Paderborn University's Translation Office

International Tuesdays, 2 July 2024

Angelina Dick and Emily Meier

Agenda

1. **Who Are We?**

2. **What Do We Do?**

3. **How Do We Work?**

4. **Translation in Numbers**

5. **Current Projects**

Angelina Dick and Emily Meier   Paderborn University's Translation Office   2 July 2024

Who Are We?

Who Are We: Paderborn University's Translation Office

PADERBORN UNIVERSITY

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What Do We Do?

What Do We Do: The Basics

- Our Translation Office **supports** Paderborn University's ongoing **internationalisation process**

    - Increasing **international visibility** and **orientation** by, e.g.:
        - **strengthening the University's attractiveness** as a research and study location for international students, researchers, and visiting academics
        - increasing the number of international researchers and visiting academics, international students, and exchange students (incoming)
        - strengthening the University's **welcome culture**

(cf. Hoschulentwicklungsplan (Paderborn University's strategic development plan) and Internationalisierungsstrategie (Paderborn University's internationalisation strategy)

What Do We Do: Examples

Employees

- Key documents and contents issued by the Executive Board and the central administration
- CampusNews (Introduction, teasers)
- Circular e-mails by the Executive Board
- Doctoral degree regulations
- Key landing pages (e.g. research, teaching, transfer, etc.)

General UPB Projects

- Editorial guidelines for web content (coming soon)
- Corporate identity content (within the UPB Brand Portal)
- Important key press releases
- Advice

Students

- Key contents and documents issued by the Executive Board and the central administration (e.g. Campus management glossary)
- Circular e-mails by the Executive Board

Background Activities

- German-English glossary
- Uniform English representation of the University
- Creation and maintenance of translation database
- Close cooperation with central bodies within the University
- Quality monitoring
- "Lenkungskreis Übersetzungen" (UPB working group for translations)
- Participation in implementing a language policy
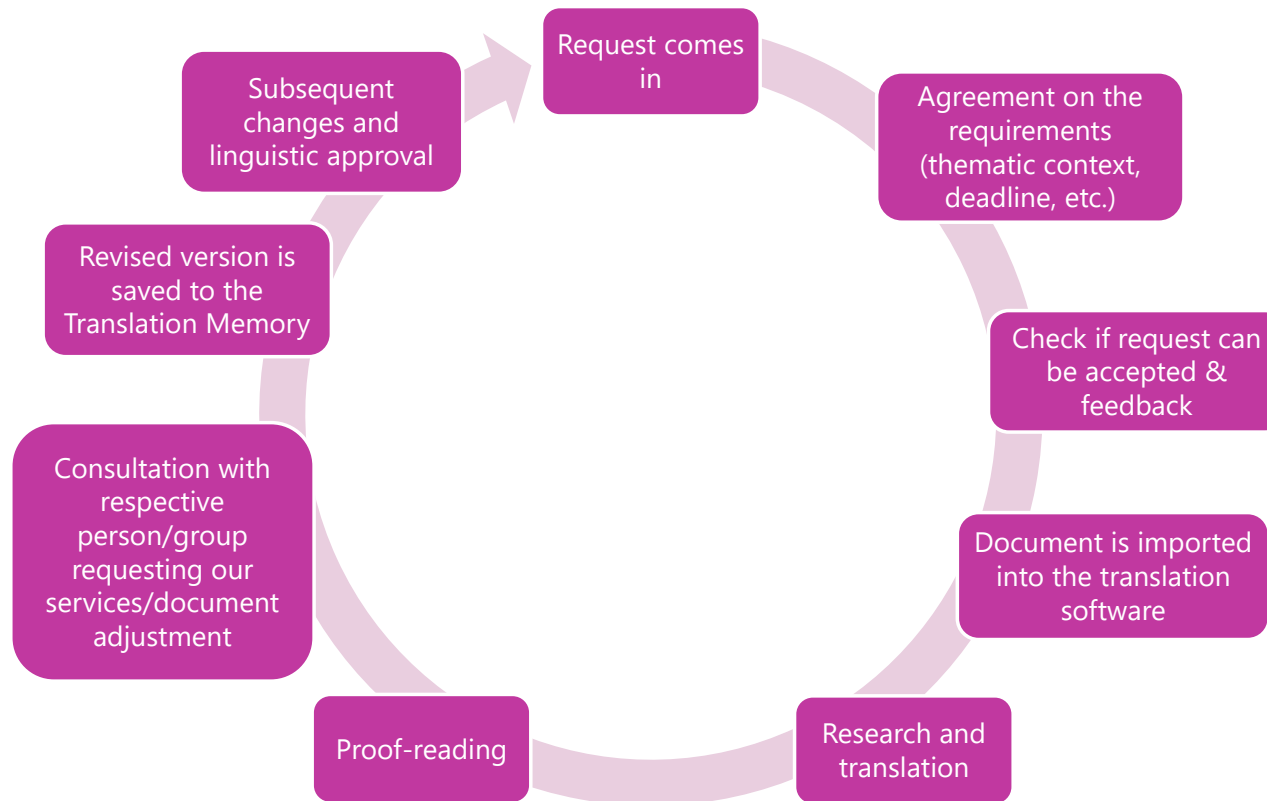- Networking with university translators in Germany

What Do We Not Do?

- Translation of **academic texts** (applications for third-party funding, academic publications, dissertations, etc.)

- Translation of documents from individual **faculties** and **institutes**, e.g. examination regulations (exception: faculty regulations, doctoral degree regulations, habilitation regulations, etc.)

- **Legal** translations

- Translation/editing for **students** and **researchers**

- Translation/editing for **languages other than English**
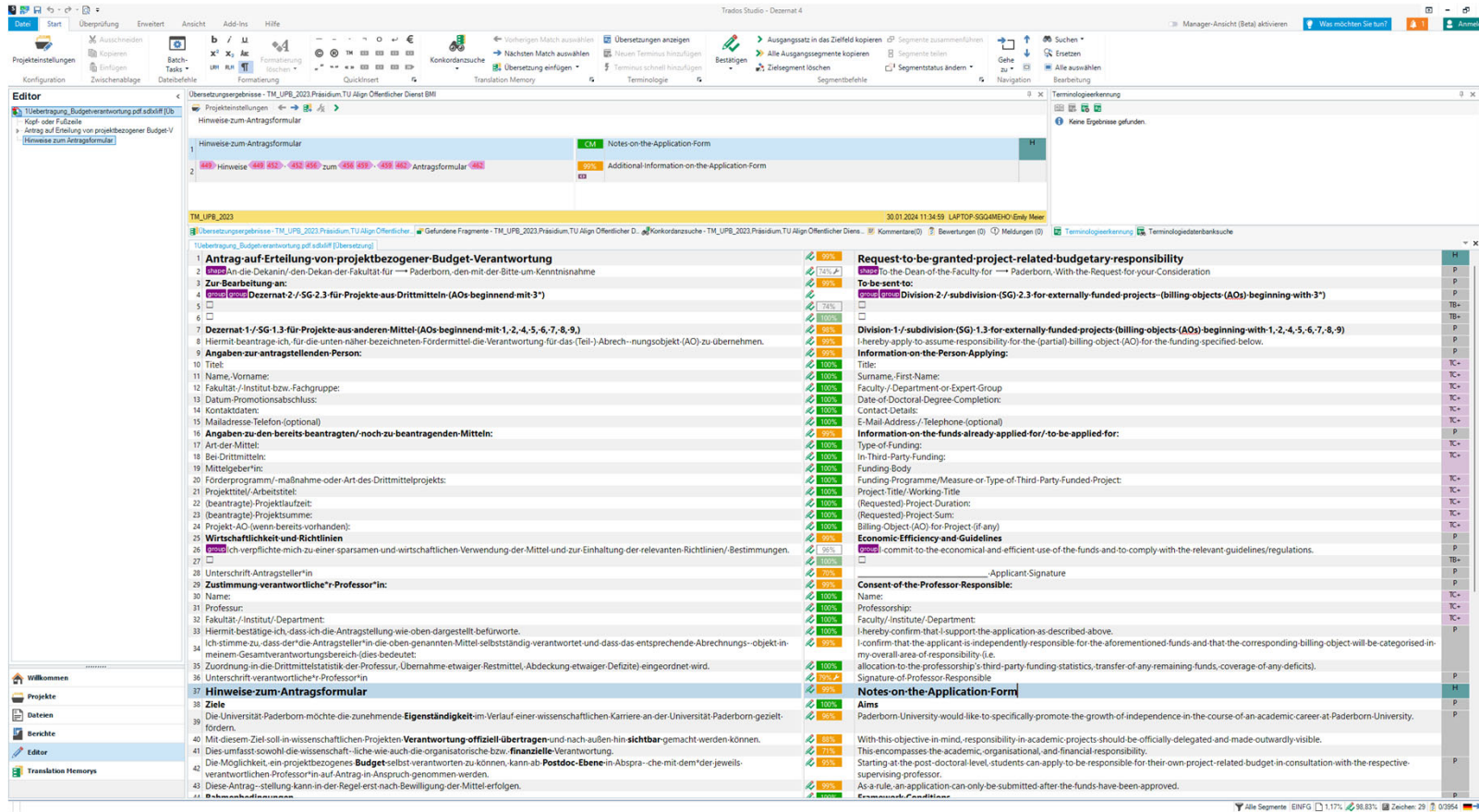
How Do We Work?

How Do We Work: Our Translation Workflow

- Request comes in
- Agreement on the requirements (thematic context, deadline, etc.)
- Check if request can be accepted & feedback
- Document is imported into the translation software
- Research and translation
- Proof-reading
- Consultation with respective person/group requesting our services/document adjustment
- Revised version is saved to the Translation Memory
- Subsequent changes and linguistic approval

How Do We Work: Our Translation Software "TRADOS"

How Do We Work: Our Translation Software "TRADOS"

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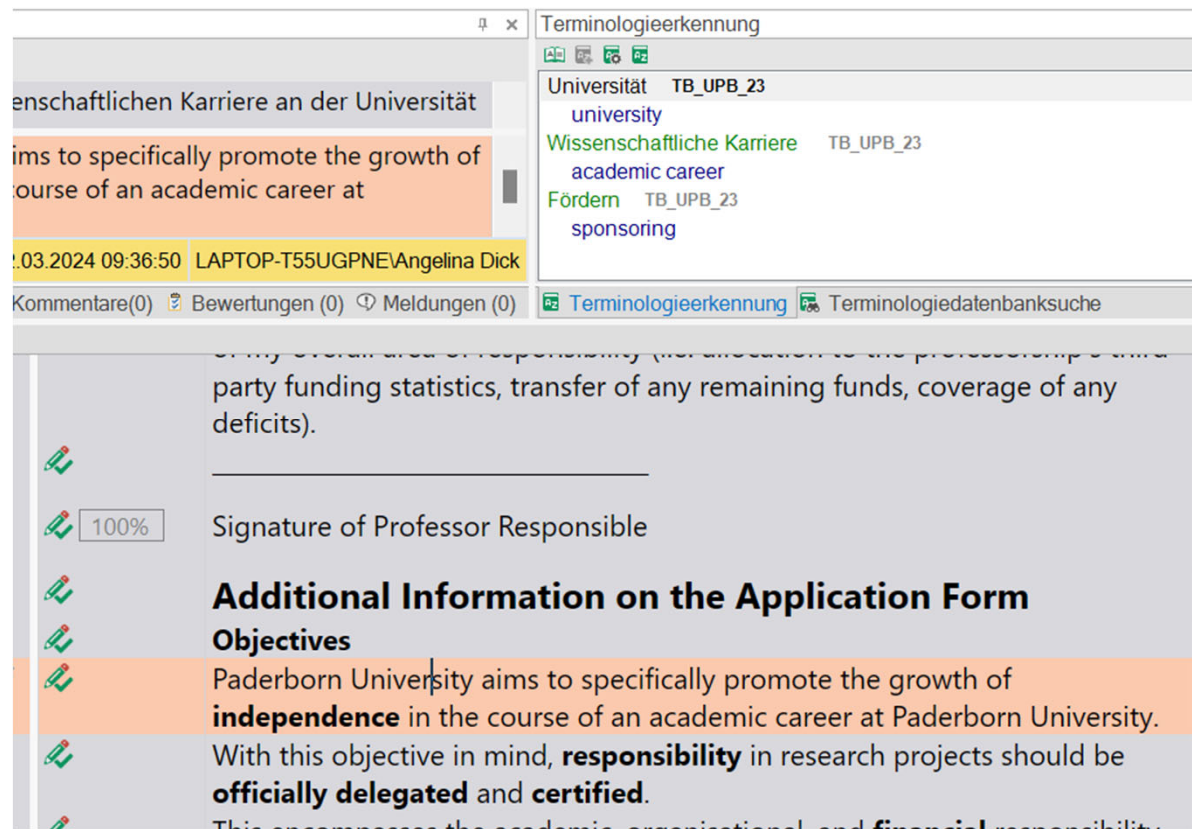|				
24	**Wirtschaftlichkeit und Richtlinien**		**Economic Efficiency and Guidelines**	P
25	☐Ich verpflichte mich zu einer sparsamen und wirtschaftlichen Verwendung der Mittel und zur Einhaltung der relevanten Richtlinien/ Bestimmungen.		☐I commit to use the funds economically and efficiently and to comply with the relevant guidelines/ regulations.	P
26 a	_____		_____	P
26 b	Unterschrift Antragsteller*in	100%	Applicant Signature	
27	**Zustimmung verantwortliche*r Professor*in:**		**Consent of the Professor Responsible:**	P
28	Name:	96%	Name:	TC+
29	Professur:		Professorship:	TC+
30	Fakultät / Institut/ Department:		Faculty/ Institute/ Department:	TC+
31	Hiermit bestätige ich, dass ich die Antragstellung wie oben dargestellt befürworte.		I hereby confirm that I approve the application as described above.	P
32	Ich stimme zu, dass der*die Antragsteller*in die oben genannten Mittel selbstständig verantwortet und dass das entsprechende Abrechnungsobjekt in meinem Gesamtverantwortungsbereich (dies bedeutet: Zuordnung in die Drittmittelstatistik der Professur, Übernahme etwaiger Restmittel, Abdeckung		I confirm that the applicant is independently responsible for the aforementioned funds and that the corresponding billing object will be part of my overall area of responsibility (i.e. allocation to the professorship's third-party funding statistics, transfer of any remaining funds, coverage of any	

How Do We Work: Our Translation Software "TRADOS"

Antrag auf Erteilung von projektbezogener Budget-Verantwortung		
1	Antrag auf Erteilung von projektbezogener Budget-Verantwortung	CM Application for Project-Related Budget Responsibility
Präsidium		11.03.2024 16:42:35 LAPTOP-T55UGPNE\Angelina Dick

How Do We Work: Our Translation Software "TRADOS"

Translation in Numbers

Translation in Numbers: Translation Speed

This is how fast a translator works:

250 words per uninterrupted hour + time spent on research + maintaining a terminology database, if necessary

Example calculation: How many uninterrupted hours does a translator have in a week?

Work week: **40 hours** → approx. **4 h** on meetings + approx. **6 h** on e-mails, consultation, advice + approx. **10 h** on organisation of Translation Office, documentation, creating and maintaining a database, glossary + approx. **2 h** on updating translations + approx. **5 h** on postediting machine translation output + approx. **13 h** on translating German content = **Result**: approx. **3,250 words** per week per person (approx. 1.5 days for translation work only)

Translation in Numbers: Translation Volume 2023-2024

Completed Translation Requests April 2023-March 2024 (86,979 Words)

722 4156 259

24795

47308

9557

■ Translation ■ Translation and Proofreading ■ Postediting ■ Proofreading ■ Update ■ Addition
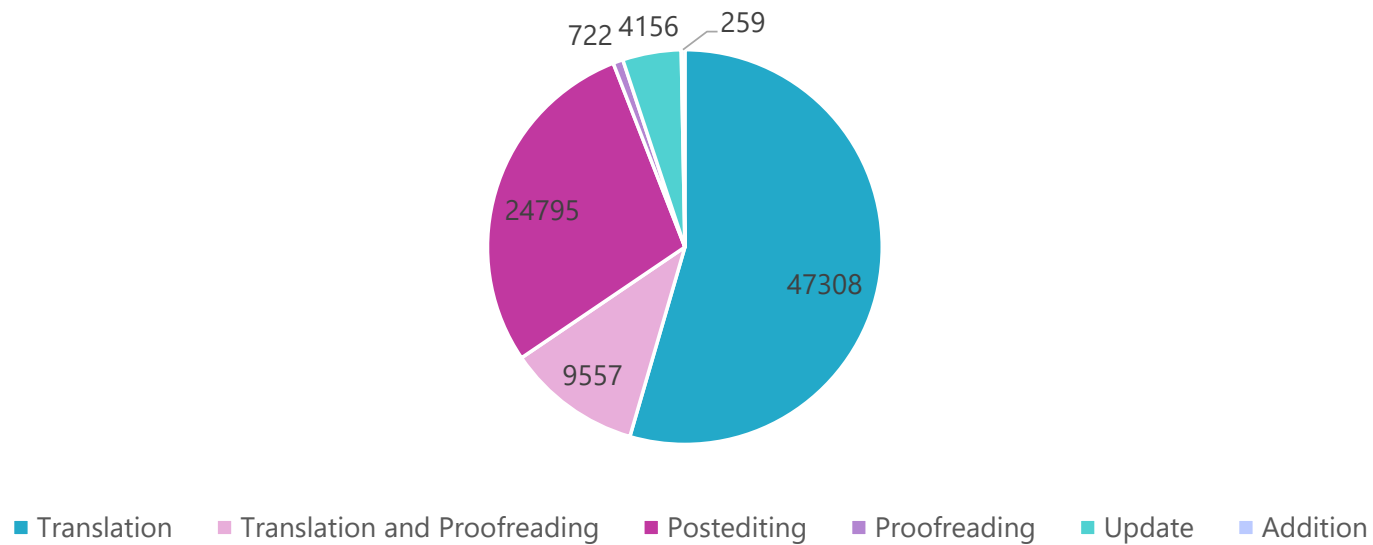
Translation in Numbers: Translation Volume April 2024-June 2024

Completed Translation Requests April 2024-June 2024 (69,803 Words)

1639 2367

11772

54025

■ Translation ■ Postediting ■ Proofreading ■ Update
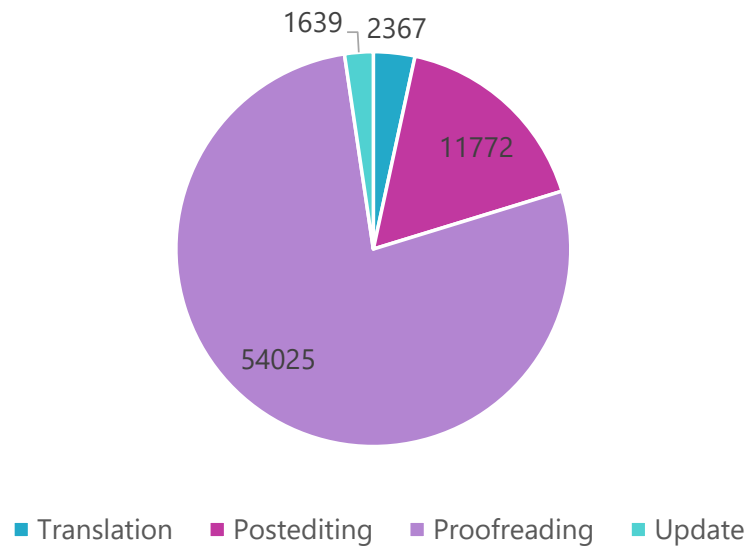
Current Projects

Current Projects: Paderborn University's German-English Glossary

Why Does Paderborn University Need its Own Glossary?

- Dictionaries and glossaries released by other universities or institutions like the German Academic Exchange Service (DAAD) can be utilised to **supplement** and **improve** the University's corporate wording

- Dictionaries often suggest **several ways** to translate **one** term, e.g. the dictionary for higher education institutions (Hochschulwörterbuch) by Siepmann lists **seven** different English translations for the German word '*Dekan*'

- Dictionaries do not always clearly identify **British English**/**American English** vocabulary, e.g. the Siepmann dictionary suggests the American English spelling for words, such as '*organization*' and '*grant program*' without explicitly stating which variety of English is being used.

- An English translation cannot always be adapted into the **German higher education context**, e.g. '*PhD*'

- Without a glossary, it is almost impossible to select **one fixed set of translations** for Paderborn University's corporate wording

- A lot of the same words are chosen by various higher education institutions in Germany. Simultaneously, the majority of higher education institutions suggests **different solutions** for various German and English terms. This shows, that **professional** and **linguistic** expertise are both necessary in translation work

  - e.g. What is a '*Lehrkraft für besondere Aufgaben*' and which translation would be the most fitting?

  - EN: e.g. (administrative) department/division/directorate for the German term '*Dezernat*'
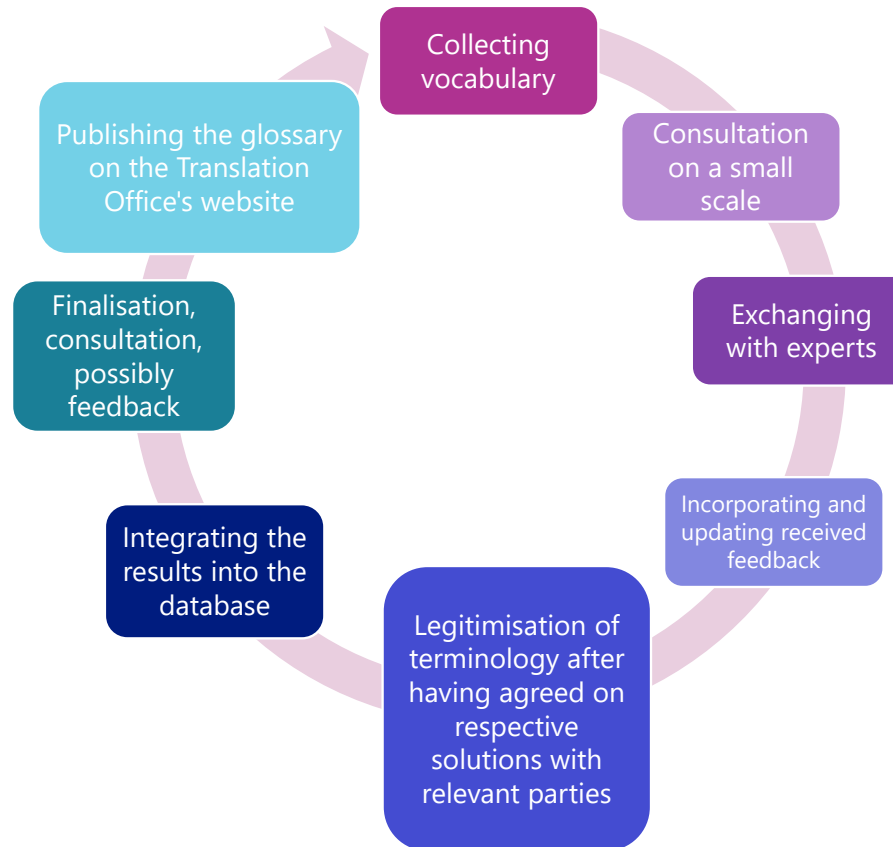
Current Projects: Paderborn University's German-English Glossary

Why Does Paderborn University Need its Own Glossary?

- Certain translations are the result of a considerable amount of thought, expertise, and intuition, e.g.: how does one translate different examination types (e.g. term paper, written assignment, independent assignment, or essay)?

  - **Without a glossary**: Negotiations and consultations on vocabulary continually resurface → the consequence of this is: inconsistency and confusion (e.g. Vice President or Vice-President?)

  - **With a glossary**: Terminology is definitively fixed and remains consistent until content or structural changes occur

- Increase in the University's **competitiveness** (similar to open commerce)

- **Our objective**: Creating a glossary customised to Paderborn University, which contains frequently used words as well as key words that one may not be able to find in dictionaries

Current Projects: Paderborn University's German-English Glossary – Process

- Collecting vocabulary
- Consultation on a small scale
- Exchanging with experts
- Incorporating and updating received feedback
- Legitimisation of terminology after having agreed on respective solutions with relevant parties
- Integrating the results into the database
- Finalisation, consultation, possibly feedback
- Publishing the glossary on the Translation Office's website

Current Projects: CampusNews

CampusNews:

- News about current events at UPB for employees
- Until recently, CampusNews was only available in German; first bilingual issue released in July 2024
- 3 levels : Introduction (level 1), teasers (level 2), CampusNews articles (level 3)

→**With the support of the Translation Office:**

Translation of the introduction (level 1)

Postediting of machine-translated teasers (level 2)

- CampusNews articles (level 3) automatically translated by DeepL

Current Projects: English Version of Paderborn University's Editorial Guidelines

Purpose:

- Information on basic guidelines and tips for English digital communication at Paderborn University
- Uniform English representation of Paderborn University on its websites

Answers to the following questions, among others:

- What do we call our University in English?
- How do I phrase English texts on my websites (active/passive voice, gender-neutral language, fluency, address, SEO)?
- Which variety of English do I use? American English? British English?
- How do I use abbreviations correctly (e.g. UPB, e.g/i.e., Dr./Dr, etc.)?
- How do I write times or dates in English?
- How do I use special characters in English (e.g. §, &, %, €)?
- Which type of quotation marks do I use?

Current Projects: The Translation Office's Website

https://www.uni-paderborn.de/en/university/international-relations/translation-office

Thank You for Your Attention

Angelina Dick and Emily Meier   Paderborn University's Translation Office   2 July 2024