

## Translations at the KU

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In order to support our University in its internationalization objective and to ensure that it presents itself professionally in an international context, the Department of Communication and Marketing employs an own translator.

She is responsible for editing and proofreading English texts and for translating texts from and into American English. All documents from the **University's administration** and **KU central facilities** can be submitted for translation.

For translation requests from individual chairs in the field of **research and teaching**, the translator will be happy to assist in finding a suitable external translation agency or put you into contact with freelance translators who can support you with your translation.

Furthermore, the translator is the first point of contact for all questions concerning terminology and the English *corporate wording* at the KU. Additional information on **Communication in English at the KU** can be found in the respective information booklet that can be downloaded as a PDF file via the link below.

General conditions for the acceptance of translation requests:

- The processing time depends on the currently available capacities. If you need your translation back by a certain date or at short notice, please let the translator know when submitting your request.
- The person requesting the translation shall be responsible for content-related correctness of the source text.
- If possible, please submit the texts that you would like to have translated as a word document. The translator will also provide you with the translation in Word format. In case of website texts, the translated content is generally fed into the University's content management system Typo 3 by the requesting persons themselves. A step-by-step guide for creating English content in Typo 3 is available at: <https://www.ku.de/interna/intranet-home/weboffice/>

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## Communication in English at the KU

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KU members with assistance and support when working with English texts. It contains frequently used English terminology from the field of higher education and translations for KU specific terms and names, such as faculties and facilities, as well as general linguistic recommendations. With this guideline, we would like to



encourage you to integrate the English language (even more often) in your daily working life. This will enable us as a University community with an international orientation to create an international environment for research and studies which will attract people from all over

- **Guideline 'Communication in English at the KU'**