log out. Below this is a "WHO'S ONLINE" section stating "There is currently 1 user online." and listing "Barbara Moser".

europaean masters
in conference
interpreting **emci**

HOME AIMS COURSE STRUCTURE STATUTES EXAMINATIONS RESOURCES FAQ CONTACT

Compliance Questionnaire

View Edit Webform Results

1. Name of EMCi member institution

2. Course type

Undergraduate (BA)

Graduate (MA) / Postgraduate

Other

2bis. Please specify

3. Other CI courses offered by your University

Undergraduate (BA)

Graduate (MA)

MAIN MENU

- > Home
- > My account
- > Repository
- > Forum
- > News
- > Compliance Questionnaire
- > Sim with Text Survey
- > Log out

WHO'S ONLINE

There is currently 1 user online.

- Barbara Moser

“Everything that can be counted
does not necessarily count;
everything that counts cannot
necessarily be counted”

Albert Einstein