EUROPEAN COMMISSION

Directorate-General Education and Culture

Tempus application form
Joint European Project 2005

> ## *PROFESSIONAL MASTERS IN TRANSLATION TECHNOLOGY FOR ARABIC*

> ## *JEP_33021_2005*

SUBMISSION PROCEDURE

Please read the following explanations and instructions concerning the submission of the proposal carefully.

- Only applications using the correct form will be accepted and processed.

- Before completing the form, please read the relevant sections in the Guide for Applicants, which can be obtained from the Tempus website at the following address: http://europa.eu.int/tempus.

- In the "get involved" section of the website (Actions ≥ Get involved ≥ Application forms) applicants will find the "Frequently Asked Questions" for grant applicants, which is a helpful tool providing relevant answers to the questions arising during the preparation of an application.

- For a better understanding of the administrative approaches used once a project has been selected, applicants are also advised to consult the "manage your project" section of the website (Actions ≥ Manage your project), where the contractual documents and "Frequently Asked Questions" for grant holders can be found.

- The application must be word-processed, using a computer. Hand written applications will not be accepted.

- **Applications must be sent by e-mail, while all signed original supporting and administrative documents must be sent by registered mail in one package (documents sent separately will not be accepted) at a later deadline.** Applications sent by post or fax and supporting and administrative documents sent by e-mail (as PDF documents) or fax will not be accepted.

- The deadline for submission by e-mail is 15th December 2005, 23:59 Central European Time. Applicants are strongly advised not to leave the submission of their applications until the last possible moment. Applicants should consider that problems arising can only be dealt with during office hours and that technical support will be guaranteed until 16:00 (Central European time) on 15 December 2005. Applicants are therefore strongly advised to submit applications in a timely manner.

- Sections of the application that are not available electronically such as endorsement letters and CVs of external experts do not need to be sent by e-mail.

- The e-mail-based applications must be sent to:

JEP2005@etf.eu.int

- Following the submission of the application by e-mail, applicants will receive an electronic acknowledgement of receipt by 19th of December 2005 at the latest, indicating the registration number assigned to the application. This acknowledgement will be sent to the e-mail address from which the application has been submitted.

- The registration number must be indicated in the cover letter accompanying the supporting and administrative documents to be dispatched by post and used in all future correspondence about the project.

- Applicants should not staple the original supporting and administrative documents and should ensure that the reference numbers indicated on the endorsement letters are in accordance with the ones used in section II.

- The deadline for submission of the original supporting and administrative documents is 5th January 2006 (date as per post mark). **Only those supporting and administrative documents accompanied by a cover letter referring to a valid registration number will be accepted.** Please note, that applicants will not receive an acknowledgement of receipt for their original supporting documents. However, applicants will be contacted in case these documents should not have reached the ETF by the 01st of March 2006.

- The signed original supporting and administrative documents and two copies thereof must be sent in the same envelope, using registered mail to:

EUROPEAN TRAINING FOUNDATION
TEMPUS DEPARTMENT – SELECTION TEAM
JEP APPLICATION DEADLINE OF 15/12/05
VIALE SETTIMIO SEVERO, 65
10133 TORINO
ITALY

- The original supporting and administrative documents and copies dispatched by post must contain the signed declaration, all the endorsement letters and curricula vitae in case of proposed individual experts as well as the signed legal entity and financial identification forms.

- Applicants should be aware that only postal or courier registration slips indicating the project registration number will be accepted as proof of dispatch.

- Applicants should be aware that upon completion of the selection procedure **all** communication concerning this application (such as information on the decision, the provision of feedback to unsuccessful applicants, etc.) will **solely** take place with the person indicated in this application as "grant applicant" (reference number 1 in section II).

THE APPLICATION FORM

This application form contains features that allow the automatic transfer of information into the database used for the selection and narrows down the possibility of applicants' possible mistakes.

Applicants will find below some explanations on the structure of the form as well as some hints on how to fill it in. Should you nevertheless encounter any problems, do not hesitate to contact the Tempus Department of the European Training Foundation for prompt support, at the following e-mail address: Tempus_IT_Team@etf.eu.int

How to complete the form:
The structure of the following sections of this form is protected.
- Section I, Declaration
- Section II, Basic Data of the Project, List of Consortium Members
- Section IV, Summary of the Project
- Section V, Funding requirements
- Section VI, Administrative Documents: Legal entities, Financial identification

Applicants are allowed to fill in only the specific fields, which are **highlighted in grey** while the rest of the form is not editable. There are **free-text fields**, where any text can be inputted (ex: <<Example text field>>), and **selection fields**, where you will have to select from a list of predefined values (ex. <<Please select a value>>). As a general rule, in order to type into a field or to select a tick box, click on it with your mouse. You can also easily move from one field to the next using TAB or arrow keys.

In case the requested information is to be provided in the form of a list, you can start a new line after each individual entry by clicking on the "enter" key, within the same field, as in a normal "word" document.

Please note that some fields are automatically filled-in based on your input in other fields. For instance, you will only have to input the project title once on the cover page, and it will be displayed in all other sections of the application requesting this information. In general, you should always fill in the first field, requesting the information, which will then be copied into subsequent sections. We therefore recommend that you fill in the form starting from the cover page.
In order to ease the navigation in the application form, we recommend using the Document Map feature (from MS Word menu, "View" ➔ "Document Map")

Beside these general hints please take the following issues regarding the different sections of the form into account:

- **Section II, List of consortium members:**
The form includes a limited number of "boxes" for participating consortium members and individual experts. Should you plan to involve more consortium members and/or individual experts, please insert their data in the field called: *"Contact details for further consortium members"* and *"Contact details for further individual experts"* including the same information as for the protected "boxes".

- **Section V, Funding requirements:**
The Summary table n°8 (*"Summary of project funding requirements")* will be automatically filled in with the total costs of each heading in the relevant tables n° 1-6.
Furthermore, within table n°8, the percentage of co-financing of the project will be verified automatically, once the amount to be co-financed is inserted in the proper field in table n°7.

SECTION I: DECLARATION
To be completed by the Grant Applicant

The following should be signed by the grant applicant *and* by the legal representative of the grant applicant's institution. *Please note that the Applicant Higher Education Institution must be based in the European Union.*

1. We have stable and sufficient resources of funding to maintain our activities throughout the period during which the project is carried out;

2. We are not bankrupt or being wound up, are not having our affairs administered by the courts, have not entered into an arrangement with creditors, have not suspended business activities, are not subject of proceedings concerning those matters, and are not in any analogous situation arising from a similar procedure provided for under national legislation or regulations;

3. We have the professional competencies and qualifications required to complete the proposed project;

4. We have not been guilty of grave professional misconduct proven by any means which the contracting authority can justify;

5. We have not been convicted of an offence concerning their professional conduct by a judgement which has the force of res judicata;

6. We have not been subject of a judgement which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;

7. Following an award procedure financed by the Community budget, we have not been declared to be in serious breach of contract for failure to comply with the contractual obligations;

8. We have fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which we are established or with those of the country of the contracting authority or those of the country where the contract is to be performed.

We, the undersigned, certify that the information given above and in the following project proposal is correct to the best of our knowledge, and that the proposal has been endorsed by the relevant authorities representing the consortium members.

We, the undersigned, have taken note that if found guilty of false declarations will receive financial penalties in proportion to the value of the grants in question.

Title of the project:	*PROFESSIONAL MASTERS IN TRANSLATION TECHNOLOGY FOR ARABIC*	
Ref. Nr. 0 - Legal Representative of the Applicant Higher Education Institution: First name and surname: Lluís AROLA I FERRER Place: Tarragona Date: 9 December 2005 Position: Rector Signature:	**Official stamp or seal of the Applicant Higher Education Institution:**	
Ref. Nr. 1 - Grant Applicant: First name and surname: Anthony PYM Signature:		
Place: Tarragona	Date: 9 December 2005	***Application Number:*** *(Registration number obtained after submission)*

SECTION I: ENDORSEMENT LETTERS

- All **consortium members** (except the Grant Applicant's Higher Education Institution) must submit an endorsement letter to confirm their role and willingness to participate in the project; these must be submitted together with the other supporting and administrative documents by the deadline.

  Applicants should follow the model below.

MODEL ENDORSEMENT LETTER

OFFICIAL HEADED PAPER OF THE CONSORTIUM MEMBER

OBJECTIVE: ENDORSEMENT OF THE TEMPUS PROJECT: (FULL TITLE OF THE PROJECT)

CONTENT: *Give details of the application, confirming the support of the consortium member for the project. Specify the role of the consortium member in the project and give details on the contact person.*

For a partner country consortium member indicate how the project fits into the development strategy of the consortium member in the context of the reform of the higher education system.

Please insert a confirmation sentence stating that the consortium member has read the whole application, including the financial details, and is aware of the specific role it will have in the project.

SIGNATURE of the person legally authorised to represent the consortium member

POSITION of the person legally authorised to represent the consortium member

DATE: please remember that the date must be subsequent to the previous Joint European Project application deadline.

OFFICIAL STAMP or SEAL of the consortium member

- For each proposed **individual expert**, a summary CV (maximum of 2 pages) must be included. The CV has to make explicit reference to the expertise to be provided in the framework of the given Joint European Project proposal.

SECTION II: BASIC DATA ON THE PROJECT

- **Title of the project:**

  PROFESSIONAL MASTERS IN TRANSLATION TECHNOLOGY FOR ARABIC

- **Acronym of the project:**

  MTTA

- **Specific Objectives of the project:**

  To develop a professional Masters programme in new technologies for translation in to Arabic

- **Partner country/ies involved***: (Please tick   the relevant box/es)*

CARDS		
☐ MK – former Yugoslav Republic of Macedonia		☐ – CS - Serbia and Montenegro
☐ AL – Albania		☐ – 1244 - Kosovo
☐ BA – Bosnia and Herzegovina		
☐ HR – Croatia		

Tacis	
☐ BY – Belarus	☐ TJ – Tajikistan
☐ KZ – Kazakhstan	☐ TM – Turkmenistan
☐ KG – Kyrgyzstan	☐ UA – Ukraine
☐ MD – Moldova	☐ UZ – Uzbekistan
☐ RU – Russian Federation	

MEDA	
☐ DZ – Algeria	☒ MA – Morocco
☐ EG – Egypt	☐ PS – Palestinian Authority
☐ IL – Israel (*on a self-financing basis only*)	☐ SY – Syria
☐ JO – Jordan	☐ TN – Tunisia
☐ LB – Lebanon	

Has the grant applicant institution (Ref. No.:0) previously acted as a grant holder / contractor for a European Commission grant / contract? *(Please select from the button below.)*

Yes

If yes, please provide the registration number of the most recent grant agreement / contract:
JEP-31155-2003

Please specify with which Directorate General of the European Commission the project had been carried out:
Education and Culture

- **Subject area code:** *(Please refer to the Guide for Applicants Glossary of Codes and to Priorities for the partner countries in order to find out about the code for the relevant subject area, in line with the priorities for the partner country/ies involved). Please insert ONE code only*

<div align="center">

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</div>

The proposal had already been submitted in a previous call: **No**

If yes, please provide the registration number:

     1.

     2.

     3.

- **Individual Mobility Grants related to this proposal:** *(Please list any Tempus Individual Mobility Grant funded in the last 12 months in which any of the consortium members has been involved)*

IMG –	IMG -	IMG –
IMG -	IMG -	IMG -
IMG –	IMG –	IMG -

- **Reference number of previous Tempus projects in which consortium members have been involved** (if any):

JEP - 31155-2003	JEP - 10232-96	JEP – 01803-1991
JEP – 30010-2002	JEP – 11418-96	JEP –
JEP – 12304-1997	JEP - JEP-9884	JEP -

- **Language of application and of future correspondence:** *(Please select from the list below)*

<div align="center">

English(E)

</div>

- **Type and duration of the project:** *(Please select from the lists below)*

<div align="center">

Curriculum Development (CD)

</div>

<div align="center">

3 years (3)

</div>

SECTION II: LIST OF CONSORTIUM MEMBERS

- **Consortium members involved in the project:** *(Please include data on all consortium members involved in the project. Refer to the Guide for Applicants, "Glossary of codes" (part IV, page 44) for the relevant codes assigned to countries, which specifies a two letter code for each country. For Kosovo -1244, the code 12 should be used.)*

Reference number: 0 – **Legal representative of the applicant higher education institution**					
(same person as listed in the declaration under Ref. nr. 0)					
Title:	**Mr.(M)**				
First name:	Lluis		*Surname:*	Arola i Ferrer	
Function at organisation:	Rector				
Name of the organisation:	Universitat Rovira i Virgili				
Type of organisation:	**University (U)**				
Legal Status:	**Public Sector(PS)**				
Faculty:					
Department:					
Country*:	ES		*Postal code:*	43003	
Town:	Tarragona		*CEDEX*		
Address:	Carrer Escorxador 2/n				
Phone:	*Country code:*	34	*City Code:* 977	*Phone Nr.:*	558005
Fax:	*Country code:*	34	*City Code:* 977	*Fax. Nr.:*	558107
E-mail:	grector@urv.net				

Reference number: 1 – **Grant applicant**					
(same person as listed in the declaration under Ref. nr. 1)					
Title:	**Mr.(M)**				
First name:	Anthony		*Surname:*	Pym	
Function at organisation:	Professor				
Name of the organisation:	Universitat Rovira i Virgili				
Type of organisation:	**University (U)**				
Legal Status:	**Public Sector(PS)**				
Faculty:	Letters				
Department:	English and German Studies				
Country*:	ES		*Postal code:*	43006	
Town:	Tarragona		*CEDEX*		
Address:	Plaça ImperiaL Tàrraco, 1				
Phone:	*Country code:*	34	*City Code:* 977	*Phone Nr.:*	558506
Fax:	*Country code:*	34	*City Code:* 977	*Fax. Nr.:*	559597
E-mail:	anthony.pym@urv.net				

* Refer to the Guide for Applicants, "Glossary of codes" (part IV, page 44) for the relevant codes assigned to countries, which specifies a two letter code for each country. For Kosovo -1244, the code 12 should be used

Reference number: 2 – Grant co-ordinator					
(fill in only <u>if different from above</u>, otherwise, please leave this section blank)					
Title:	**Mrs.(F)**				
First name:			*Surname:*		
Function at organisation:					
Name of the organisation:					
Type of organisation:	**<<Click here to select>>**				
Faculty:					
Department:					
Country*:			*Postal code:*		
Town:			*CEDEX*		
Address:					
Phone:	*Country code:*		*City Code:*		*Phone Nr.:*
Fax:	*Country code:*		*City Code:*		*Fax. Nr.:*
E-mail:					

Reference number: 3 – Contact person of consortium member					
Title:	**Mrs.(F)**				
First name:	Fadoua		*Surname:*	Chaara	
Function at organisation:	Head of German Department				
Name of the organisation:	Université Abdelmalek Essaadi				
Type of organisation:	**University (U)**				
Faculty:	École Supérieure Roi Fahd de Traduction				
Department:	German				
Country*:	MA		*Postal code:*	90000	
Town:	Tangier		*CEDEX*		
Address:	Route du Charf. BP 410				
Phone:	*Country code:*	212	*City Code:*	39	*Phone Nr.:* 942813
Fax:	*Country code:*	212	*City Code:*	38	*Fax. Nr.:* 940835
E-mail:	chaara@gmx.net				

* Refer to the Guide for Applicants, "Glossary of codes" (part IV, page 44) for the relevant codes assigned to countries, which specifies a two letter code for each country. For Kosovo -1244, the code 12 should be used

Reference number: 4 – Contact person of consortium member					
Title:	**Mr.(M)**				
First name:	Daniel		*Surname:*	Gouadec	
Function at organisation:	Head of Department				
Name of the organisation:	Université Rennes 2				
Type of organisation:	**University (U)**				
Faculty:	Languages				
Department:	Langues étrangères appliquées				
Country:*	FR		*Postal code:*	35043	
Town:	Rennes		*CEDEX*		
Address:	2, place du recteur Henri Le Moal				
Phone:	*Country code:*	33	*City Code:*	2	*Phone Nr.:* 99 33 13 37
Fax:	*Country code:*	33	*City Code:*	2	*Fax. Nr.:* 99 33 13 37
E-mail:	daniel.gouadec@uhb.fr				

Reference number: 5 – Contact person of consortium member					
Title:	**Mrs.(F)**				
First name:	Belinda		*Surname:*	Maia	
Function at organisation:	Associate Professor				
Name of the organisation:	Universidade do Porto				
Type of organisation:	**University (U)**				
Faculty:	Faculdade de Letras				
Department:	Anglo-American Studies				
Country:*	PT		*Postal code:*	4150-564	
Town:	Porto		*CEDEX*		
Address:	Via Panoramica, s/n				
Phone:	*Country code:*	351	*City Code:*	226	*Phone Nr.:* 077 100
Fax:	*Country code:*	351	*City Code:*	226	*Fax. Nr.:* 091 610
E-mail:	bmaia@mail.telepac.pt				

* Refer to the Guide for Applicants, "Glossary of codes" (part IV, page 44) for the relevant codes assigned to countries, which specifies a two letter code for each country. For Kosovo -1244, the code 12 should be used

Reference number: 6 – Contact person of consortium member					
Title:	**Mr.(M)**				
First name:	Reinhard		*Surname:*	Schäler	
Function at organisation:	Lecturer - Head of MSc in Software Localisation				
Name of the organisation:	University of Limerick				
Type of organisation:	**University (U)**				
Faculty:	College of Informatics and Electronics				
Department:	Computer Science and Information Systems				
Country*:	IE		*Postal code:*		
Town:	Limerick		*CEDEX*		
Address:	University of Limerick, Limerick				
Phone:	*Country code:*	353	*City Code:*	61	*Phone Nr.:* 213176 - Ext: 3176
Fax:	*Country code:*	353	*City Code:*	61	*Fax. Nr.:* 334859
E-mail:	Reinhard.Schaler@ul.ie				

Reference number: 7 – Contact person of consortium member					
Title:	**Mr.(M)**				
First name:	Frieda		*Surname:*	Steurs	
Function at organisation:	Professor, Head of Department				
Name of the organisation:	Lessius Hogeschool / Association Catholic University of Leuven				
Type of organisation:	**University (U)**				
Faculty:					
Department:	Translation and Interpreting				
Country*:	BE		*Postal code:*	2000	
Town:	Antwerp		*CEDEX*		
Address:	Sint Andriesstraat 2				
Phone:	*Country code:*	32	*City Code:*	3	*Phone Nr.:* 206.04.91
Fax:	*Country code:*	32	*City Code:*	3	*Fax. Nr.:* 206.04.99
E-mail:	Frieda.Steurs@lessius-ho.be				

* Refer to the Guide for Applicants, "Glossary of codes" (part IV, page 44) for the relevant codes assigned to countries, which specifies a two letter code for each country. For Kosovo -1244, the code 12 should be used

Reference number: 8 – Contact person of consortium member						
Title:	**Mr.(M)**					
First name:	Zouhair		*Surname:*		Zrioui	
Function at organisation:	Chef du Département Antenne					
Name of the organisation:	SOREAD-2M					
Type of organisation:	**Industry/ Company (E)**					
Faculty:						
Department:						
Country*:	MA		*Postal code:*		20250	
Town:	Casablanca		*CEDEX*			
Address:	2M Km 7.3 Route de Rabat Ain Sebaâ Casablanca					
Phone:	*Country code:*	212	*City Code:*	22	*Phone Nr.:*	66 73 00 / 22 66 73 73
Fax:	*Country code:*	212	*City Code:*	22	*Fax. Nr.:*	22 66 73 93
E-mail:	2M@tv2m.co.ma					

Reference number: 9 – Contact person of consortium member						
Title:	**Mr.(M)**					
First name:	Mohamed		*Surname:*		Boukhir	
Function at organisation:	Vice-Président au Bureau National					
Name of the organisation:	Association des Traducteurs Agréés près les Juridictions (ATAJ)					
Type of organisation:	**Institution (I)**					
Faculty:						
Department:						
Country*:	MA		*Postal code:*		20000	
Town:	Casablanca		*CEDEX*			
Address:	20, rue Allal El Fassi					
Phone:	*Country code:*	212	*City Code:*	22	*Phone Nr.:*	27.32.34
Fax:	*Country code:*	212	*City Code:*	22	*Fax. Nr.:*	26.99.98
E-mail:	newtra@menara.ma					

* Refer to the Guide for Applicants, "Glossary of codes" (part IV, page 44) for the relevant codes assigned to countries, which specifies a two letter code for each country. For Kosovo -1244, the code 12 should be used

Reference number: 10 – Contact person of consortium member					
Title:	**Mrs.(F)**				
First name:			*Surname:*		
Function at organisation:					
Name of the organisation:					
Type of organisation:	**<<Click here to select>>**				
Faculty:					
Department:					
Country:*			*Postal code:*		
Town:			*CEDEX*		
Address:					
Phone:	*Country code:*		*City Code:*		*Phone Nr.:*
Fax:	*Country code:*		*City Code:*		*Fax. Nr.:*
E-mail:					

Reference number: 11 – Contact person of consortium member					
Title:	**Mrs.(F)**				
First name:			*Surname:*		
Function at organisation:					
Name of the organisation:					
Type of organisation:	**<<Click here to select>>**				
Faculty:					
Department:					
Country:*			*Postal code:*		
Town:			*CEDEX*		
Address:					
Phone:	*Country code:*		*City Code:*		*Phone Nr.:*
Fax:	*Country code:*		*City Code:*		*Fax. Nr.:*
E-mail:					

* Refer to the Guide for Applicants, "Glossary of codes" (part IV, page 44) for the relevant codes assigned to countries, which specifies a two letter code for each country. For Kosovo -1244, the code 12 should be used

Reference number: 12 – Contact person of consortium member				
Title:	**Mrs.(F)**			
First name:		*Surname:*		
Function at organisation:				
Name of the organisation:				
Type of organisation:	**<<Click here to select>>**			
Faculty:				
Department:				
Country:*		*Postal code:*		
Town:		*CEDEX*		
Address:				
Phone:	*Country code:*	*City Code:*	*Phone Nr.:*	
Fax:	*Country code:*	*City Code:*	*Fax. Nr.:*	
E-mail:				

Reference number: 13 – Contact person of consortium member				
Title:	**Mrs.(F)**			
First name:		*Surname:*		
Function at organisation:				
Name of the organisation:				
Type of organisation:	**<<Click here to select>>**			
Faculty:				
Department:				
Country:*		*Postal code:*		
Town:		*CEDEX*		
Address:				
Phone:	*Country code:*	*City Code:*	*Phone Nr.:*	
Fax:	*Country code:*	*City Code:*	*Fax. Nr.:*	
E-mail:				

* Refer to the Guide for Applicants, "Glossary of codes" (part IV, page 44) for the relevant codes assigned to countries, which specifies a two letter code for each country. For Kosovo -1244, the code 12 should be used

Reference number: 14 – Contact person of consortium member					
Title:	**Mrs.(F)**				
First name:			*Surname:*		
Function at organisation:					
Name of the organisation:					
Type of organisation:	**<<Click here to select>>**				
Faculty:					
Department:					
Country:*			*Postal code:*		
Town:			*CEDEX*		
Address:					
Phone:	*Country code:*		*City Code:*		*Phone Nr.:*
Fax:	*Country code:*		*City Code:*		*Fax. Nr.:*
E-mail:					

Reference number: 15 – Contact person of consortium member					
Title:	**Mrs.(F)**				
First name:			*Surname:*		
Function at organisation:					
Name of the organisation:					
Type of organisation:	**<<Click here to select>>**				
Faculty:					
Department:					
Country:*			*Postal code:*		
Town:			*CEDEX*		
Address:					
Phone:	*Country code:*		*City Code:*		*Phone Nr.:*
Fax:	*Country code:*		*City Code:*		*Fax. Nr.:*
E-mail:					

* Refer to the Guide for Applicants, "Glossary of codes" (part IV, page 44) for the relevant codes assigned to countries, which specifies a two letter code for each country. For Kosovo -1244, the code 12 should be used

Reference number: 16 – Contact person of consortium member					
Title:	**Mrs.(F)**				
First name:			*Surname:*		
Function at organisation:					
Name of the organisation:					
Type of organisation:	**<<Click here to select>>**				
Faculty:					
Department:					
Country:*			*Postal code:*		
Town:			*CEDEX*		
Address:					
Phone:	*Country code:*		*City Code:*		*Phone Nr.:*
Fax:	*Country code:*		*City Code:*		*Fax. Nr.:*
E-mail:					

Reference number: 17 – Contact person of consortium member					
Title:	**Mrs.(F)**				
First name:			*Surname:*		
Function at organisation:					
Name of the organisation:					
Type of organisation:	**<<Click here to select>>**				
Faculty:					
Department:					
Country:*			*Postal code:*		
Town:			*CEDEX*		
Address:					
Phone:	*Country code:*		*City Code:*		*Phone Nr.:*
Fax:	*Country code:*		*City Code:*		*Fax. Nr.:*
E-mail:					

* Refer to the Guide for Applicants, "Glossary of codes" (part IV, page 44) for the relevant codes assigned to countries, which specifies a two letter code for each country. For Kosovo -1244, the code 12 should be used

Contact Persons of further Consortium Members
Should the number of consortium members exceed 17, please use the following space to add additional members. The following information must be included for each contact person:
Title, first and surname, position at institution, type of organisation, name of institution, name of faculty, name of department, COMPLETE address, Phone, Fax and e-mail.

List of proposed individual experts:

Please note that individual experts **cannot come from any of the consortium member organisations**, neither as staff nor as students, as in this case they can be involved in the project directly.

Reference: i – Individual expert (from non-consortium members) proposed for specific tasks in project **(CV must be included of a maximum of 2 pages)**					
Title:	**Mr.(M)**				
First name:	Arnt		*Surname:*	Jakobsen	
Function at organisation:	Professor, Director of the Center for Research and Innovation in Translation and Translation Technology				
Name of the organisation:	Copenhagen Business School				
Type of organisation:	**Institution (I)**				
Faculty:	Languages, Communication and Cultural Studies				
Department:	Department of English				
Country*:	DK		*Postal code:*	2000	
Town:	Copenhagen F		*CEDEX*		
Address:	Dalgas Have 15				
Phone:	*Country code:*	45	*City Code:*	3815	*Phone Nr.:* 3815
Fax:	*Country code:*	45	*City Code:*	3815	*Fax. Nr.:* 3845
E-mail:	alj.eng@cbs.dk				

Reference: ii – Individual expert (from non-consortium members) proposed for specific tasks in project **(CV must be included of a maximum of 2 pages)**					
Title:	**Mr.(M)**				
First name:	Bert		*Surname:*	Esselink	
Function at organisation:	Solution Architect				
Name of the organisation:	Lionbridge				
Type of organisation:	**Industry/ Company (E)**				
Faculty:					
Department:	Professional Services				
Country*:	NL		*Postal code:*	3892 AE	
Town:	Zeewolde		*CEDEX*		
Address:	Fluitekruid 35				
Phone:	*Country code:*	31	*City Code:*	36	*Phone Nr.:* 5324351
Fax:	*Country code:*	31	*City Code:*	20	*Fax. Nr.:* 408 0000
E-mail:	bert.esselink@planet.nl				

* Refer to the Guide for Applicants, "Glossary of codes" (part IV, page 44) for the relevant codes assigned to countries, which specifies a two letter code for each country. For Kosovo -1244, the code 12 should be used

Reference: iii – Individual expert (from non-consortium members) proposed for specific tasks in project **(CV must be included of a maximum of 2 pages)**				
Title:	**Mrs.(F)**			
First name:		*Surname:*		
Function at organisation:				
Name of the organisation:				
Type of organisation:	**<<Click here to select>>**			
Faculty:				
Department:				
Country:*		*Postal code:*		
Town:		*CEDEX*		
Address:				
Phone:	*Country code:*	*City Code:*	*Phone Nr.:*	
Fax:	*Country code:*	*City Code:*	*Fax. Nr.:*	
E-mail:				

Reference: iv – Individual expert (from non-consortium members) proposed for specific tasks in project **(CV must be included of a maximum of 2 pages)**				
Title:	**Mrs.(F)**			
First name:		*Surname:*		
Function at organisation:				
Name of the organisation:				
Type of organisation:	**<<Click here to select>>**			
Faculty:				
Department:				
Country:*		*Postal code:*		
Town:		*CEDEX*		
Address:				
Phone:	*Country code:*	*City Code:*	*Phone Nr.:*	
Fax:	*Country code:*	*City Code:*	*Fax. Nr.:*	
E-mail:				

- *Refer to the Guide for Applicants, "Glossary of codes" (part IV, page 44) for the relevant codes assigned to countries, which specifies a two letter code for each country. For Kosovo -1244, the code 12 should be used*

List of individual experts
Should the number of individual experts exceed 4, please use the following space to add additional experts. The following information must be included for each contact person:
Title, first and surname, function at institution, type of organisation, name of institution, name of faculty, name of department, COMPLETE address, Phone, Fax and e-mail.

SECTION III: PROJECT PARTICULARS

This application form requires a general understanding of the Logical Framework Matrix approach and some familiarity with the vocabulary associated with it. Applicants who have never used the approach are therefore advised to familiarise themselves with it and to consult one of the numerous handbooks available on the subject on the internet.

Please follow the guidelines provided in the Tempus Guide for Applicants, Part IV

In section III you are required to provide detailed information on your project in the form of **narrative parts** and accompanying **tables**; the information provided should not be repetitive but **complementary**. In the narrative sections you are expected to describe aspects of your project from a strategic and methodological point of view whereas in the tables you are asked to enter into greater detail in relation to aspects such as expected outcomes, activities, inputs and budgetary requirements.

III.1 BACKGROUND OF THE PROJECT
A maximum of four pages A4
III.1a Partner country/ies problem and needs analysis
In this section you should present the justification behind the project, clearly identifying the specific problems and/or needs on which the proposed project will focus and reasons why these have been selected. Please describe briefly how your project proposal came into being and how it was prepared.
III.1b Presentation of the consortium and external experts
In this section you should explain why the selected consortium members are best suited to participate in the project and describe their particular expertise in relation to the project objectives.

III.2 THE PROJECT
A maximum of four pages A4
Having already identified the problems and needs in Section III.1a, in this narrative part you should describe the project which must be clearly and directly related to the identified problems. You must clearly indicate the working methodologies and processes to be used. Applicants should remember to include details on academic content.

III.3 PROJECT OBJECTIVES, OUTCOMES AND ACTIVITIES (LOGICAL FRAMEWORK MATRIX – LFM)
Please use the model provided. You are expected to complete an LFM (maximum of 2 pages), which represents a synthesis of the project. Details provided in the table should complement the information previously explained in the project narrative (section III.2).

III.4 Work plan
A one-page work plan for each project year should be completed. Please create additional work plan tables if further space is needed.

III.1   BACKGROUND OF THE PROJECT

A maximum of four pages A4

III.1a   Partner country/ies problem and needs analysis:

Please focus on the needs and constraints (a) in the Partner Country(ies), (b) at the PC higher education institution(s) - if relevant please refer to respective legislation and/or regulations. Your information should be specific to the subject of the proposal.

Arabic is the main language used south and east of the Mediterranean. The efficient dissemination of information in Arabic is thus an essential part of the economic and social development of the region.

Much technical and commercial information nevertheless remains in the major European languages, without translation into Arabic. This becomes a source of highly unequal development. A multilingual elite may prosper by working directly in European languages, but the monolingual majority is excluded.

Translation from European languages into Arabic thus becomes a major requirement of democratic economic and social development. This is especially true in the fields of electronic communication (software, websites, online technical documentation, audiovisual products), which increasingly hold sway over cultures and economies.

In the past decade, a range of new information and communication technologies have been developed in order to aid technical translation in these fields. These technologies include translation memories, corpora and terminology management tools, content management systems, software localization programmes, and digitalized subtitling techniques. The new technologies have become the keys to a professional sector that remains undeveloped in Morocco.

The result is that most of the large projects for the translation into Arabic of software, websites and large-scale documentation is being done in Europe and the United States.

Morocco currently has no training programme in these new information technologies for translators. It has no university teachers able to provide training in the technologies. It thus has very limited use of these technologies among the translation profession.

Morocco is nevertheless in a privileged position in the Arabic world with respect to the translation profession:

·   The King Fahd Advanced School of Translation in Tangier, a faculty of Abdelmalek Essaadi University, was founded in 1986 and has established a solid international reputation. It is the only institution for the training of translators in Morocco.

·   The Moroccan Translators Association was founded in 2002 and is a member of the International Translators Federation. The association is very aware of the need for continued professional training, and has administered a questionnaire on this subject among its members in 2005 (results expected for January 2006). Some 70% of its 293 members are graduates of the King Fahd Advanced School of Translation.

·   According to statistics provided by the Moroccan Translators' Association, 98% of its members use computers, 95% use email professionally, 70% use the Internet for documentation purposes. There

is, however, no record of use of translation memory software, terminology and content management tools, localization tools, work on software or websites, or the incorporation of machine translation.

· The former students of the King Fahd Advanced School of Translation have an active email discussion list with 215 members, founded in 2001. Among the many professional issues dealt with is the need to develop continued professional training.

These factors make Morocco the ideal place to develop courseware, syllabi and learning materials specific for French-Arabic and English-Arabic translation. On the one hand, there is there a felt need for a Masters programme in translation technology among the current translator trainers. On the other, the professional community of translators is well organized and networked, has basic technical skills, and is enthusiastic about training programmes for designed for them. Further, these two demands (the Masters programme and possible short-term courses for professionals) are highly focused on the one institution, the King Fahd Advanced School of Translation. Indeed, the Translators' Association and the Translation School have signed an agreement to participate in life-long learning programmes.

The geographical distribution of professional translators in Morocco is highly unequal. The members of the association are registered as follows (giving the names of the main cities):

Central West (Casablanca)   70
Central North (Rabat)   70
Central South (Marrakech)   13
North (Tangier, Tetouan)   50
Central (Fez)   36
East (Oujda)   25
South (Agadir)   19

Since the translation school is in a relatively non-central position, in the North (Tangier), any training for working professionals will have to rely heavily on e-learning techniques. The technical skills of the vast majority translators (see above) are suitable to the productive use of e-learning techniques.

A possible conceptual drawback is the official organization of the translation profession around the legal sector. The profession is regulated by the Moroccan Ministry of Justice under Act No. 50-00 of 22 June 2001, concerning legal and sworn translators. This means that the only professional association is exclusive to translators and interpreters accredited to the Moroccan courts.

Morocco's needs in this sector may thus be summarized as follows:

-    Need to introduce new technologies into the translation profession.
-    Need to train a first generation of trainers in translation technology.
-    Need to develop a Masters programme at the one translation school, to ensure high degrees of competence among future professionals.
-    Need to develop e-learning as an element of ongoing training programmes for current professionals.
-    Need to re-orient the profession towards new market openings.

These needs may be considered general to the Arabic-speaking world. Indeed, they are probably less acute in Morocco than elsewhere. The long-term aim of the project is thus to develop learning materials that can be made available to training institutions across the Arabic-speaking world.

III.1b   Presentation of the consortium:

Please focus on the elements which are essential for the project (particular expertise, relevant previous experience and contacts beneficial to the project). In case of involvement of external experts, please make reference to their specific expertise and contribution to the project.

Grant coordinator:

Universitat Rovira i Virgili (URV), Spain: The Intercultural Studies Group has been running a Masters in Translation Technology since 2000, in addition to two courses in 100% online mode. Over the years it has built up an extensive base of online learning materials. The Group is also a founding member of the Consortium for Training Translation Teachers, which has been running seminars for translation teachers since 2001. The Group also runs an International PhD programme in Translation and Intercultural Studies. http://isg.urv.es/isg.htm
http://isg.urv.es/cttt/cttt/cttt.html

MEDA partners:

Abdelmalek Essaadi University, Morocco: The King Fahd Advanced School of Translation in Tangier, a faculty of Abdelmalek Essaadi University, was founded in 1986 and has established a solid international reputation. It currently has a 3+2 year programme structure.
http://www.ecoleroifahd.uae.ma

SOREAD-2M, Marocco (company operating the television station "2M Maroc"): This is the main employer for subtitling in Morocco. The television channel is prepared to provide expert consulting on local market demands, student study periods for students in the Masters, and an avenue for employment following the Masters. http://www.2m.tv/

Moroccan Translators Association (Association des Traducteurs Agréés près les Juridictions): The association is keenly interested in continued professional training and will be closely involved in planning and publicizing both the Masters and short-term courses for professionals. It has provided recent information on the technical competencies of translators in Morocco.
http://www.atajtraduction.asso.ma/indexfr.html

European partners:

The University of Limerick, Ireland: The College of Informatics and Electronics offers Europe's only Masters course in software translation and adaptation (Graduate Diploma / MSc in Software Localisation), offering expert training in technological processes applicable to all language combinations. It is the world leader in this field. http://www.csis.ul.ie/software_localisation/

Université Rennes II, France: The Centre de Formation de Traducteurs-Terminologues et Rédacteurs (CFTTR) offers a BA (licence) in Specialized Translation, an MA (Maîtrise) in Specialized Translation, and a DESS in "Languages and Techniques", for language combinations with French. It is a founding member and the central unit of the Consortium for Training Translation Teachers, the Association française des formations universitaires aux metiers de la traduction, and the Association des formations universitaires francophones aux metiers de la traduction. It offers specific expertise in training translators for large-scale technical projects, particularly with French.
http://www.uhb.fr/langues/Craie/cfttr/msie/cfttr.html

Lessius Hogeschool, Antwerp, Belgium, associate of Katholieke Universiteit Leuven: The university institute offers a Bologna-structure MA in Translation, with Arabic-French as one of its language combinations, using advanced technological support. The Arabic department is currently negotiating two-way student exchanges with the King Fahd Advanced School of Translation in Tangier. The institute is ideally situated for close-meshed exchanges for training in basic translation technologies. http://www.lessius-ho.be/relint/index.htm

Universidade do Porto, Portugal: The university offers a Masters in Terminology and Translation and has a Linguistics Centre. The Centre is an active member of the Linguateca project, funded by the Portuguese Fundação para a Computação Científica Nacional, and is responsible for the production of comparable and parallel corpora, as well as for designing online tools for corpora research and terminology extraction. It offers specific training in the areas of applied corpus linguistics and terminology. http://sigarra.up.pt/up/web_page.inicial

External experts

Professor Arnt Lykke Jakobsen, Director of the Copenhagen Business School Center for Research and Innovation in Translation and Translation Technology (CRITT). Professor Jakobsen offers consulting services on recent and future advances in translation technology, as well as recent research on technological aspects of translator training. http://www.cbs.dk/forskning_viden/fakulteter_institutter_centre/institutter/sprog/critt

Bert Esselink, consultant with Lionbridge, the world's leading company for the globalization and testing of products, particularly with respect to automatic translation and multilingual content management. He offers market-based expertise in developments of translation-memory suites, content-management software, and large-scale project management. http://www.lionbridge.com/

III.2   THE PROJECT
A maximum of four pages A4

The project description should correspond to the needs identified and described under III.1a by focussing on the following points: How does your proposal solve/address these needs and constraints? Who is/are the target group/s of your project? Who are the direct/indirect beneficiaries?

The project is designed around three main objectives:
-        to adapt existing learning materials for work into Arabic and to develop new materials where appropriate
-        to train Moroccan translation teachers in the new technologies and to equip a computer room specifically designed for training a group of 15 students at a time
-        to implement a Masters in Translation Technology based in Tangier, specifically for technical translation into Arabic, as well as specific focused workshops and short-term courses for professional translators.
The main components of the project comprise a series of overlapping stages, as follows:
-        Training seminars and Intensive Programme for translation teachers, in Tangier. The Intensive Programme will be based on the model developed since 2000 by the Consortium for Training Translation Teachers, the key members of which are also part of the present consortium. These seminars will include input from the experts from Lionbridge and Maroc2 television.

-       Teachers from Tangier spend one-week study periods at the participating institutions in Europe, in order to gain first-hand experience of the training processes.

-       Meetings in Tangier and Tarragona in order to organize the detailed content of the Masters, with input from the Moroccan Translators Association, Maroc2 television, and the network of alumni from the translation school.

-       One of the translation school's two language laboratories, currently not used, will be refurbished as a learning space for work with 15 computers. Computers, software, beamer and projector screen will be purchased and installed.

-       Parallel to this, online learning materials originally developed for other language pairs will be translated and adapted for English-Arabic and French-Arabic. In most cases online courseware and software already exists for training between European languages, particularly thanks to the years of experience at Tarragona and Rennes. The prime task will thus be to remodel and adapt this material for English-Arabic and French-Arabic. The vehicular languages for the courseware will be French and English.

-       Implementation of the Masters in Tangier, using (and testing) the online courseware, incorporating seminars by visiting teachers from the consortium institutions and external experts, and organizing study visits by Masters students to the consortium institutions in Europe.

-       Monitoring and evaluating the success of the teaching materials; modifications and improvements; web publication; adaptation to the needs and linguistic varieties of other translator-training institutions in the Arabic-speaking world.

Development of the Masters

The specific learning aims addressed by the Masters are as follows:

1.   To provide competencies, aptitudes and skills in new technologies for translation at the level of advanced users and/or service-provider manager (project manager).
2.   To prepare the student for entry into the more dynamic sectors of the language-services market, with special emphasis on the need for electrnic teamwork in the Moroccan context.
3.   To foster critical awareness of the limitations of new technologies, especially with respect to right-left languages and mechanized text production.
4.   To promote interdisciplinarity in the advanced training of translators.
5.   To integrate e-learning techniques into all courses.

The competencies and aptitudes addressed are:

1.   To know how to use new technologies at an advanced level (translation memory suites, software localization tools, website localization tools, digitized subtitling programmes).
2.   To understand the principles regulating the professional market for language services internationally.
3.   To know how to create new services and business structures in a developing language-service market.
4.   To manage terminology data bases, controlled langauges,
5.   To be able to think beyond the limitations of current electronic technologies.
6.   To be able to work in teams using electronic communications.
7.   To be able to relate these technical competencies and aptitudes to a humanistic approach to cross-cultural communication.

The courses comprising the Masters are as follows (indicating ECTS credits):

First year

Basic electronic technologies for translation   6
Basic electronic technologies for website localization   6
Principles of technical writing for translation   6
Technical translation practice   6
Large-scale localization processes and project management   6
Electronic editing and revising techniques   6
Terminology management   6
Sociology of translation technology   6
Group translation project practice   12

Second year
Optional: Specialization in subtitling   30
Optional: Specialization in software/website localization   30
Student study periods   15
Translation project (commented translation)   15

As such, the Masters gives special attention to:
-       The use of new technologies in the teaching process itself, notably through the use of web-based resources, email discussion lists, and FTP platforms.
-       The offering of selected modules in distance mode, as has been done with the Tarragona Masters since 2001.
-       The use of the ECTS system in the planning, evaluation, and certification (diploma supplements).
-       The integration of women into the sphere of professional technologies, and the humanization/feminization of the technologies themselves. Students are constantly taught not just to push the right buttons, but to enhance communication between people.

Meeting needs

The use of information technologies for translation can 1) open new markets for professionals, 2) ensure that the technical work being done in Europe and US can be done in Morocco, 3) increase the productivity and consistency of translation outputs in technical fields, and 4) orient the translation professional towards the commercial and technical fields.

As such, the project meets the main needs in the following ways:

1. Need to introduce new technologies in the translation profession in Morocco: Since the translation school is the core of the well-networked national profession and its associations, changes there will produce change at the national level.

2. Need to train a first generation of trainers in translation technology: Through workshops by visiting experts and by study visits to the European centres, the current teachers of translation will gain the necessary experience. This will concern not only of the technologies but also of the teaching methods appropriate to computer rooms and e-learning.

3. Need to develop a Masters programme so as to ensure high degrees of competence among future professionals: Graduates of the Masters program will have received world-class training in the new technologies, and will be in touch with the professionals developing those technologies.

4. Need to develop e-learning as an element of ongoing training programmes for current professionals: Selected modules of the Masters program will be made available to external professionals in online

formats, to be combined with short-term face-to-face seminars in Tangier (i.e. courses for working professionals will be in blended formats). Courses for professionals will be a new source of income for the school, replacing the need for subsidies, and students may be recruited from across the Arabic-speaking world.

5. Need to re-orient the profession towards new market openings. The project is designed in such a way that the Masters will continue year after year. The consequent injection of technical expertise into the market place should bring Morocco many translation and localization projects that are currently being done in Europe and the US.

Target groups

The target groups and are 1) current teachers and students at the translation school, 2) present and future professionals working on subtitling for television in Morocco, and 3), for ongoing professional training, interested members of the 300 or so professional translators in Morocco.

Indirect beneficiaries

Indirect beneficiaries will be 1) Moroccan translation companies, agencies and providers, who will benefit from increased productivity, constency and an expanded mrket, 2) translation end-users, who will similarly benefit from enhanced quality and quantites of translated material, and 3) translation schools throughout the Arabic-speaking world, to whom the basic learning materials used in this project will be made available.

III.3 LOGICAL FRAMEWORK MATRIX – LFM

Wider Objective: *What is the overall broader objective, to which the project will contribute?* • To introduce new technologies into the professional translation market in Morocco	Indicators of progress: *What are the key indicators related to the wider objective?* • Number of professional translators advertising services in new technologies. • Number of members of the Translation Association able to use new technologies. • Employment of graduates of the translation school.	How indicators will be measured: *What are the sources of information on these indicators?* • Internet fora for professional translators • Questionnaires administered by the Moroccan Translators Association. • Records of the translation school with respect to the employment of graduates.	
Specific Project Objective/s: *What are the specific objective/s, which the project shall achieve?* • To develop teaching competence and technical installations at the Moroccan university to the point where training in new technologies is at international standards and can be ongoing.	Indicators of progress: *What are the quantitative and qualitative indicators showing whether and to what extent the project's specific objective/s are achieved?* • ·Number of teachers trained in new technologies • Number of students in the Masters • Number of students in online courses • Amount of teaching material developed for the courses (both face-to.face and online). • Public awareness of the project.	How indicators will be measured: *What are the sources of information that exist and can be collected? What are the methods required to get this information?* • Records of teachers attending seminars and completing study visits. • Online questionnaires and peer reviews of teaching staff. • Statistics on enrolments in the various courses. • Number of words of teaching materals adapted and /or translated for English-Arabic or French-Arabic • Mentions in the press, on television, and in professional email discussion lists.	Assumptions & risks: *What are the factors and conditions not under the direct control of the project, which are necessary to achieve these objectives? What risks have to be considered?* • Bilateral and multlateral relations between Morocco and the partner countries. • ·Official acceptance of the Masters by the university and government institutions.
Outputs (tangible) and Outcomes (intangible): *Please provide the list of concrete outputs/outcomes leading to the specific objective/s, using bullet points, considering the following questions for their definition: What are the envisaged quantifiable and non-quantifiable effects and benefits of the project? What improvements and changes will be produced by the project?* • 1. Translation Technology Centre • 2. Training of teachers and technicians • 3. Teaching materials and syllabi • 4. Implementation of the Masters and two short online courses. • 5. Dissemination and sustainability • 6 Quality control and monitoring • 7. Management of the project.	Indicators of progress: *What are the indicators to measure whether and to what extent the project achieves the envisaged results and effects?* • 1.1 Number of users and ongoing maintenance of the Translation Technology Centre. • 1.2. User satisfaction • 2. Ability to use and maintain translation technologies. • 3. Quantity and pertinence of teaching materials adapted. • 4.1. Enrollments in courses • 4.2. Student and teacher satisfaction • 4.3. Competencies and skills acquired- • 5.1. Acceptance of the ECTS system, the	How indicators will be measured: *What are the sources of information on these indicators?* • 1.1 Monitoring of use of the Centre. • 1.2 Online questionnaires • 2. Peer evaluation; discussion list • 3.1 Number of words in webpages and files of learning materials. • 3.2 Peer review of pertinence • 4.1. Numbers of students requesting enrolment. • 4.2. Online questionnaires for students and teaching staff. • 4.3. Grades in continuos assessment of skills acquisition • 5.1. Number of institutioal and inter-	Assumptions & risks: *What external factors and conditions must be realised to obtain the expected outcomes and results on schedule?* • Stability of the region. • Official acceptance of the Masters by the university and government institutions. • Timely delivery of equipment for the Translation Technology Centre.

	Bologna structure, and work with market entities. • 5.2. Generation of public interest. • 6. Maintenance of Translation Technology Centre • 7. Agreements by consortium members on the details of the teaching content.	institutional agreement. • 5.2. Distribution of promotional material; mentions on television and in the press. • 6. Regular maintenance reports. • 7. Publication of detailed syllabi, with respect to repetition of the teaching programme in future years.	
Activities: *What are the key activities to be carried out and in what sequence in order to produce the expected results?* • 1. Preparation of technology centre • 2. Training for teachers and technicians • 3. Preparation of teaching materials • 4. Implementation of teaching programme • 5. Dissemination • 6.Sustainability • 7.Quality control and monitoring • 8. Management	**Inputs:** *What inputs are required to implement these activities, e.g. staff time, equipment, mobilities, publications etc.?* • 1.Remodeling existing space, new computers, new software and fittings; 2 visits ES-MA. • 2. 12 study visits to EU centres; 2 training seminars in MA; 1 intensive course; 1 online course on e-learning. • 3.Design website and e-learning platform; new teaching materials, adaptation / translation of existing teaching materials. • 4. Adminstrative assistants in Tangier and Tarragona; 10 visits by EU teaching staff; teaching and tutoring costs; 16 student study periods in EU centres. • 5. Administration, website, printing of publicity material. • 6. Administrative agreements; technical maintenance. • 7. Administration and analysis of online questionnaires and peer reviews; inter-Tempus programme coaching. • 8. Meetings of committees: 7 flows EU-EU; 13 flows EU-MA.		**Assumptions, risks and pre-conditions:** *What pre-conditions are required before the project starts? What conditions outside the project's direct control have to be present for the implementation of the planned activities?* • Timely delivery of equipment for the Centre. • Adequate enrolments in the courses • Adquate participation by all consortium members. • Official approval of the Masters programme.

III.4   WORKPLAN

Please use the model provided. Applicants are expected to complete a one-page work plan for each project year.
For each year of your project proposal, please complete a work plan indicating the deadlines for each outcome and the period and location in which your activities will take place.
The same reference and sub-reference numbers as used in the logical framework matrix <u>must</u> be assigned to each outcome and related activities.
M1 = first month of the project year; 12 M = 1 year; 4 weeks = 1 M. Please use one symbol (= / X) to represent one week.

WORKPLAN for 2006/2007 project year

Activities		M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12
Ref. N° /Sub Ref. N°	Title												
1.	**Establishment of Translation Technology Centre**												
1.1.	Remodelling of current teaching space	0	X	X	X	0							
1.2.1	Purchase of equipment (hardware, fittings)			0	X	X	X	0					
1.2.2	Purchase of equipment (software licences)			0	=	=	0						
1.3.	Installation and testing of equipment				0	X	X	X	0				
5.2	Public promotion of the centre									0	X	0	
2.	**Training for teachers and technicians**												
2.1	Study visits to EU centres				0	=	=	=	=	=	0		
2.2	Training seminars in Tangier									0	X	0	
2.3	Advanced training in e-learning techniques										0	X	
3.	**Preparation of teaching materials**												
3.1.1	Selection and adaptation of teaching materials (EU)				0	=	=	=	=	=	=	=	0
3.1.2	Selection and adaptation of teaching materials (MA)				0	X	X	X	X	X	X	X	0
3.2	Design of website and learning platform				0	=	=	=	0				
3.3	Pilot testing of teaching materials											0	X
4.1	Administrative agreements and publicity									0	X	X	X

Starting and end date of Outcome: **O**
Activity carried out in the EU/Candidate Country: **=**
Activity carried out in the Partner Country (ies):   **X**

WORKPLAN for 2007/2008 project year

Ref. N° /Sub Ref. N°	Title	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12
Activities													
2.3	Advanced training in e-learning techniques	0											
3.3	Pilot testing of teaching materials	X	X	0									
4.	**Implementation of the teaching programme**												
4.1	Administrative agreements and publicity	X	X	0									
4.2	Enrolment	0	X	0									
4.3	Delivery of the courses			0	X	X	X	X	X	X	X	X	X

WORKPLAN for 2008/2009 project year

Ref. N° /Sub Ref. N°	Title	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12
Activities													
4.3	Delivery of courses	X	X	X	X	X	0						
4.4	Student study periods in European centres						0	X	X	X	0		
5.	**Dissemination**												
5.1	Development of public website				0	=	=	=	0				
5.3	Promotion of further training seminars									0	X	X	0

Starting and end date of Outcome: **O**
Activity carried out in the EU/Candidate Country: **=**
Activity carried out in the Partner Country (ies):   **X**

III.5   OUTCOME & ACTIVITY TABLES

The outcome tables enable you to give precise details on each expected outcome and the related activities. You should also provide details on the resources needed for each outcome. Please create additional tables if further space is needed.

The following types of information will be required:

➢ Please fill in the same title and reference number for each outcome as provided in the Logical Framework Matrix.

➢ Please include assumptions and risks for each outcome where relevant.

➢ Please provide a representative title for each activity together with a sub-reference number, starting and end date.

➢ An adequate description of each activity; what will be done, when, where and how.

➢ The consortium member/s or experts who will carry out an activity should be stated, specifying which staff from which of the consortium members will be responsible for and carry out each single activity (e.g.: Senior administrative staff from university A; the rectorate of university B; finance officers from institution C; quality control staff from institution D, etc.). It is not sufficient to merely list some (or all) consortium members.

➢ For each activity a target group must be clearly identified. A target group is composed of the direct beneficiaries of the activity and could typically include one or more of the following: Academic staff of a given department, university administrative staff, students, trainees participating in a training course. Please quantify your target group and state precisely who they are and where they are located (e.g.: 5 librarians of university A; 20 secondary school teachers, 25 students from the institutions B, C and D; 10 administrators at the Ministry of Education; etc.). This is particularly important for projects in which several Partner Country institutions are involved.

➢ All the resources (financial, human, material) needed to execute an activity must be described in the "Input" row. The information provided should be specified and itemised. For staff costs please provide information on the kind of staff , where they come from and what the hourly rates are (e.g.: Academic staff from EU institution F x G hours x H Euro). In case of staff and student mobilities, you must indicate the number of people, the direction and duration of each of the mobilities (e.g.: 5 PC staff to EU institution A for B number of weeks). For equipment, you should be as precise as possible on the types of equipment needed for each activity and the number of items (e.g.: 15 computers and 1 network printer).

➢ For each outcome you should indicate the types of expenditures that will be necessary by filling in the "related costs" table at the end of this section. You should not duplicate expenditure under more than one outcome, as the sum of the total budget required for each outcome should correspond to the totals indicated in Section V, Table 8, 'Summary of project funding requirements'.

♦ Overheads should be accounted for only once, under the outcomes and activities table for 'Management of the Project'.

For Dissemination and Sustainability, Quality Control and Monitoring, and Management of the Project, you must also provide a description of the strategy you will adopt.

OUTCOME/OUTPUT AND ACTIVITY TABLES

Outcome/output title:	**Translation Technology Centre**		Ref. N°:	**1**
Starting date:	July 2006	End date:	January 2007	
Related Assumptions and risks:	Regional stability Agreement by all parties on basic IT formats. Timely delivery of materials in Morocco			

Activity title:	**Remodelling of teaching space**		Sub Ref. N°:	**1.1**
Starting date:	July 2006	End date:	October 2006	
Description of the activity:	Extensive remodelling of one of the teching spaces currently equipped as a language laboratory but no longer used. The space is currenrly designed for teacher-centred learning, and must be extensively changed in order to allow for interactive group learning with computers.			
The consortium member/s or experts who will carry out the activity:	Abdelmalek Essaadi University (administrative staff, two technicians, contracted professionals) Rovira i Virgili University (coordinator, one technician) Arnt Jakobsen (updated technical advice for dsign of space)			
Target group/s:	Staff and students of the King Fahd Advanced School of Translation			
Inputs:	50 hours administration MA, ES 500 hours ontracted carpenters and fitters at the King Fahd Advanced School of Translation Paint, curtains, light fitting, filtration control			

Activity title:	**Purchase of equipment**		Sub Ref. N°:	**1.2**
Starting date:	September 2006	End date:	December 2006	
Description of the activity:	Finalization of discounts and licensing arrangements for commercial software Purchase of computers, software (including e-learning platform), server, screen, beamer, air conditioner, chairs, tables, cables, plaque indicating sponsors.			
The consortium member/s or experts who will carry out the activity:	Abdelmalek Essaadi University (one administrator, technical staff) Rovira i Virgili University (one administrator, technical staff) Bert Esselink, Arnt Jakobsen (updated technical advice for purhases)			
Target group/s:	Staff and students of the King Fahd Advanced School of Translation			
Inputs:	70 hours administration ES, MA Travel: coordinator ES-MA, 1 week Hardware, software, furniture, air conditioning Contracted personnel for the installation of air conditioning. Contracted personnel for the installation of videoconferencing installations. Delivery, transport			

Activity title:	**Installation and testing of equipment**		Sub Ref. N°:	**1..3**
Starting date:	Octobre 2006	End date:	January 2007	
Description of the activity:	Installation and technical testing of all equipment; agreement on norms for use by staff and students; publication of norms of usage; security arrangements for the equipment.			
The consortium member/s or experts who will carry out the activity:	Abdelmalek Essaadi University (two technicians, administrative staff, director) Rovira i Virgili University (one technician)			
Target group/s:	Staff and students of the King Fahd Advanced School of Translation			
Inputs:	20 hours administration ES, MA 8 weeks x 2 technicians MA Travel: technician and coordinator ES – MA, 1 week			

RELATED COSTS (for the outcome/output described above)	
Budget Heading	*Related Costs in €*
Staff Costs	7675
Cost of Stay, Travel Costs, Institutional Costs	4800
Equipment Costs	115228
Printing and Publishing Costs	200
Other Costs	0
Total Costs	**127903**

Outcome/output title:	*Training of teachers and technicians*		*Ref. N°:*	**2**
Starting date:	Octobre 2006	*End date:*	July 2007	
Related Assumptions and risks:	Availability and basic technical competence of the teaching staff Correct functioning of the Translation Technology Centre Regional stability – adjustments may be made by increasing the percentage of e-learning			

Activity title:	*Study visits to European centres*		*Sub Ref. N°:*	**2.1**
Starting date:	October 2006	*End date:*	May 2007	
Description of the activity:	2 technicians from Tangier spend a study visit to Rennes to observe installation and maintenance procedures for study spaces with computers. 10 teaching staff from Tangier spend study visits of one week each, in pairs, to the European centres to observe training processes with computers and the use of translation technologies. The visits are arranged in accordance with the language preference of the staff member and the area of specialization.: 2 technicians MA – FR 2 teachers MA – ES 2 teachers MA – BE 2 teachers MA – IR 2 teachers MA – PT 2 teachers MA – FR			
The consortium member/s or experts who will carry out the activity:	Abdelmalek Essaadi University (8 teaching staff, 2 technicians) Rovira i Virgili University (teaching staff) Université Rennes 2 (teaching staff, technicians) University of Limerick (teaching staff) Lessius Hogeschool (teaching staff)			
Target group/s:	Teaching staff and technicians of the King Fahd Advanced School of Translation			
Inputs:	80 hours administration (ES, MA) 12 travel flows and expenses Reception structures in host institutions			

Activity title:	*Training seminars in Tangier*		*Sub Ref. N°:*	**2.2**
Starting date:	May 2007	*End date:*	July 2007	
Description of the activity:	Seminars on basic technologies, using the new Translation Technology Centre. Seminars on technologies for developing learning materials Short course for two local technicians Advanced intensive one-week seminar in Tangier on Technology for Translation Teachers, organized in conjunction with the Consortium for Training Translation Teachers in July 2007. This will function as a sampler of the Masters, and will generate interest and publicity.			

The consortium member/s or experts who will carry out the activity:	Abdelmalek Essaadi University (teaching staff)
	Rovira i Virgili University (one instructor, one technician)
	Université Rennes 2 (one instructor, one technician)
	University of Porto (one instructor)
	University of Limerick (one instructor)
	Lessiuis Hogeschool (one instructor)
	Bert Esselink
	Arnt Jakobsen
Target group/s:	Staff and students of the King Fahd Advanced School of Translation
	For the intensive seminar in July 2007: translation teachers from language-training programmes; selected participants from the translation profession.
	Electronic publication of materials.
	Photocopies.
Inputs:	120 hours administration (ES, MA)
	120 contact hours teaching
	Travel:
	4 ES – MA
	2 FR – MA
	2 BE – MA
	1 IR – MA
	1 PT – MA
	1 NL - MA
	Travel: 10 MA-MA for participants in the Intensive Course.
	Electronic publication of materials.

Activity title:	**Training in e-learning techniques**		Sub Ref. N°:	**2.3**
Starting date:	June 2007	End date:	July 2007	
Description of the activity:	An online course on e-learning techniques, placing the teachers in the position of learners, receiving instruction via websites, email and Instant Messaging.			
The consortium member/s or experts who will carry out the activity:	Abdelmalek Essaadi University (teaching staff)			
	Rovira i Virgili University (one instructor, one technician)			
	Université Rennes (one instructor)			
	Lessius Hogeschool (one instructor)			
Target group/s:	Teaching staff of the King Fahd Advanced School of Translation			
Inputs:	20 hours administration (ES, MA)			
	20 hours preparation materials			
	20 hours website development			
	24 hours teaching contact / tutoring (ES, FR)			
	Electronic publication of materials.			

RELATED COSTS (for the outcome/output described above)	
Budget Heading	**Related Costs in €**

Staff Costs	16800
Cost of Stay, Travel Costs, Institutional Costs	37800
Equipment Costs	0
Printing and Electroinc Publishing Costs	1900
Other Costs	0
Total Costs	**56500**

Outcome/output title:	*Teaching materials and syllabi*		Ref. N°:	**3**
Starting date:	October 2006	End date:	September 2007	
Related Assumptions and risks:	Availability of teaching staff and advanced students to carry out translations and adaptations. Sufficient training of teaching staff in order to carry out the adaptations (the work on teaching materials will follow the progressive study visits and training seminars, in many cases as practical applications of the visits and seminars).			

Activity title:	*Selection and adaptation of teaching materials*		Sub Ref. N°:	**3.1**
Starting date:	October 2006	End date:	July 2007	
Description of the activity:	Selection and modularization of teaching materials already developed by the centres in Tarragona, Rennes and Limerick. Adaptation of the materials for French-Arabic and English-Arabic (changing of screen shots, translation of examples). Production of new materials specifically for Arabic, especially screen.recording materials where the entire visual content will be new. Purchase of books on translation technology. Coordination will be consolidated at the first meeting of the Consortium Academic Committee (October 2006)			
The consortium member/s or experts who will carry out the activity:	Abdelmalek Essaadi University (teaching staff, for the adaptations, and advanced students, for the translations) Rovira i Virgili University (teaching staff, one technician, for the selection and modularization) Université Rennes 2 (teaching staff, one technician, for the selection and modularization) University of Limerick (teaching staff, for the selection and modularization)			
Target group/s:	Staff and students of the King Fahd Advanced School of Translation			
Inputs:	Existing teaching materials from Tarragona, Rennes and Limerick (all with MA or MSc courses with online material) 120 hours administration / coordination ES, MA 120 hours website technicians ES, IR, FR (Rennes) 500 hours translation / adaptation MA Electronic printing and photocopies			

Activity title:	*Design of website and learning platform*		Sub Ref. N°:	**3.2**
Starting date:	October 2006	End date:	January 2007	
Description of the activity:	Design of intranet website to be used for all courses. Design of intranet e-learning platform, based on Moodle, for use both .			
The consortium member/s or experts who will carry out the activity:	Abdelmalek Essaadi University (technical staff) Universitat Rovira i Virgili (online pilot teaching)			
Target group/s:	Staff and students of the King Fahd Advanced School of Translation			

Inputs:	30 hours administration (ES, MA)
	100 hours website technicians (ES)
	60 hours translation (MA)
	Contracted professional designers.

Activity title:	**_Pilot testing of teaching platform and formats_**		Sub Ref. N°:	**3.3**
Starting date:	May 2007	End date:		September 2007
Description of the activity:	Use of pilot learning groups in order to test the materials, both in the Translation Technology Centre and online. In most cases the practical testing will coincide with the advanced teacher-training seminars in Tangier. Modification of learning materials in accordance with results.			
The consortium member/s or experts who will carry out the activity:	Abdelmalek Essaadi University (teaching staff) Universitat Rovira i Virgili (visit by technican and pilot online pilot teaching) Université Rennes 2 (visit by technician and pilot online pilot teaching)			
Target group/s:	Final-year students of the King Fahd Advanced School of Translation			
Inputs:	20 hours administration (ES, MA) 50 hours technicians (MA) 15 hours teaching costs (Tarragona, Rennes, Tangier) 1 technician ES – MA 1 technician FR (Rennes) – MA			

RELATED COSTS (for the outcome/output described above)	
Budget Heading	**_Related Costs in €_**
Staff Costs	29075
Cost of Stay, Travel Costs, Institutional Costs	3200
Equipment Costs	0
Printing and Publishing Costs	4500
Other Costs	1200
Total Costs	**37975**

Outcome/output title:	*Implementation of the teaching programme*		Ref. N°:	**4**
Starting date:	March 2007	End date:	May 2009	
Related Assumptions and risks:	Regional stability Adequate enrolments in the courses. Approval of the programme by higher authorities.			

Activity title:	*Administrative arrangements and publicity*		Sub Ref. N°:	**4.1**
Starting date:	March 2007	End date:	September 2007	
Description of the activity:	Public promotion and fine-tuning of the programme, based on agreements with the participating entities in Morocco: - Moroccan Translators Association (detailed analysis of baseline questionnaire of January 2005, and planning for the same questionnaire in 2007), advertising of programme and online contents. - 2M Television: finalization of detailed forms of participation in the training programme (arrangements for students' practicums; avenues for publclity) - King Fahd Advanced School of Translation: Detailed agreements concerning ECTS planning and subsequent evaluation procedures; publicity through the school, contacted present and former students. These inter-institutional arrangements represent new forms of participation between the translation school and the public sector in Morocco.			
The consortium member/s or experts who will carry out the activity:	Abdelmalek Essaadi University (administrative staff of university and of the King Fahd Advanced School of Translation) Moroccan Translators Association (official representatives) 2M Television (official representatives)			
Target group/s:	Potential students of the teaching programme The public and private institutions in Morocco, who will be involved in new forms of participation.			
Inputs:	80 hours administration and meetings between the three institutions 6 displacements within Morocco (Casablanca – Tangier)			

Activity title:	*Enrolment procedures*		Sub Ref. N°:	**4.2**
Starting date:	July 2007	End date:	September 2007	
Description of the activity:	Agreement on detailed criteria for initial selection of students (Masters and online modules). Preference will be given to students who either 1) are likely to introduce new technologies into the labour market, or 2) are likely to become trainers in this field. Selection and initial testing of students for basic IT competence Official enrolment			
The consortium member/s or experts who will carry out the activity:	Abdelmalek Essaadi University (administrative staff of university and of the King Fahd Advanced School of Translation, and teaching staff for the screening of students)			
Target group/s:	Students			
Inputs:	40 hours admnistration at the King Fahd Advanced School of Translation			

Activity title:	*Delivery of courses*		Sub Ref. N°:	**4..3**
Starting date:	September 2007	End date:	December 2008	
Description of the activity:	Each course is taught by two teachers, one from a European partner during a one-week visit, the other from the King Fahd Advanced School of Translation Courses are further monitored by both teachers through the e-learning platform, allowing for interaction with the European partner after the visit.			
The consortium member/s or experts who will carry out the activity:	Abdelmalek Essaadi University – administrative and teaching staff at the King Fahd Advanced School of Translation. Universitat Rovira i Virgili: coordination, co-teaching in one course (one week) Université Rennes 2: co-teaching in one course (one week) University of Limerick: co- teaching in one course (one week) Universidade do Porto: co- teaching in one course (one week) Lessius Hogeschool: co- teaching in one course (three weeks) Bert Esselink: co- teaching in one course (one week)			
Target group/s:	Students of the Masters and the online courses			
Inputs:	300 hours administration ES, MA 460 contact hours teaching by MA staff 50 days teaching by EU staff 1200 hours tutored practice Publication (web and photocopies) of course materials. Flows: Teaching staff for one week each: 1 FR – MA 2 PT – MA 2 ES – MA 3 BE – MA 1 NL – MA 1 IR – MA			

Activity title:	*Student study periods*		Sub Ref. N°:	**4..4**
Starting date:	January 2009	End date:	May 2009	
Description of the activity:	Student study periods in the European centres, in accordance with the language preferences and areas of specialization of the students. Students will attend existing Masters classes in the host institute. Student study periods with Maroc 2 Television, for the students specializing in sub-titling.			
The consortium member/s or experts who will carry out the activity:	Abdelmalek Essaadi University – administrative and teaching staff at the King Fahd Advanced School of Translation. Universitat Rovira i Virgili: coordination; administration and teaching staff to host students Université Rennes 2: administration and teaching staff to host students University of Limerick: administration and teaching staff to host students Universidade do Porto: administration and teaching staff to host students Lessius Hogeschool: administration and teaching staff to host students 2M Television, administration and teaching staff to host students			
Target group/s:	Students of the Masters			

Inputs:	70 hours administration : 50 (FR. BE, IR, PT, ES) + 20 (MA) Flows: 16 students (+ four flows within MA): 3 MA – FR 7 MA – BE 2 MA – IR 2 MA – PT 2 MA – ES 4 MA – MA

RELATED COSTS (for the outcome/output described above)

Budget Heading	Related Costs in €
Staff Costs	69450
Cost of Stay, Travel Costs, Institutional Costs	89200
Equipment Costs	0
Printing and Publishing Costs	1575
Other Costs	0
Total Costs	**160225**

III.5.1   DISSEMINATION

A maximum of one page A4

Please describe the dissemination strategy the consortium will follow in order to ensure that positive results will be made available both within and outside the Partner Country institutions during the life of the project.

Public promotion and dissemination is an essential part of the project, not only to attract good students to the on-going courses, but also to raise awareness of technological resources within the translation industry in Morocco and across the Arabic-speaking world.

The dissemination of information will fundamentally take place through Internet resources, although there will also be repercussion through publications, international conferences, and exhibitions on training and education.

Key Internet resources will be: 1) the website of the Translation Technology Centre, which will have public access as well as Intranet access for the teaching materials, 2) the website of the Consortium for Training Translation Teachers (Rennes, Tarragona), 3) the Translator-Training Observatory run by the Intercultural Studies Group (Tarragona) for the International Translators Federation, 4) the Localization Industries Standards Association.

Important Internet discussion groups:1) Traducteurs du Maroc, 2) Arabic Translators 3) Innovations in Translator and Interpreter Training, 4) European Society for Translation Studies, 5) mailing list of the Localization Resource Centre (Limerick), 6) mailing list of the Association des formations universitaires francophones aux metiers de la traduction (Rennes).

Key publications that can carry articles on the project: Localisation Focus (Limerick), Journal of Specialized Translation (London), Across Languages and Cultures. A Multidisciplinary Journal for Translation and Interpreting Studies (Budapest), Forum. International Journal of Interpretation and Translation (Paris). The coordinator of thr project is on the editorial boards of all these publications.

The participation in the Consortium by 2M Television gives a privileged mode of dissemination within Morocco.

The most fundamental form of dissemination will be through the translation schools across the Arabic-speaking world, to whom the basic teaching materials developed in this project will be made available.

Outcome/output title:	**DISSEMINATION**		Ref. N°:	**5**
Starting date:	October 2008	End date:	June 2009	
Related Assumptions and risks:	Timely completion of Translation Technology Centre Correct implementation of teaching programme			

Activity title:	*Website*		Sub Ref. N°:	**5.1**
Starting date:	October 2008	End date:	Feb 2009	
Description of the activity:	Development of public access to the website of the Translation Technology Centre, to complement the Intranet access used for training purposes. The website will provide information on courses, as well as contact information for future courses and participation between institutions.			
The consortium member/s or experts who will carry out the activity:	Abdelmalek Essaadi University (teaching staff, for the translations and linguistic consulting; technicians) Rovira i Virgili University (website technicians, experts in website production).			
Target group/s:	General public, especially in the Arabic-speaking world.			
Inputs:	40 hours administration (ES, MA) 90 hours - 2 website technicians (ES, MA) 30 hours translation and language consulting (MA) External design consultant			

Activity title:	*Promotion of the Translation Technology Centre*		Sub Ref. N°:	**5.2**
Starting date:	May 2007	End date:	June 2007	
Description of the activity:	Public opening ceremony of the Translation Technology Centre in May 2007, with press and television coverage. Printed brochures on the Centre are distributed in Morocco and to translator-training centres across the Arabic-speaking world.			
The consortium member/s or experts who will carry out the activity:	Abdelmalek Essaadi University (administrative staff, for the ceremony and the preparation of the brochure) Moroccan Translators Association (administrative staff, for diffusion) 2M Television (administrative staff)			
Target group/s:	Moroccan public Training centres across the Arabic-speaking world.			
Inputs:	40 hours administration (MA) Brochure: 4000 copies Experts in design, to be contracted.			

Activity title:	**_Promotion of further training seminars_**		Sub Ref. N°:	**5.3**
Starting date:	March 2007	End date:	June 2009	
Description of the activity:	Information on the Masters will be disseminated through publications, conferences and exhibitions on training and education, as an on-going activity until the end of the project. Particular emphasis will be placed on the Arabic-speaking world, in order to secure enrolments for further Masters programmes and to promote the Translation Technology Centre as a place for teacher training.			
The consortium member/s or experts who will carry out the activity:	Abdelmalek Essaadi University (administrative staff and teachers) Moroccan Translators Association (administrative staff) 2M Television (administrative staff) Rovira i Virgili University (teaching staff)			
Target group/s:	Students and teachers of translation in the Arabic-speaking world.			
Inputs:	40 hours administration (MA, ES) Attendance at appropriate conferences and venues (MA)			

COSTS RELATED TO DISSEMINATION	
Budget Heading	**_Related Costs in €_**
Staff Costs	3900
Cost of Stay and Travel Costs	0
Equipment Costs	0
Printing and Publishing Costs	4500
Other Costs	1000
Total Costs	**9400**

III.5.2 SUSTAINABILITY

A maximum of half page A4

In this section applicants should refer to activities that will be organised during the project life time and that will lead to the sustainability of project results after the Tempus financing has ended. Factors that contribute to the sustainability of project results such as the accreditation of the new courses and/or curricula; involvement of the private sector and/or other stakeholders for future development and planning; future oriented partnerships between universities, guarantee of future financial resources, preparation and/or setting-up of a business plan for the newly established unit/centre, etc;
Please describe the long-term perspective for project results, making particular reference to various aspects such as:
➢ Financial sustainability (how will activities be financed after the Tempus funding has ended?).
➢ Institutional sustainability (will structures be established and remain in place so as to allow activities to continue?).
➢ Sustainability at the policy level where applicable (what will be the structural impact of the project – e.g. will it lead to improved methods, procedures, legislation?)

Financial sustainability: The Translation technology Centre is designed to become a resource that can be used to generate funds sufficient for its own long-term sustainability (renewal of hardware and updating of software):

- The Masters in Translation Technology can and should be repeated on an annual basis, with the standard fees for Moroccan students.
- Additional short-term paying courses can be organized there for professionals from the Moroccan market.
- Further paying courses and seminars can be organized for students from across the Arabic-speaking world
- The above courses can be supplemented or complemented by online teaching.
- Experience in Europe suggests that most of the desktop computers in the Technology Centre will be replaced by arrangements whereby students bring their own laptop computers (the use of laptops by translation students in Morocco at present does not allow this).
- The contracts with the main software suppliers (SDL and Atril) incorporate provisions for automatically subsidized upgrades.

Institutional sustainability: The project entails the introduction of new structures in the King Fahd Advanced School of Translation, notably with respect to the BA/MA structure, the use of ECTS credits, the incorporation of e-learning, and participation with public and market-based entities. The success of the project should ensure the continuation of these institutional structures, building on the impact of other Tempus-Meda activities with the same university (JEP-31155-2003 on "Gestion du patrimoine culturel et naturel").

Sustainability at policy level: The project is designed to help develop a new sector of the translation market in Morocco. When the competencies and skills are in place to a sufficient degree, the development of the market will follow (particularly with respect to software and website localization). Development of the market will in turn produce further demands for training. Sustainability of this change will require that the legal framework of the translation profession be moved away from sworn translation and translation for the courts (as it is framed at the moment), and towards recognition of wider range of language services that can be offered by the profession.

Outcome/output title:	SUSTAINABILITY			Ref. N°:	6
Starting date:	June 2007		End date:	June 2009	
Related Assumptions and risks:	Adequate completion of the Translation Technology Centre				

Activity title:	Maintenance and replacement programme			Sub Ref. N°:	6.1
Starting date:	June 2007		End date :	June 2009	
Description of the activity:	Checking of installations and equipment in the Translation Technology Centre; use of funds reserved for repairs, replacements and updates.				
The consortium member/s or experts who will carry out the activity:	Abdelmalek Essaadi University (administrative staff and technicians of the King Fahd Advanced School of Translation)				
Target group/s:	Effective users of the Translation Technology Centre.				
Inputs:	20 hours administrative support for repairs, replacements and updates (MA) 50 hours inspections by technicians (MA) Maintenance and replacement budget				

COSTS RELATED TO SUSTAINABILITY	
Budget Heading	Related Costs in €
Staff Costs	1850
Cost of Stay and Travel Costs	0
Equipment Costs	8000
Printing and Publishing Costs	0
Other Costs	0
Total Costs	9850

III.5.3   QUALITY CONTROL AND MONITORING

A maximum of half page A4

Please use this section to describe your overall internal and external quality control and monitoring strategies/methods by providing information on the following issues: How will the timely achievement of the planned outcomes be demonstrated/measured in an objective and quantifiable way? Which are the adjustment mechanisms foreseen in case the quality differs from the one expected or the outcomes will not be achieved on time? Please describe the concrete evaluation measures and the identified responsible actors. Typical actions could include for example peer reviews, evaluations and external accreditation or inter-Tempus project coaching.

Translation Technology Centre: Technicians at the King Fahd Advanced School of Translation will be responsible for monitoring the quality of the hardware and software at the Translation Technology Centre. Additional funds will be reserved for immediate replacement of hardware and software when necessary. Those funds can be used upon the approval of the Director of the King Fahd Advanced School of Translation.

During individual courses: Since each course in the Masters is co-taught by two teachers, one from a European Partner and the other from Tangier, peer-reviewing of the quality of the teaching and the functioning of the Technology Centre will be constant.

When the objectives of a course are likely not to be attained, the first solution will be to bring in additional intensive trainers via online means.

Upon completion of courses: Online questionnaires will be filled out by students and teachers involved in each course. The results will be analyzed and forward to the project coordinator and the Director of the King Fahd Advanced School of Translation.

This will be done upon completion of each course, and at the end of the face-to-face teaching program.

When the objectives of a course have nor been attained, further training will be organized through adaptation of the students' student study periods at European centres.

Student study periods: Student study periods at European centres allow for further peer reviewing of the attainment of course objectives.

Online questionnaires will be completed by students at the end of each practicum. The results will be forwarded to the host centre, the coordinator of the project, and the Director of the King Fahd Advanced School of Translation. .

Administration: Inter-Tempus project coaching on administrative matters will be from the Tempus-Meda project with the same university (JEP-31155-2003 on "Gestion du patrimoine culturel et naturel").

Outcome/output title:	QUALITY CONTROL AND MONITORING		Ref. N°:	7
Starting date:	May 2007		End date:	June 2009
Related Assumptions and risks:	Successful establishment of the Translation Technology Centre Adequate enrolments in the courses			

Activity title:	Monitoring of Translation Technology Centre			
Ref. No. of outcome/s to be assessed:	1			
Starting date:	May 2007		End date:	June 2009
Indicators of progress:	Numbers of users Numbers of courses Use of the centre for further training activities			
How the indicators will be assessed:	Technicians' reviews Online questionnaires			
Consortium member/s or experts who will carry out the assessment:	Abdelmalek Essaadi University (administrative staff and technicians of the King Fahd Advanced School of Translation)			
Inputs:	20 hours admininstration (MA) 20 hours technicians reports Electronic publishing of forms and questionnaires			

Activity title:	Monitoring of courses			
Ref. No. of outcome/s to be assessed:	2, 3, 4			
Starting date:	October 2007		End date:	June 2009
Indicators of progress:	Student satisfaction Teacher satisfaction Attainment of course objectives			
How the indicators will be assessed:	Online questionnaires Peer-reviews			
Consortium member/s or experts who will carry out the assessment:	Abdelmalek Essaadi University (administrative staff and technicians of the King Fahd Advanced School of Translation) Universitat Rovira i Virgili (technican preparation of online questionnaires) Representatives of the other Consortium members in the courses in which they teach (for peer-review processes) .			

Inputs:	20 hours admininstration (MA, ES)
	10 hours production of online questionnaire (ES)
	10 hours technical analysis of results (ES, MA)
	Electronic publishing of forms and questionnaires

Activity title:	**Monitoring of student study visits**
Ref. No. of outcome/s to be assessed:	**4**
Starting date: April 2009	*End date:* May 2009
Indicators of progress:	Online questionnaires of students Written reports by representatives of the host institution
How the indicators will be assessed:	Online questionnaires of students Written reports by representatives of the host institution
Consortium member/s or experts who will carry out the assessment:	Abdelmalek Essaadi University (administrative staff and technicians of the King Fahd Advanced School of Translation) Universitat Rovira i Virgili (technican preparation of online questionnaires) Representatives of the other Consortium members in the courses in which they teach (for peer-review processes)
Inputs:	20 hours admininstration (MA, ES) 10 hours production of online questionnaire (ES) 10 hours technical analysis of results (ES, MA) Electronic publishing of forms and questionnaires

COSTS RELATED TO QUALITY CONTROL AND MONITORING	
Budget Heading	***Related Costs in €***
Staff Costs	5050
Cost of Stay and Travel Costs	0
Equipment Costs	0
Printing and ElectronicPublishing Costs	1000
Other Costs	0
Total Costs	**6050**

III.5.4   MANAGEMENT OF THE PROJECT

A maximum of one page A4

Please describe the **role and responsibility** within the project of **each** consortium member (from the Partner Country(ies) as well as from the EU) and of individual experts (where appropriate).
Applicants should include an estimation of the tasks that will have to be performed in each project year in order to guarantee effective and efficient project management. This section should also make reference to human resource hours for tasks related to project management.
In addition, you should explain how the overall project management will be implemented making specific reference to the management structure in the Partner Country/ies, how decisions will be taken (reference should be made to decision-making mechanisms/bodies and their roles in case of divergent opinions) and how the consortium proposes to ensure permanent and effective communication and reporting.

The administrative roles and functions of each Consortium member are as follows:

Universitat Rovira i Virgili (Tarragona): General coordination of the project.

Abdelmalek Essaadi University - King Fahd Advanced School of Translation: Material establishing of the Translation Technology Centre; administration and promotion of the Masters and online courses.

The management of specific aspects of the project is organized through a series committees, which bring together one representative of each of the members named:

1. Technology Centre Committee: Abdelmalek Essaadi University, Universitat Rovira i Virgili (purchasing advice: Arnt Jakobsen, Bert Esselink)

2. Academic Committee: Abdelmalek Essaadi University, Universitat Rovira i Virgili, Université Rennes II, University of Limerick, Lessius Hogeschool (counselling: Arnt Jakobsen, Bert Esselink.

4. Promotion and Communication Committee: Abdelmalek Essaadi University, Universitat Rovira i Virgili, 2M Television, Moroccan Translators Association.

The specific roles of each member are thus as follows:
Universitat Rovira i Virgili: Participation in all committees
Abdelmalek Essaadi University; Participation in all committees
University of Limerick: Academic Committee
Université Rennes II; Academic Committee
Lessius Hogeschool: Academic Committee, responsibility for study visits and student study periods
Universidade do Porto: Responsibility for teacher study visits and student study periods
2M Television: Promotion and Communication Committee
Moroccan Translators Association: Promotion and Communication Committee
Professor Arnt Jakobsen: Counselling for Technology Centre and academic organization.
Bert Esselink: Counselling for Technology Centre and academic organization.

Individual committees will meet periodically in order to review progress in their respective areas.

All activities of the members of the Consortium will be coordinated via website and email.

Outcome/output title:	**MANAGEMENT OF THE PROJECT**		Ref. N°:	**8**
Starting date:	July 2006	End date:	June 2009	
Related Assumptions and risks:	Regional stability Administrative approval of the Masters			

Activity title:	**Coordination meetings**		Sub Ref. N°:	**8.1**
Starting date:	July 2006	End date:	June 2009	
Description of the activity:	Organization of the following meetings: Technology Centre Committee: Tangier, July 2006 Technology Centre Committee: Tangier, November 2006 Technology Centre Committee (opening ceremony): Tangier, May 2007 Academic Committee: Tarragona, October 2006 Academic Committee: Tangier, May 2007 (coinciding with opening ceremony) Academic Committee: Tangier, May 2008 Academic Committee (final evaluation): Tarragona, June 2009. Promotion and Communication Committee: Tangier, May 2008 Promotion and Communication Committee: Tangier, May 2009			
The consortium member/s or experts who will carry out the activity:	As indicated.			
Target group/s:	Consortium members			
Inputs:	200 hours administration and staff costs (ES, MA) Flows (four days each) 5 ES – MA 2 MA – ES 2 FR – ES 2 IR – ES 1 DK – ES 1 NL – ES 2 ES – MA 2 FR – MA 2 IR – MA			

COSTS RELATED TO THE MANAGEMENT OF THE PROJECT	
Budget Heading	**Related Costs in €**
Staff Costs	5000
Cost of Stay and Travel Costs	22690
Equipment Costs	0
Printing and Publishing Costs	0

52

Other Costs	0
Overheads	29910
Total Costs	**57600**

SECTION IV: SUMMARY OF THE PROJECT

A summary of the project must be provided in English, French or German and may be included in future Tempus publications. This summary should be a snapshot and should include the main features of your project. Please make sure that the information you provide in this section is consistent with the Logical Framework Matrix.

Outputs and Outcomes: (as in LFM)	Establishment of a Translation Technology Centre; training of teachers and technicians; development and adaptation of teaching materials and syllabi; implementation of an advanced Masters and two short online courses.

Summary of the Main Features of the Project:
Aim: To implement an advanced teaching programme in new translation technologies for Arabic. The wider aim is to develop new sectors of the language industry in Morocco The project will establish a fully-equipped Translation Technology Centre at Morocco's one university translation school. Teachers and technicians from the school will be trained in the new technologies, in pedagogical techniques for work with computers, and in e-learning techniques. Teaching materials already developed by EU centres will be adapted /translated, and new materials will be developed where appropriate. Implementation of the two-year Masters involves initial co-teaching by EU and Moroccan teachers, and includes student study periods at EU centres. The two short online courses address professional translators working on the Moroccan market. The project is designed to produce detailed syllabi and teaching materials that can be the basis for on-going courses at the Moroccan university. The web-based learning materials will also be made available to translation schools across the Arabic-speaking world.
Quantitative data concerning the training of target groups involved in your project

Number of teaching staff trained or retrained   **10**

Number of trainers trained   **8**

Number of trainees trained   **26**

Number of administrative staff trained or retrained   **4**

Please tick the relevant boxes indicating which of these elements are covered by your project:

Bologna Process	Yes
Adoption of a system of easily readable and comparable degrees	Yes
Diploma supplement	Yes
Adoption of a system based on two main cycles, undergraduate (bachelor) and post-graduate (Master or doctorate)	Yes
Establishment of a system of ECTS to promote student mobility	Yes
Promotion of European co-operation in Quality Assurance	Yes
Promotion of the necessary *European dimensions* in higher education	Yes
Lifelong learning as an essential element of the European Higher Education area	Yes
Promoting the attractiveness of the European Higher Education Area	Yes
Other credit systems	No
Modular structure of curriculum	Yes
Quality Assurance	Yes
e-Learning	Yes
University/Enterprise co-operation	Yes
Links to the labour market in degree programmes	Yes
Links with other EU education programmes	Yes
Set up of project website	Yes
Qualification frameworks	Yes
Teacher training	
Language	No
IT skills	Yes
Social and intercultural skills	Yes
Links with VET in	
Adult training	Yes
Non-formal and informal education	Yes
Active citizenship	Yes
Occupational guidance and counselling	Yes

SECTION V: FUNDING REQUIREMENTS

In tables 1 to 6 you are asked to provide estimates of the Tempus grant you would require to carry out your project (95% of the project costs). Please complete the tables you will find below, assigning costs to the headings Staff costs, Travel costs and costs of stay for staff and students, Equipment costs, Printing & Publishing costs, Other Costs and Overheads.

In Table 7 you are asked to provide a detailed estimation on the amount to be co-financed by the consortium members, which should at least equal 5% of the eligible project costs.
Finally, table 8 presents the summary of the previous tables and will be aggregated automatically from the data you provided. Please note that below the summary table messages will appear, informing you about the compliance with the ceilings outlined in the Guide for Applicants.

Applicants should note that tables 1-6 only refer to the **Tempus grant** and not the overall **project costs**.

Applicants should also note that the **Tempus grant** consists of the operational costs (tables 1-5) and of overhead costs (table 6), which can be allocated up to a flat rate of 7% of the operational costs; whereas the **project costs** consist of the total amount needed for the implementation and realisation of the project and is composed of the Tempus grant plus the co-financing (tables 1-7).

A Tempus grant may co-finance **up to** 95% of the eligible costs of a project. The maximum grant for any project may not exceed:

- **€500,000 for a project lasting, in principle, 3 years;**
- **€300,000 for a project lasting, in principle, 2 years..**

These are **maximum** amounts and any budget plan should demonstrate its consistency with the details of the project description. All amounts must be expressed in Euro (€).

 The following ceilings should be applied:
- Staff costs: maximum 30% of the Tempus grant;
- Equipment: maximum 30% of the Tempus grant;
- Overheads / Indirect costs: maximum 7% of the operational costs covered by the Tempus grant**.**

Applicants should be aware that the non-compliance with the indicated budget ceilings may lead to a lower assessment grade or even the failure of the proposal.

Please do not use any decimals and do not use "thousand separators". The figure "one thousand" should be indicated with consecutive digits: 1000 and <u>NOT</u> 1,000 or   1.000 or 1 000 or 1000,00

Table 1:   **Staff costs**

the maximum allowed for staff costs is 30% of the <u>Tempus grant</u>

The table below refers to the costs for both the academic and administrative personnel involved in the project.
Please note that local rates must be used. For further details on eligible staff costs please refer to the *Guide for Applicants.*

STAFF COSTS (please specify what type of activity will be covered and provide a **quantification** in hours for the human resources needed for these activities)*	Amount required in €
EU Academic Staff	
1. Consulting for purchases and design of Translation Technology Centre: 2 experts + 1 coordinator x 1 day x 300 euros 2. Teacher training in Tangier / online: 14 days x 250 3. Intensive course in Tangier: 5 teachers / experts x 3 days x 300 4. Preparation teaching materials and website, course on e-learning: 6 days x 250 euros 5. Production website and elearning platform (teachers and technicians) 14 days x 250 euros 6. Pilot test of platform – online teaching: 2 days x 250 7. Teaching in Masters: 10 teachers x 5 days x 250 euros	1. 900 2. 3500 3. 4500 4. 1500 5. 3500 6. 500 7. 12500
Partner Country Academic Staff	
1. Coordination / translation / adaptation of online teaching materials: 500 hours x 35 euros 2. Translation / adaptation of website and e-learning platform: 80 hours x 35 euros 3. Pilot testing of materials and e-learning platform: 55 hours x 35 euros 4. Teaching in Masters and online courses (10 teachers): 450 hours x 35 5. Tutored practice sessions in Masters and online courses: 1200 hours x 25 euros	1. 17500 2. 2800 3. 1925 4. 15750 5. 30000
EU Administrative Staff	
1. Administration for purchasing of technology for the Translation Technology Centre: 60 hours x 35 euros 2. Administration of training for teachers and technicians: 110 hours x 35 3. Host study visits by 10 teachers and 2 technicians x 300 euros 4. Administration, coordination, for development of teaching materials: 105 hours x 35 5. Production / adaptation of teaching materials (teaching staff and technicians): 17 days x 250 6. Administration of Masters and online courses: 100 x 35 7. Administration: Student study periods: 50 x 35 8. Administration of dissemination: 20 hours x 35 euros 9. Administration, preparation, external website 90 hours x 50 euros 10. Staff and technicians (preparation of online questionnaires, processing of results): 24 days x 250 euros 11. Administration of management meetings: 14 days x 250	1. 2100 2. 3859 3. 3600 4. 3675 5. 4250 6. 3500 7. 1750 8. 700 9. 4500 10. 6000 11. 3500
Partner Country Administrative Staff	
1. Administration for establishing of Translation Technology Centre: 105 hours x 35 euros 2. Technicians for establishing Translation Technology Centre: 8 weeks x 500 euros 3. Administration of training for teachers and technicians: 110 hours x 35	1. 3675 2. 4000 3. 3859 4. 1925

4. Administration, coordination, for development of teaching materials: 55 hours x 35 5. Administration: institutional agreements and publicity: 80 hours x 35 euros 6. Enrolment procedures 40 hours x 35 euros 7. Administration of Masters and online courses: 200 x 35 8. Administration: Student study periods: 30 x 35 9. Administration of dissemination: 20 hours x 35 euros 10. Administration, technical work, maintenance and replacement of equipment: 70 hours x 35 11. Quality control and monitoring: 30 hours x 35 euros 12. Management administration: 100 hours x 25	5. 2800 6. 1400 7. 7000 8. 1050 9. 700 10. 2450 11. 1050 12. 3500
TOTAL STAFF COSTS:	138800

* (*Please provide specific calculations, e.g.: Lecturers of Partner Country Universities A and B x X number of hours x Y €uro per hour equals Z, etc.*

Table 2:   Costs of Stay, Travel Costs, Institutional costs

For maximum costs of stay, please refer to the Guide for Applicants, Part IV pages 15 to 19. The consortium should additionally calculate estimated travel costs and should request the total for both costs of stay and travel.

Please indicate in this table which mobilities are planned throughout the whole project duration

Staff/trainees

Direction		Number of flows*	Total costs of stay + Travel costs (€)
From	**To**		
Partner Country	EU/Candidate Coutry	14	13290 + 8400
EU/Candidate Coutry**	Partner Country	36	29200 + 21600
EU	EU	7	4200 + 4200
Partner Country	Partner Country		
Within a Partner Country		6	600
Total:			81490

Students (only in the framework of Curriculum Development and University Management projects)

Direction		Number of flows*	Total costs of stay + Travel costs + Institutional costs*** (€)
From	**To**		
Partner Country	EU	16	57600 + 8000 + 9600
EU	Partner Country		
Partner Country	Partner Country		
Within a Partner Country		10	1000
Total:			76200

Institutional costs

Flows to EU institutions:	A maximum of € 500 per student for a study period of 3 to 5 months A maximum of € 1000 per student for a study period of 6 to 12 months

Flows to Partner Country institutions:	
	A maximum of € 200 per student for a study period of 3 to 5 months A maximum of € 400 per student for a study period of 6 to 12 months

*   Please note that one flow=one journey. In the case of group travel, each person should be considered as an individual flow (5 staff travelling to the same project meeting = 5 flows). Should an individual carry out several visits, each visit should be considered as 1 flow (Prof X participating in 3 coordination meetings abroad = 3 flows).

**   In this direction Tempus funds may only be used for mobilities of EU consortium members and/or EU individual experts or of individual experts from Candidate Countries travelling to Partner Countries.

*** Institutional costs are eligible for "student study periods" abroad only.

Table 3:   Equipment costs

the maximum allowed for equipment costs is 30% of the <u>Tempus grant</u>

Here you should detail and quantify items of equipment needed for the activities, listed clearly by the partner country university/ies at which each item will be installed.
You should ensure that these details correspond to those given in the Outcome Tables. Please remember that <u>only partner country universities</u> may benefit from equipment funding.

LIST OF EQUIPMENT	Beneficiary university/ies	Amount required in €
1. Computers 2000 x 17	1. Abdelmalek Essaadi University	1. 34000
2. Server 3200	2. Abdelmalek Essaadi University	2. 3200
3. Beamer 1800	3. Abdelmalek Essaadi University	3. 1800
4. Screen 500	4. Abdelmalek Essaadi University	4. 500
5. 2 Laser Printers / Photocopy machine	5. Abdelmalek Essaadi University	5. 5000
6. Swivel chairs 20 x 170	6. Abdelmalek Essaadi University	6. 3400
7. Tables 16 x 200	7. Abdelmalek Essaadi University	7. 3200
8. Cables and fittings 200	8. Abdelmalek Essaadi University	8. 200
9. Viacom Videoconferencing	9. Abdelmalek Essaadi University	9. 4700
10. Webcams, headphone, microphones 300 x 17	10. Abdelmalek Essaadi University	10. 5100
11. Software – Trados:	11. Abdelmalek Essaadi University	11. 7228
12. Software – DejaVu	12. Abdelmalek Essaadi University	12. 2000
13. Software – Catalyst	13. Abdelmalek Essaadi University	13. 5000
14. Software – Divace (interpreting)	14. Abdelmalek Essaadi University	14. 6400
15. Software – Subtitling	15. Abdelmalek Essaadi University	15. 4300
16. Software – Dreamweaver	16. Abdelmalek Essaadi University	16. 3200
17. E-learning platform	17. Abdelmalek Essaadi University	17. 2400
18. Air conditioning	18. Abdelmalek Essaadi University	18. 1600
19. Books and journals	19. Abdelmalek Essaadi University	19. 4000
20. Consumables	20. Abdelmalek Essaadi University	20. 4000
21. Insurance	21. Abdelmalek Essaadi University	21. 6000
22. Transport and installation	22. Abdelmalek Essaadi University	22. 3000
23. Maintenance and replacement	23. Abdelmalek Essaadi University	23. 8000
24. Changed and replaced fittings for Translation Technology Centre (lighting, security, external appearance, plaque indicated donors)	24. Abdelmalek Essaadi University	24. 5000
	TOTAL EQUIPMENT COSTS	123228

Table 4:   Printing and Publishing costs

Please estimate the amount you would require to cover printing and publishing costs and give details on the type of material.

TYPE OF PUBLICATION AND N° OF COPIES (indicative)	Amount required in €
1. Norms of usage for Technology Centre	1. 200
2. Electronic publication: website and content for teacher training	2. 1900
3. Electronic publication of teaching materials for Masters	3. 4500
4. Course materials Masters and online courses (35 copies)	4. 1575
5. Publicity brochure for Translation Technology Centre (4000 copies), letterhead paper, folders, visiting cards	5. 4500
6. Electronic publishing of quality-control forms and questionnaires	6. 1000
TOTAL PRINTING AND PUBLISHING COSTS	13675

Table 5:   Other costs

Here you should anticipate any other eligible expenses, which might arise during your project, giving reasons for each item. Expenses listed here must be fully detailed and justified.

EXPENSES (please specify)	REASON (please specify)	Amount required in €
1. Contracted designers for website and elearning platform	Adequate expertise is not within the Consortium	1. 2200
TOTAL OTHER COSTS		2200

Table 6:   Overheads

the maximum allowed for overheads is 7 % of the operational costs covered by the <u>Tempus grant</u>

Please indicate the amount needed to cover overheads.

OVERHEADS (please specify)	Amount required in €
1. Telephone, Internet connections, software licences for basic operations, office space, office expenses, reception personnel	1. 29910
TOTAL OVERHEADS	29910

Table 7:   Summary of project co-financing requirements

Applicants should specify through which resources (their own, from other EU Institutions or EU Member States, other organisations) they intend to co-finance the project, on which basis the co-financing has been calculated and what the amount to be co-financed is likely to cover. As the co-financing is an additional heading, expenses that have been declared in any of the previous financial tables covering the Tempus grant (tables 1-6) cannot be declared under co-financing again.

Source of CO-FINANCING*	Justification**	Item***	Amount (in €)
1. Consortium for the Training of Translation Teachers 2. Universitat Rovira i Virgili	1. Contributions to Intensive Course: 70 hours admnistration x 35 euros 2. Course materials developed since 2000 for the Tarragona Masters in Translation Technology	1. Administrative services and publicity 2. 450 pages HTLM of learning materials	1. 2450 2. 22500
	TOTAL CO-FINANCED		24950

(E.g.: EU grant, governmental subvention, organisation/institution's own resources)
*** (E.g.: Preparation of training materials= 2 days x 7,5 hours x 3 persons x € 25*
****(E.g: Equipment, staff costs, publications))*

Table 8:   Summary of project funding requirements

The estimated amounts given for each heading should correspond to the totals in the tables which detail the budget breakdown for each category of expenditure and must be expressed in Euro (€).

PROJECT COSTS	TOTAL
A.1 Staff Costs	€ 138800
A.2 Travel costs, costs of stay and inst. costs	€ 157690
A.3 Equipment	€ 123228
A.4 Printing & publishing	€ 13675
A.5 Other costs	€ 2200
SUBTOTAL (A.1 – A.5)	**€435593**
A.6 Overheads (up to a flat rate of 7% of the subtotal A.1 – A.5)	€ 29910
A: Total Tempus grant (A.1 – A.6):	**€465503**
B: Amount to be co-financed by the consortium (constituting of a minimum of 5% of the eligible project costs)	€ 24950
GRAND TOTAL (A+B):	**€490453**

☑ Staff Costs ceiling of 30% of total Tempus grant is respected
☑ Equipment Costs ceiling of 30% of total Tempus grant is respected
☑ Overheads ceiling of 7% of total operational costs covered by Tempus grant is respected

☑ Total Costs requested from the Tempus programme are within the limits

☑ Co-financing amount respects the 5% minimum of total project cost (A+B)

☒ I have verified the amounts reported in the summary table above (Table 8 - Summary of project funding requirements) and checked that these comply with the Tempus ceilings and thresholds specified in the Guide for Applicants and restated at the beginning of Section V – Funding Requirements.

☒ ☒	*If, by any reason, the summarising table above does not correspond to the amounts you have inputted in the previous financial tables, the table can be re-calculated by ticking in turns the checkboxes on the left*

Table 9:   Breakdown of the Tempus grant

In the table below applicants are asked to provide an overview of the indicative breakdown of the Tempus grant amongst the consortium members.

Name of the institution	Amount in €
Universitat Rovira i Virgili	96078
Abdelmalek Essaadi University	287325
University of Limerick	18050
Université Rennes 2	24950
Lessius Hogeschool	21850
Universidade do Porto	7900
2M Television	3350
Moroccan Translators Association	3000
Professor Arnt Jakobsen	1500
Bert Esselink	1500
Total Tempus Grant (A)	**€465503**

SECTION VI: ADMINISTRATIVE DOCUMENTS

On the following pages you will find two different forms to be filled out concerning the legal status of the applicant – the so-called "Legal Entities" forms:

(1) a form for "Public Entities"
(2) a form for "Private Companies"

<u>Please note that:</u>

"Public Entities" are organisations and institutions whose founding act is based on public law (such as resolution, law, decree or decision etc.),

whereas;

"Private Companies" are not only companies but also organisations and institutions whose founding act is based on private law (such as registration, agreement, contract, declaration of association etc.).

If you are a public organisation or institution please fill in the form "Public Entity".

If you are a private organisation or institution please fill in the form "Private Company" even if you are not a company.

LEGAL ENTITIES

PUBLIC ENTITIES

(Please select from the buttons below or fill in the related fields.)
TYPE OF COMPANY University
NGO (Non Governmental Organisation) ☐ YES ☒ NO
NAME(S) Universitat Rovira i Virgili
ABBREVIATION URV
OFFICIAL ADDRESS C/ Escorxador

POSTAL CODE 43003	P.O. BOX

CITY Tarragona
COUNTRY Spain
VAT NUMBER Q-9350003-A
PLACE OF REGISTRATION Tarragona
DATE OF REGISTRATION 30 / 12 / 1991
REGISTRATION NUMBER -

PHONE 34977558005	FAX 34977558197

E-MAIL grector@urv.net
CONTACT PERSON Dr. Anthony Pym
THIS "LEGAL ENTITY" FORM SHOULD BE FILLED IN AND RETURNED TOGETHER WITH:
• A copy of the resolution, law, decree or decision establishing the entity in question; • Or, failing that, any other official document attesting the establishment of the entity.

DATE 5 December 2005 NAME AND FUNCTION OF THE AUTHORISED REPRESENTATIVE Dr. Lluis Arola Ferrer SIGNATURE	*STAMP*

LEGAL ENTITIES

PRIVATE COMPANIES

(Please select from the buttons below or fill in the related fields.)	
TYPE OF COMPANY	
NGO (Non Governmental Organisation) ☐ YES ☐ NO	
NAME(S)	
ABBREVIATION	
ADDRESS OF THE HEAD OFFICE	
POSTAL CODE	P.O. BOX
CITY	
COUNTRY	
VAT NUMBER	
PLACE OF REGISTRATION	
DATE OF REGISTRATION Day / Month / Year	
REGISTRATION NUMBER	
PHONE	FAX
E-MAIL	
CONTACT PERSON	

THIS "LEGAL ENTITY" FORM SHOULD BE FILLED IN AND RETURNED TOGETHER WITH:

- a copy of any official document (e.g. official gazette, register of companies, etc.) showing the contractor's name and address and the registration number given to it by the national authorities;
- a copy of the vat registration document if applicable and if the vat number does not appear on the official document referred to above.

DATE

SIGNATURE

FINANCIAL IDENTIFICATION

(To be filled in by the Grant Applicant)	
ACCOUNT HOLDER	
NAME UNIVERSITAT ROVIRA I VIRGILI	
ADDRESS C/ Escorxador s/n	
TOWN / CITY Tarragona	POSTCODE 43003
CONTACT PERSON Manuel Molina Clavero	
TELEPHONE 34977559501	
E-MAIL gerent@urv.net	
VAT NUMBER Q-9350003-A	
BANK	
BANK NAME BANCO SANTANDER CENTRAL HISPANO	
BRANCH ADDRESS RAMBLA NOVA 33	
TOWN / CITY TARRAGONA	POSTCODE 43003
BANK/BRANCH CODE 0049 1877 49	
ACCOUNT NUMBER 2910661321	
SWIFT BSCHESMM	
IBAN ES64 0049 1877 4929 1066 1321	
REMARKS:	
BANK STAMP + SIGNATURE of BANK REPRE-SENTATIVE:	DATE + SIGNATURE of ACCOUNT HOLDER: (Obligatory)

SECTION VII: CHECKLIST

Before submitting your application by e-mail, please make sure that it is complete and tick the boxes accordingly:

1.	The Declaration (Section I) is completed	☒
2.	The Legal Entities Form (Section VI) is filled in	☒
3.	The Financial Identification Form (Section VI) is filled in	☒
4.	The Basic data (Section II) on the project is provided	☒
5.	All the consortium members (Section II) are listed and contact persons are indicated	☒
6.	The description of the project covering all questions (Section III) is provided	☒
7.	The project summary sheet (Section IV) is complete	☒
8.	The tables regarding funding requirements (Section V) are complete	☒

Before submitting the original supporting and administrative documents after receipt of your project registration number, please make sure that they are complete and tick the boxes accordingly:

1.	The cover letter indicating the registration number is enclosed.	☐
2.	The Declaration (Section I) is signed and stamped or sealed	☐
3.	The Legal Entities Form (Section VI) is signed and stamped	☐
4.	The Financial Identification Form (Section VI) is signed and stamped	☐
5.	The endorsement letters are signed and submitted together with the application (Section I)	☐
6.	The curriculum vitae of the participating expert(s) is/are enclosed.	☐