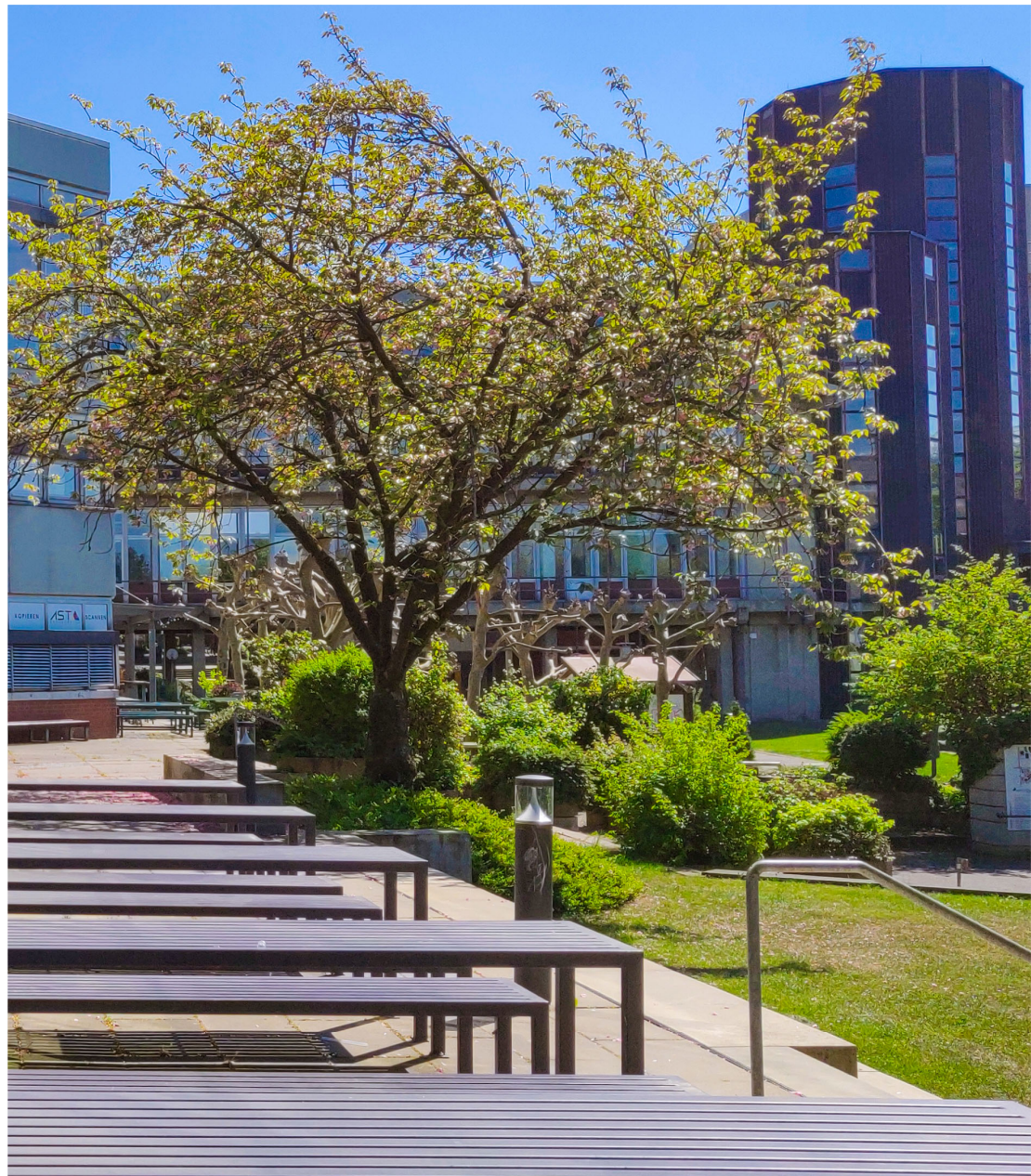




Paderborn University's Translation Office

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?



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



Who Are We: Paderborn University's Translation 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. Hochschulentwicklungsplan (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?

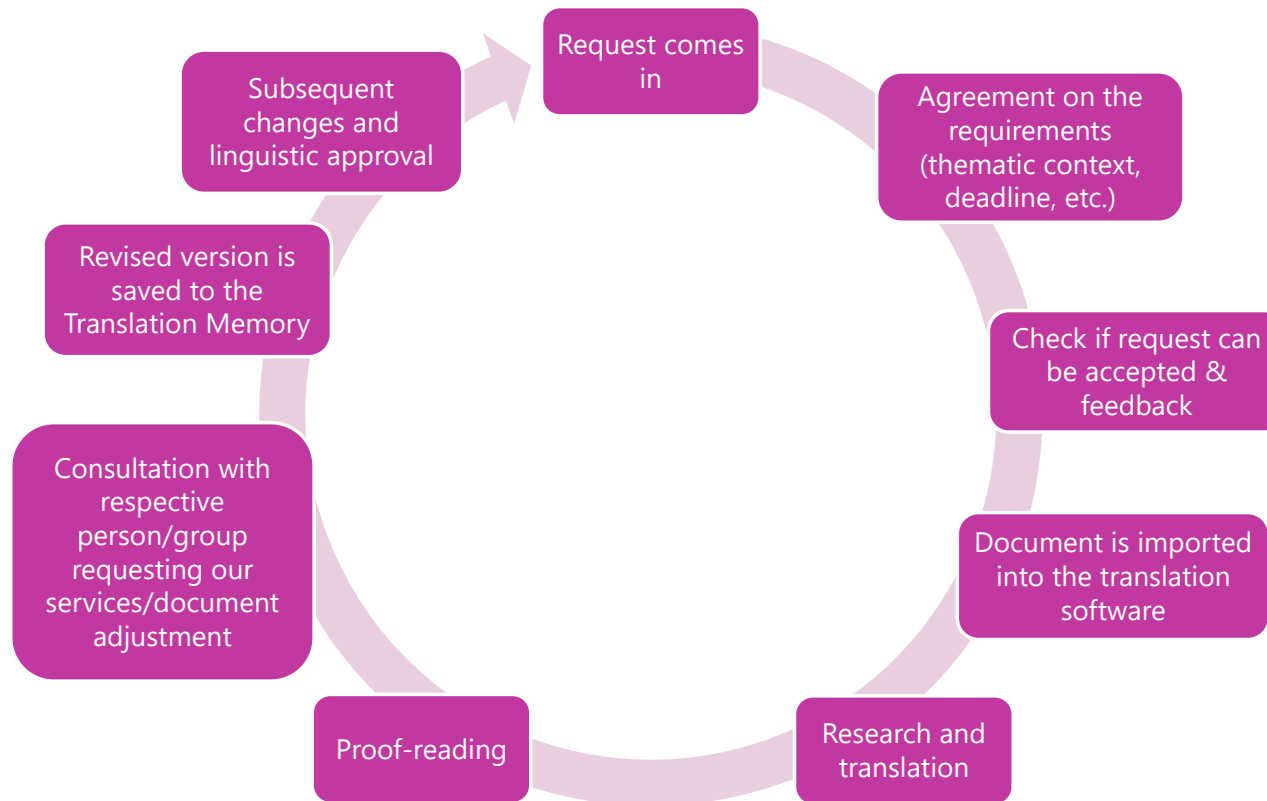
- Translation of **academic texts** (applications for third-party funding, academic publications, dissertations, etc.)
- Translation of documents from individual **faculties** and **institutes**, e.g. examination regulations (exception: faculty regulations, doctoral degree regulations, habilitation regulations, etc.)
- **Legal** translations
- Translation/editing for **students** and **researchers**
- Translation/editing for **languages other than English**

How Do We Work?



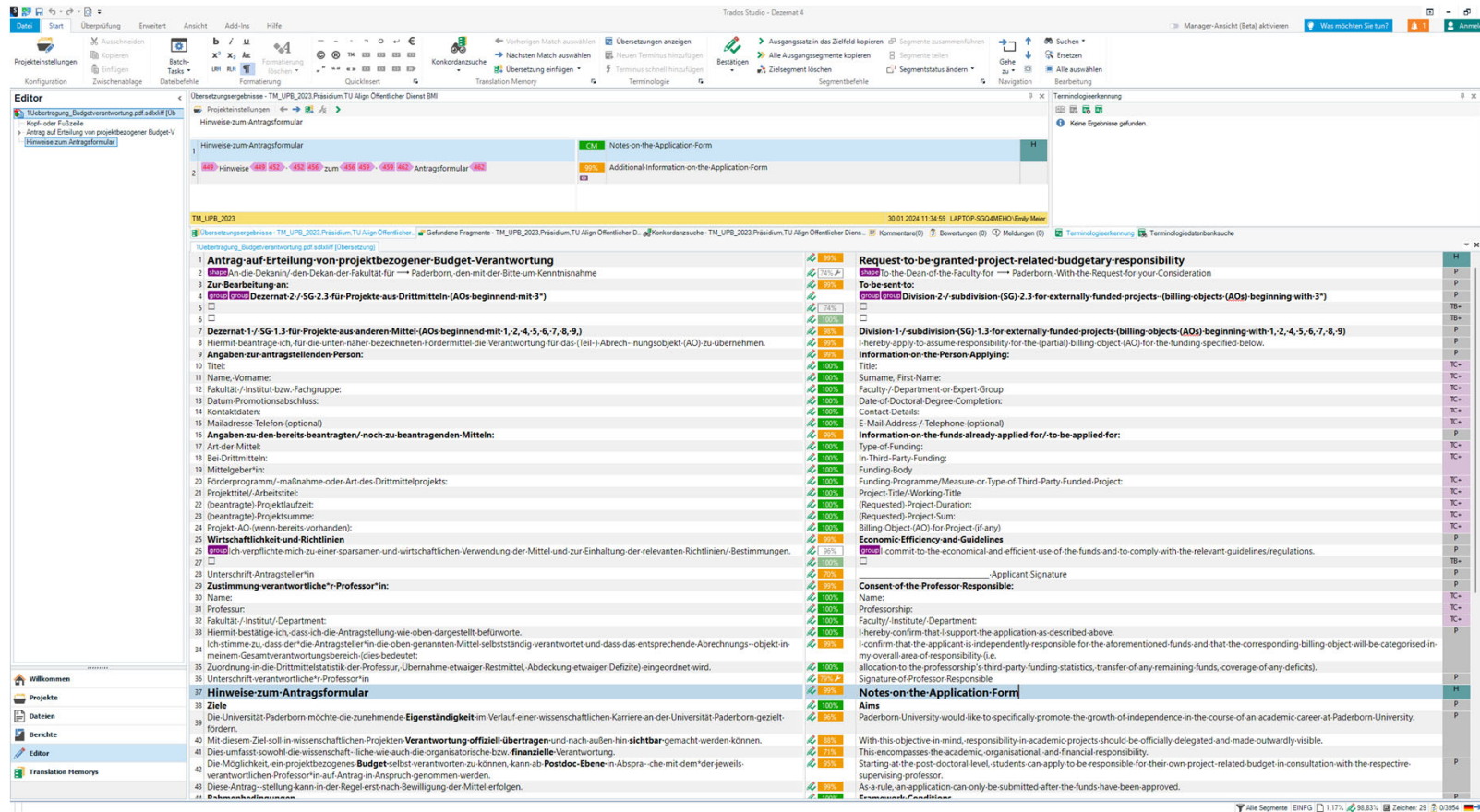


How Do We Work: Our Translation Workflow





How Do We Work: Our Translation Software “TRADOS”



The screenshot shows the TRADOS Studio interface with a German document being translated into English. The interface includes a menu bar, a toolbar, a project settings panel, and a main editor area with a bilingual view (German on the left, English on the right). The document is a form for a project-related budgetary responsibility request.

German Text (Left Column):

- 1. Hinweise zum Antragsformular
- 2. Hinweise zum Antragsformular
- 3. Hinweise zum Antragsformular
- 4. Hinweise zum Antragsformular
- 5. Hinweise zum Antragsformular
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- 48. Hinweise zum Antragsformular
- 49. Hinweise zum Antragsformular
- 50. Hinweise zum Antragsformular

English Text (Right Column):

- 1. Request to be granted project-related budgetary responsibility
- 2. Request to be granted project-related budgetary responsibility
- 3. Request to be granted project-related budgetary responsibility
- 4. Request to be granted project-related budgetary responsibility
- 5. Request to be granted project-related budgetary responsibility
- 6. Request to be granted project-related budgetary responsibility
- 7. Request to be granted project-related budgetary responsibility
- 8. Request to be granted project-related budgetary responsibility
- 9. Request to be granted project-related budgetary responsibility
- 10. Request to be granted project-related budgetary responsibility
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- 49. Request to be granted project-related budgetary responsibility
- 50. Request to be granted project-related budgetary responsibility





How Do We Work: Our Translation Software “TRADOS”

Uebertragung_Budgetverantwortung.docx.sdlxliff [Übersetzung]			
24	Wirtschaftlichkeit und Richtlinien		Economic Efficiency and Guidelines
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.
26	_____		_____
26a			
26b	Unterschrift Antragsteller*in	 100%	Applicant Signature
27	Zustimmung verantwortliche*r Professor*in:		Consent of the Professor Responsible:
28	Name:	 96%	Name:
29	Professur:		Professorship:
30	Fakultät / Institut/ Department:		Faculty/ Institute/ Department:
31	Hiermit bestätige ich, dass ich die Antragstellung wie oben dargestellt befürworte.		I hereby confirm that I approve the application as described above.
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





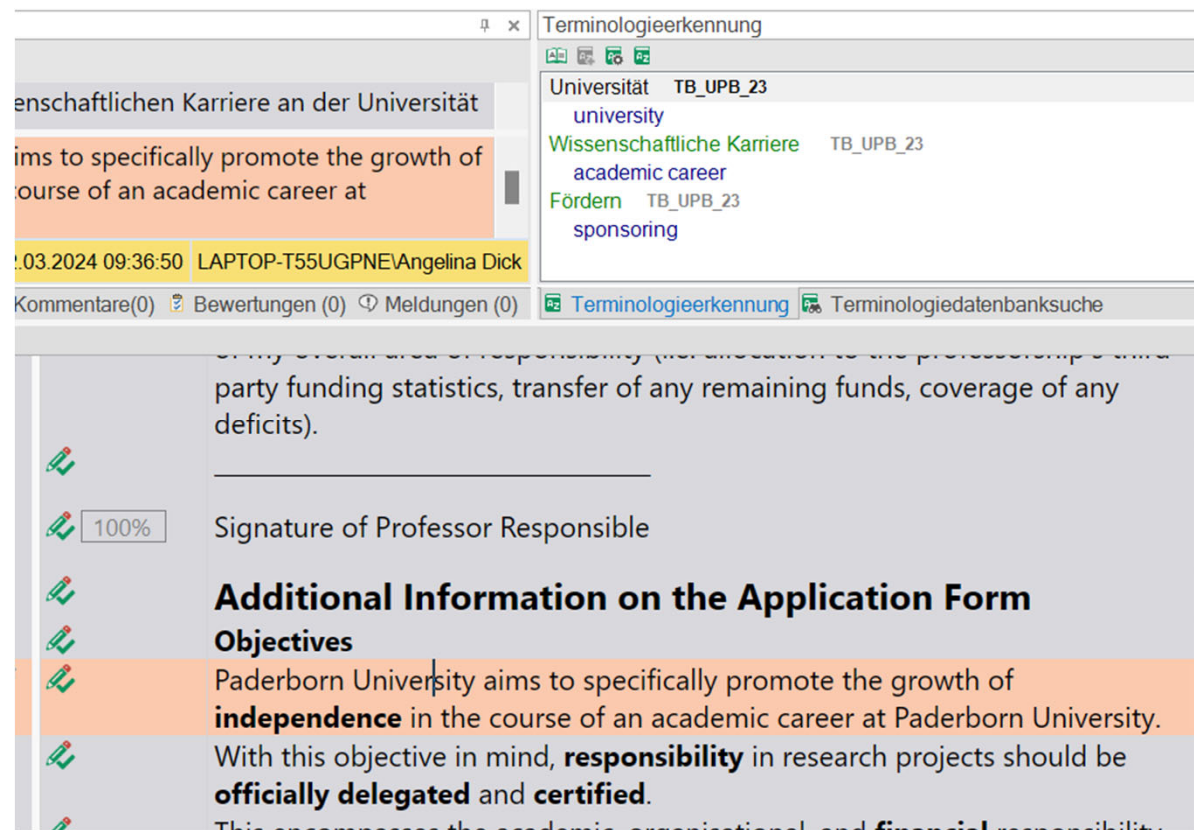
How Do We Work: Our Translation Software “TRADOS”

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



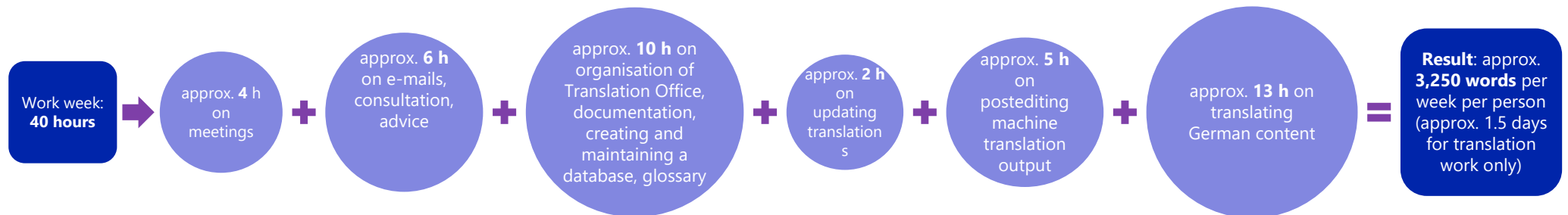


Translation in Numbers: Translation Speed

This is how fast a translator works:

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

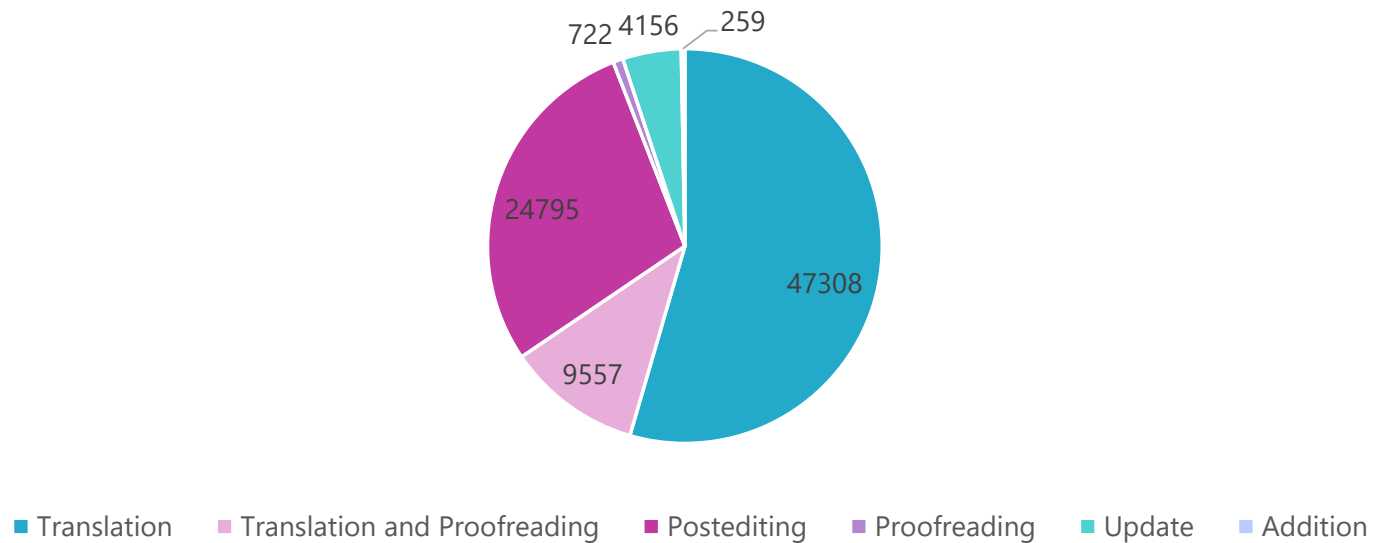
Example calculation: How many uninterrupted hours does a translator have in a week?





Translation in Numbers: Translation Volume 2023-2024

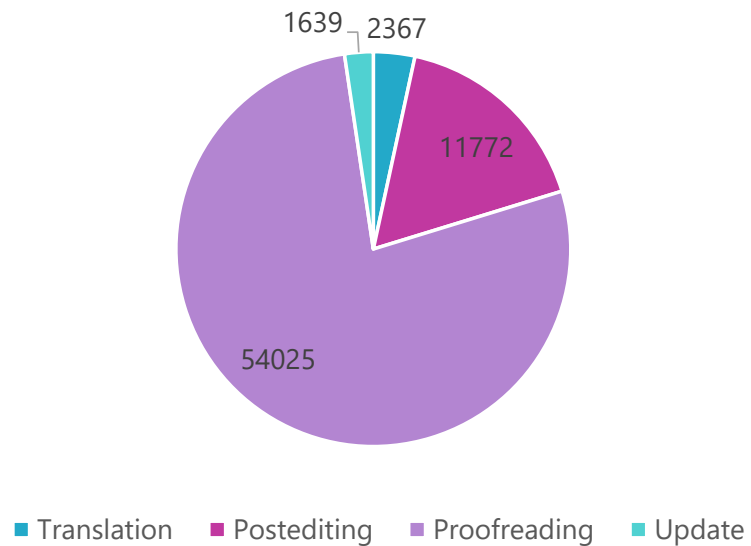
Completed Translation Requests April 2023-March 2024 (86,979 Words)





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*'



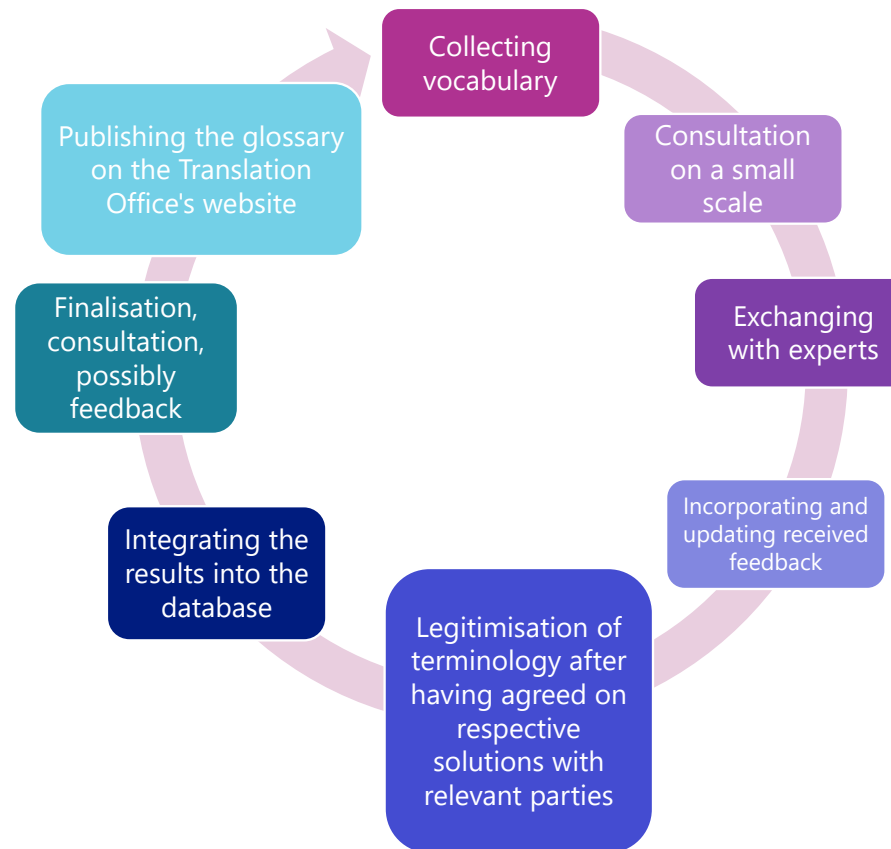
Current Projects: Paderborn University's German-English Glossary

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

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