

Dear Readers,

Winter time, with its slower rhythms and shorter days, offers a welcome pause for reflection, professional development, and intellectual renewal.

Planning the next semester, PUT staff are encouraged to refine their translation practices by prioritising clarity, terminological consistency, and audience awareness—small adjustments that yield disproportionately significant improvements in communicative effectiveness. I recommend a very interesting article with some tips for academic teachers and administrative staff by Karol Matysiak. For those seeking scholarly inspiration, a review of a ca-

refully selected book can provide both conceptual depth and practical insight, reminding us that academic growth is as much about sustained curiosity as it is about formal training. A short review by Marta Strukowska can help you with more reading about EME.

Finally, recent news from EME highlights ongoing initiatives aimed at strengthening institutional collaboration and pedagogical innovation, reinforcing the idea that even in the quietest months, meaningful progress continues—proof that winter, academically speaking, is anything but dormant.

Enjoy the reading!
PUT Prof. Liliana Szczuka-Dorna, PhD

The *internationalization* of a university requires dependable communication for everyone involved in the process. This can be effected through a language that is universally understood by its recipients, i.e., English. Poznan University of Technology looks responsibly at creating the environment where language expression and understanding by means of English is accessible to a wide audience. To do it in a proper way, one needs to produce accurate, correct and consistent English versions of diverse forms of formal communication, such as ordinances, resolutions, announcements, study plans, or names of administrative units. Translation in this context is not just a linguistic exercise— it is a key element of institutional credibility and dependability.

One of the main challenges in translating academic and administrative texts into English is terminology. Study programmes, internal regulations and organisational structures often have no direct one-to-one equivalents in other systems of higher education. For this reason, translators should draw upon the latest glossary sets of academic terms specific to a given context. At PUT, the latest nomenclature of the university organizational units, administrative posts, and relevant abbreviations can be found in **Attachments Nos. 1, 2, 3 to Ordinance No. 6 of the Rector**

Translating academic and administrative content into English at Poznan University of Technology

of Poznan University of Technology of 14 March 2025, and the names of fields of study and the glossary of academic terms can be found in **Attachments Nos. 1 and 2 to Ordinance No. 47 of the Rector of Poznan University of Technology of 25 September 2025**.

As accuracy is of paramount importance, so is consistency. Once a word or a phrase has been selected, it should be used consistently across all documents, websites or dissemination forms. In cases of doubt, when translating university-related content, it is advisable to check whether specific language clusters or collocations appear on native English university websites. Comparing how other repu-