THE ENGINEERING & DESIGN INSTITUTE LONDON

PROOFREADING POLICY

Summary	Policy outlining TEDI-London's stance on proofreading. Outlines information about how students can use proofreading services to assist with their work.
Policy Owner	Registrar
Policy Sponsor	Academic Board
Policy applies to	All students of TEDI-London
Relevant legislation and policy	Academic Integrity Policy Assessment Regulations
Equality impact assessment completed	August 2021
Version	2

Approved by	Academic Board	**Approval date**	August 2021
Date of implementation	September 2021	**Date of next formal review**	September 2024

DOCUMENT CONTROL

Date	Version	Action	Amendments
08/2021	1	Policy issued	
08/2022	2	Policy updated	Policy updated to align with TEDI-London naming conventions

Contents

1. INTRODUCTION

1.1.   This policy gives advice to students about using third parties to proofread coursework and projects, including major projects.

1.2.   This policy sets out what The Engineering & Design Institute London (TEDI-London) considers to be appropriate regarding proofreading. This includes:

– who may proofread your work
– what proof-readers are allowed and not allowed to amend
– what checks should be in place if you decide to use a third-party proof-reader, and
– how to avoid academic dishonesty if you are using a proof-reader.

2. POLICY STATEMENT

2.1.   TEDI-London allows the use of proof-readers but has some guidelines in place, contained within this policy, to ensure that all students can use proofreading services equitably to safeguard the quality of work and to ensure that no students are more or less advantaged than others.

3. SCOPE OF THIS POLICY

3.1.   This policy is intended for all TEDI-London students.

3.2.   The policy should be read alongside the Academic Integrity Policy and the Assessment Regulations.

4. DEFINITIONS USED IN THIS POLICY

4.1.   We define proofreading as the process of reading a document to find and correct spelling, grammar, and formatting errors. It is the final step in the assignment drafting process and should be undertaken once you have written and edited your work to ensure its coherence and flow.

5. ROLES AND RESPONSIBILITIES

5.1.   You (the student) are responsible for adhering to this policy, which includes ensuring that any third parties that proofread your work also follow this policy. You should share this policy with any third-party proof-readers you use.

5.2.   TEDI-London staff, particularly academic tutors, your Personal Tutor or the Student Hub team can advise you about what constitutes acceptable proofreading practice. Please note that they will not proofread your work for you.

6. WHO CAN PROOFREAD

6.1.   You should perform the initial proofreading for your own work. This is a useful learning experience for you to identify your own errors and inconsistencies.

6.2.   We recognise that you may wish to ask a third party to proofread work prior to submission. Proofreading might be undertaken by peers, housemates, family members, and professional proofreading companies.

7. INSTANCES WHERE PROOFREADING IS NOT PERMITTED

7.1.   There will be some instances where we deem it inappropriate for your work to be reviewed. This might be in instances, for example, if project partners are not to be permitted to proofread each other's individual reports.

7.2.   We will make you aware of any instances of proofreading not being permitted in guidance and well in advance of your assessment deadlines.

8. THIRD PARTY PROOFREADERS

8.1.   Third-party proof-readers are not expected to actively amend existing, or create new, content in draft work; instead, they should support you by identifying errors and/or making suggestions relating to, but not creating content.

8.2.   Any third-party reviewing work should be familiar with this policy and agree to operate within its expectations. It is your responsibility to ensure that the proof reader is aware of the policy and no proofreading should be undertaken if the individual concerned does not agree to align their practice with the conditions detailed below.

8.3.   At the point of submission, you will be expected to declare whether or not you have had your work proofread and if so, indicate that the proof reader has worked within the policy's restrictions as set out below.

8.4.   It is **acceptable** for proof-readers to:
   a. Identify spelling and typographical errors
   b. Identify poor grammar e.g. tense use, verb form, sentence structure, word order
   c. Highlight formatting errors or inconsistencies
   d. Identify spelling/ grammar/ typographical errors in labelling of diagrams, charts or figures
   e. Identify typographical errors in equations
   f. Highlight a sentence or paragraph that is overly complex or where the intended meaning is not clear
   g. Draw attention to repeated phrases or omitted words
   h. Identify errors in the referencing system applied

8.5.   It is **not acceptable** for proof-readers to amend existing content and they must not:
   a. Rewrite passages of text to clarify the meaning
   b. Change any words or figures, except to correct spelling
   c. Check or rewrite calculations, formulae, equations or computer code
   d. Rearrange or reformat passages of text
   e. Contribute any additional material to the original
   f. Redraw, alter, or relabel diagrams, charts or figures
   g. Alter argument or logic, where faulty
   h. Implement or alter a referencing system or add to references
   i. Check or correct facts, data calculations, formulae, or equations
   j. Correcting errors identified in the reference system applied
   k. Translate text drafted by students, noting that this does not prohibit translation of source material if it is properly referenced

9. GROUP WORK

9.1.   Several assignments at TEDI-London involve group work and you will be expected to submit a collaborative assignment. The assignments will likely be drafted and re-drafted by several different members of the group. This process is a key part of the learning experience.

9.2.   We do allow you to edit the work of other students within your group although it is expected that you will act within the guidelines set out in this policy when working with further third parties.

9.3.   You should be careful only to use this process for joint assignments submitted as a group and not to collude on or plagiarise work from fellow students for individual assignments.

10.   PROOFREADING AND ACADEMIC DISHONESTY

10.1.   We expect all students to uphold standards of academic integrity, as noted in the Academic Integrity Policy, which means that all work submitted for assessment is your own. This section provides some guidance on how to avoid committing academic dishonesty if you are using a proof-reader.

Type of Academic Dishonesty	Guidance for proofreading
Plagiarism: passing off someone else's work, written or otherwise, as your own work. This includes published work in the public domain, or the work of other students from any institution.	A proof-reader may identify spelling and basic grammar errors. Inaccuracies in academic content must not be corrected nor should the structure of the piece of work be changed; doing so may result in an accusation of plagiarism. A proof-reader may be used to ensure that the work meets a quality threshold with respect to English standards.
False Authorship: This means purchasing or commissioning work from another person/ service and presenting this as your own work. This includes the use of essay mills. **Collusion:** where two or more students consciously collaborate in the preparation and production of work which is ultimately submitted by more than one of you in an identical	If you submit an assignment where proof-readers have acted in a way that compromises the authenticity of that work or acted outside of the limitations set out in this policy will be investigated under the Academic Dishonesty Policy. It is your responsibility to inform your proof-reader of the Proofreading Policy (this document) and to check your work prior to submission to ensure

or substantially similar form and/or is represented by each of you to be your own work. Note the exceptions relating to group work outlined above.	that it is in line with our policies and expectations.

10.2. You will be required to make a declaration on submission that you have acted in line with TEDI-London's policy and expectations for proofreading.

11.   TRAINING, DISSEMINATION, AND IMPLEMENTATION

11.1. Students will be introduced to the Proofreading Policy during their induction and will be reminded of the need to uphold the expectations of this policy near each assessment deadline.

11.2. TEDI-London staff will receive training on this policy at induction, and regular refresher training will be provided on an annual basis.

11.3. This policy is available on the TEDI-London website.

12.   MONITORING AND REVIEW

12.1. This policy is the responsibility of the Academic Board. It will be reviewed every three years, taking into considering staff and student feedback on its use.