Proofreading Policy

Owner:	*Head of Registry*
Approved by:	*Academic Committee*
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Version:	*2.0*
Policy reference number	*Acad 014*

Proofreading Policy

1. Principle and Scope

1.0.   This Policy explains our approach to proofreading, including the support you can expect to help you in the development of your final assessment submission.

1.1.   We do not offer a proofreading service and would encourage you to develop your own strategies and skills for checking your work at all stages of development, including the final draft. However, if you decide to use a proofreading service, your use of such a service must meet the expectations of this Policy.

1.2.   Throughout this Policy, we refer to courses and modules. However, our collaborative partners may use different terminology such as programmes and/or units. Schedule A details Collaborative Partners' exemptions, including, as relevant, marks conversion information.

2. Acceptable Support

2.1.   Acceptable proofreading includes checking work for:
   A.   Accurate spelling, punctuation, and grammar.
   B.   Correct verb tense, sentence structure, and word order.
   C.   Formatting errors and inconsistencies, including typographical errors and missing words.
   D.   Errors in the labelling of diagrams, charts, and/or figures.
   E.   Repeated words or phrases.
   F.   Identify where meaning is unclear.

2.2.   Proofreading should be done on all final drafts, but it is good academic practice to check your work at all stages of development, and not leave this to the last moment If you are not sure how to proofread your work or would like to develop your skills in checking your work, you should contact the Academic Skills Team for guidance.

2.3.   Throughout its development you should be editing your work. This means that you make sure you structure your work as advised by your lecturer, and that the information you have used is appropriate, accurate, and clear. We do not recommend relying on proofreading software, as this can be inaccurate.

2.4.   If you choose to use a proofreading service, you should give them a copy of this Policy, and keep a copy of all your correspondence with them. Whatever proofreading support you have, your final assessment submission must be your own work.

3. Unacceptable Support

3.1.   The following support from a third party is not acceptable:
   A.   Rewriting your work, including to clarify meaning.
   B.   Reordering words, sentences, or paragraphs to improve meaning.
   C.   Reformatting your work.
   D.   Adding or changing words, sentences, or paragraphs (except to correct spelling or identify repetition).
   E.   Checking or rewriting calculations, formulae, equations, or computer code.
   F.   Re-labelling diagrams, charts, figures.
   G.   Translating content into English.
   H.   Changing, adding to, or removing references.

3.2.   Any proofreading support you receive that does not meet the acceptable support noted above is likely to result in an Academic Misconduct case being made against you.

4. Schedule A

This Policy (set out above) applies to Regent's University London provision delivered directly at Regent's University London or through our Collaborative Partners except as detailed below:

DOMUS Academy
4.1. TBC

Istituto Marangoni (London)
4.2. TBC

Istituto Marangoni (Paris)
4.3. TBC

MACROMEDIA
4.4. TBC

Approved by Academic Committee – 29 November 2023

Policy version tracking

Version Number	Date	Revision Description	Editor	Status
1.0.	*October 2021*	Updated from policy to guidelines. Additional information added in to clarify certain sections based on guidance from other institutions.	Access, Participation and Achievement Manager	*Published*
2.0	*November 2023*	Substantial revision carried out and document renamed Proofreading Policy	Head of Library and Academic Skills, Head of Registry	*Published*