

Policy on proof reading	
Policy category	Academic
Subject	Proof reading, student conduct
Responsible officer	Director, Students & Education
Responsible office/author	Student Conduct and Appeals
Related College policies	
Related procedures	
Approving authority	Academic Standards Sub-Committee
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Policy on proof reading

The College does not offer a proof reading service to students nor does it recommend the use of any proof reading services. Proof reading is the final stage of producing a piece of written work and therefore, whenever possible, the College believes that students should carry out their own proof reading. Proofreading must not include any assistance in relation to the content of the assessment, nor should it involve any tutoring on the part of the proof-reader. The proof reader should confine themselves to the structure, language fluency, presentation of the text and to highlighting errors in spelling, punctuation and grammar. If a proofreading service is offering to check the academic content of a written assignment, then this is not a legitimate proofreading service.

For the sake of clarity where a student chooses to ask another individual to proof-read their work or engages a proof reading service to undertake this task they must adhere to the following rules.

1. In all cases work submitted by a student must be their own work and any use of a third-party proof reading or editing service must not compromise the authorship of the work submitted.
2. Students should consult their department on its policy with respect to the use of proof readers for particular programmes and modules and ensure that they adhere to the relevant rules.
3. Where a proof reader or proof reading service is used they may:

- identify spelling and typographical errors;
- identify poor grammar;
- highlight formatting errors or inconsistencies;
- identify errors in labelling of diagrams, charts or figures;
- highlight a sentence or paragraph that is overly complex or where the intended meaning is not clear;
- draw attention to repeated phrases or omitted words.

4. Where a proof reader or proof reading service is used they must not:

- rewrite passages of text to clarify the meaning or to develop ideas and arguments;
- change any words or figures, except to correct spelling;
- check or rewrite calculations, formulae, equations or computer code;
- rearrange or reformat passages of text;
- contribute any additional material to the original;
- re-label diagrams, charts or figures;
- reduce the length of the work so that it falls within the stated word limit;
- make major corrections relating to referencing;
- correct information within the work;
- translate the work into English;
- comment on how well the work answers the question.

5. Failure to adhere to the above requirements will result in an investigation under the College's Misconduct Regulation and appropriate penalties will be applied.