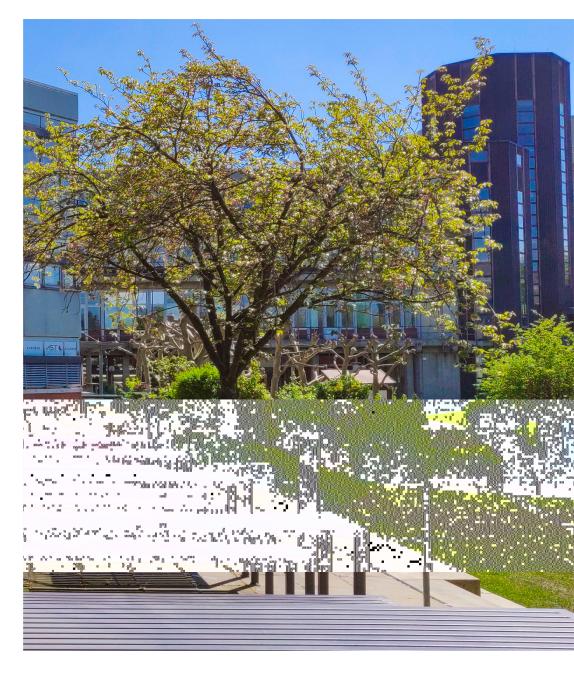
PADERBORN UNIVERSITY



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







Who Are We?





Who Are We: Paderborn University's Translation Office







Angelina Dick

Coordination Translation Office International Relations Office

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Emily Meier

University Translator International Relations Office

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What Do We Do?

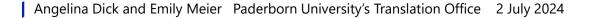






What Do We Do: The Basics

- 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)

Students

•Key contents and documents

issued by the Executive Board

administration (e.g. Campus

management glossary)

•Circular e-mails by the

and the central

Executive Board

- Important key press releases
- •Advice

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







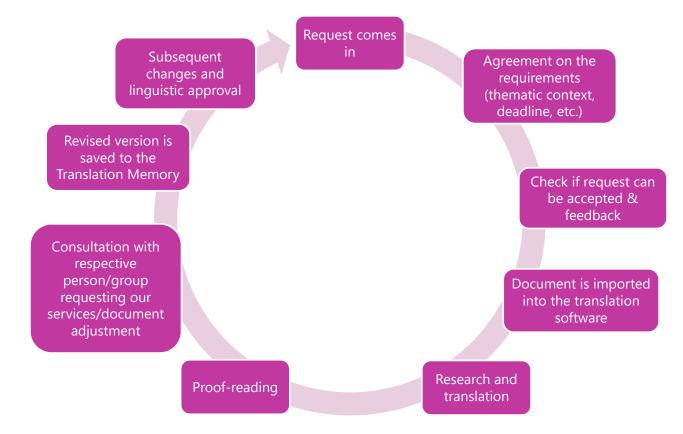
How Do We Work?







How Do We Work: Our Translation Workflow



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







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Translation in Numbers





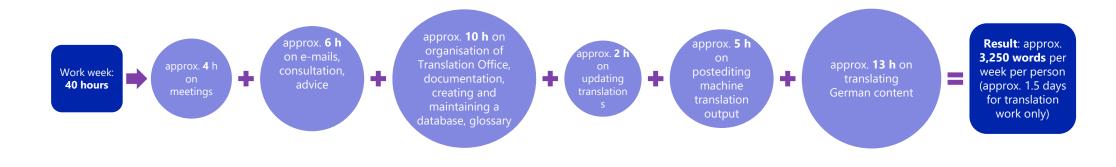


Translation in Numbers: Translation Speed

This is how fast a translator works:

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

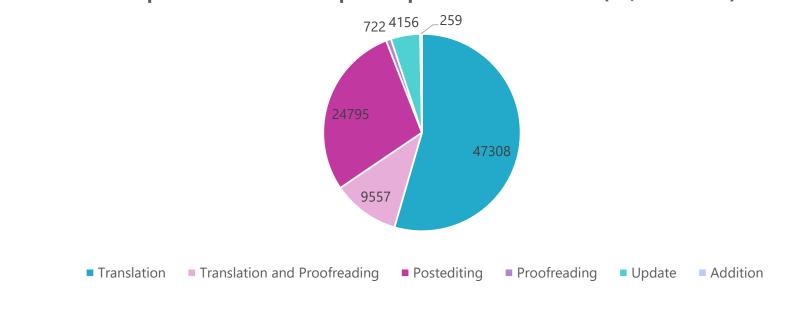
Example calculation: How many uninterrupted hours does a translator have in a week?







Translation in Numbers: Translation Volume 2023-2024



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

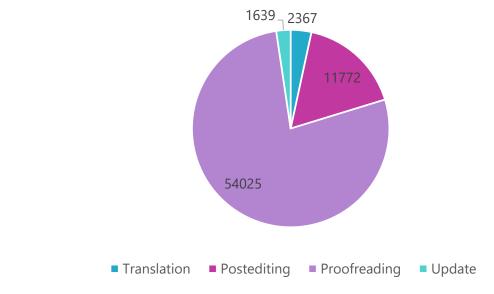
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Translation in Numbers: Translation Volume April 2024-June 2024



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







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'

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Current Projects: Paderborn University's German-English Glossary

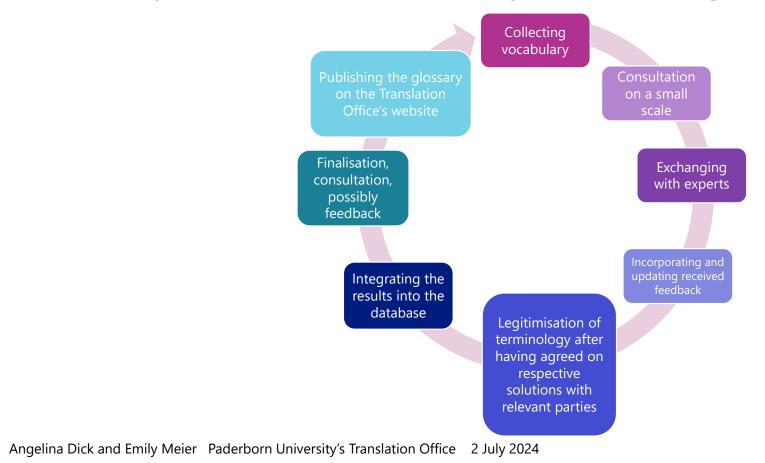
Why Does Paderborn University Need its Own Glossary?

- 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









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

