



UNIVERSITY ADMINISTRATIVE NOMENCLATURE

Bibliography

The need to translate universities' institutional documents in English is relatively recent. This partly explains why no previous publications have brought together the various equivalences in English for university administrative nomenclature. Additionally, unlike developments in the academic field, terms in English within university administration are not always readily comprehensible, sometimes because they correspond to a concept pertaining exclusively to a Catalan-speaking context and therefore lack equivalents in other countries (for example, the Catalan term *tram de docència*, which this Nomenclature translates as 'teaching premium'); and at other times because a variety of forms are common throughout English-speaking countries (for example, the variety of English terms for *rector/a*, such as 'principal', 'rector', 'president' or 'vice-chancellor').

There are differences, too, among universities from the same country (for example the Catalan term *expedient*, which can be an 'academic transcript' or an 'academic record' in English). Further important considerations are that the readers of universities' institutional texts in English may well be from very different places, and are habitually not users of English as a first language; they are also probably unaware of the realities of universities both in English-speaking countries and Catalan-speaking territories.

Bearing this in mind, the production of the University Administrative Nomenclature chose real documents produced within the Vives Network of Universities, requiring English translation, as a starting point. Such documents include contracts, academic and financial reports, strategic plans, syllabuses, regulations, web pages, certificates, academic transcripts and other documents that fall within the institutional sphere.

The translations into English have been checked against terms used on the websites of several English-speaking universities, which has also facilitated the search for parallel texts and terminology. Finally, further confirmation and assessment of these translations was made possible through three research visits, under the auspices of the Erasmus programme, to the universities of Bristol, Cardiff and Sunderland.