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## Policy relating to Proof Reading Services

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### Guidance on Proof-Reading

The University 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 University believes that students should carry out their own proof-reading. 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-reader or 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. Students should declare that a proof-reader has been used on submission of their work.
4. 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
5. Where a proof-reader or proof-reading service is used they **must not**:
  - Rewrite passages of text to clarify the meaning
  - 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
6. Failure to adhere to the above requirements will result in an investigation under the academic dishonesty regulation and appropriate penalties will be applied.