

Proofreading policy

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Post/Section with responsibility for implementation and monitoring		Dean of Research
Approved by		Senate
Policy review	Latest review by	Dean of Research
	Latest review date	March 2024
	Review outcome	<ol style="list-style-type: none"> 1. Word count specifications for final assessments have been integrated. 2. Documents required from the proofreader to supply to students have been added. 3. Adding conditions for special circumstances in relation to the proofreading process and for readmitted students and students who have their work proofread.
	Next review date	January 2025
Cross-reference/related documents		14.0 Guide to presenting final research work 5.1.4 Dissertation framework 5.1.4.1 Submission of project reports 5.2.1 Assessment regulation of doctoral degrees

1.0 Rationale and principles

- 1.1 This policy determines the proofreading of students' work and sets out who can be involved in offering various forms of comment on, and correction to, work that is yet to be submitted for assessment.
- 1.2 This policy aims to:
- 1.2.1 help students proofread the academic language in their work prior to final submission;
 - 1.2.2 develop a shared understanding of what proofreading work should entail and the acceptable boundaries for any intervention on a student's text;
 - 1.2.3 prohibit students from contacting proofreaders beyond the list approved by the University;
 - 1.2.4 improve the quality of student's work.

2.0 Scope

2.1 This policy, intended for the guidance of students and staff, relates to the proofreading of work to be submitted as part of academic coursework, including but not limited to undergraduate capstone projects, MBA consultancy project reports, Master’s dissertations, and doctoral theses. The University’s Faculties should make students aware of this guidance in advance of students undertaking the assessment.

3.0 Policy

3.1 The role of the DTC in proofreading

The Doctoral Training Centre (DTC) is the centre within The British University in Dubai under which the purview of proofreading lies. The DTC would not in itself carry out proofreading but initially provide mandatory screening for final assessments submitted by students. Upon successful screening the DTC would provide qualifying students with an authorised list of proofreaders from which proofreading services can be procured.

3.2 Mandatory screening by the DTC

The DTC would carry out mandatory screening whereby work submitted would be checked to determine if it meets the minimum English language requirements and the word count specifications of the University. The word counts for final assessments as specified by the university is as follows:

Final Assessment	Word count (excluding appendices and references)
Masters (9 credit hour Dissertation)	up to 18000 (9 Cr. Hr.) Up To 12000 (6 Cr. Hr.)
MBA projects (9 credit hour Dissertation)	up to 15000 (9 Cr. Hr.) Up to 10000 (6 Cr. Hr.)
PhD	60,000 – 80,000
EdD / PDBA	40,000 - 50,000

This service will carry a cost of 500AED. The screening requirements would be set by the university and revised as needed. The screening phase lies within the purview of The Doctoral Training Centre.

3.3 Authorised proofreading list

The authorised proofreading list is a compilation of proofreaders by the university that are given permission to provide proofreading service to its students at a mutually agreed rate. Students must adhere to the provided list and only access proofreaders on this list when seeking proofreading services. This list would be made available to students once satisfactory prerequisites are met which are detailed in the proofreading process.

Additions to and exclusions from the authorised list of proofreaders:

- (i) Additions and exclusions from the authorised list of proofreaders is solely dependent upon the discretion of The British University in Dubai.
- (ii) Exclusions may occur as a result of poor quality, failure of the proofreader to comply with the set conditions stipulated, failure of the proofreader to provide work in a timely manner, the charging of rates for the university’s students not agreed upon etc.

- (iii) Additions may only be included when quality checks and other vetting mechanisms have been undertaken by the university, upon the recommendation of university staff; upon the recommendation of the authorised proofreaders; through the university procuring the services of independent contractors etc.

The university is not liable or responsible for the quality of proofreading received by approved proofreaders. This list has been compiled based on the university's perceived understanding of their quality at a point in time and not over a period of time. It is understood that proofreading quality varies over time. Though, every effort will be made to include only reliable proofreaders on the list.

In the instance a student has a grievance with a proofreader with regards to quality, the student is required to write to the proofreader directly, copying the university, so as the university is aware of the problem but not with the understanding of intervening. The DTC would however solicit feedback from such cases from both parties with the purpose of further inclusion or exclusion from the authorised list of proofreaders.

3.4 Scope of proofreader and proofreading

3.4.1 A proofreader on the authorised list can:

- identify spelling, punctuation, typographical and grammatical errors in line with British conventions;
- identify formatting errors and inconsistencies, e.g., page numbers, font size, line spacing, headers and footers, margins, footnotes/endnotes, and layout;
- identify areas of text that are poorly structured so that the meaning is unclear;
- identify minor formatting errors, such as inconsistencies or ordering, in the referencing; and identify errors in the labelling of figures, diagrams, graphs, and charts;
- identify lexical repetition or omissions.

3.4.2 A proofreader on the authorised list cannot:

- rewrite content where the meaning is unclear or ambiguous;
- correct facts, calculations, equations, coding, formulae, figures, graphs, and charts;
- make additions to the content or remove content;
- rearrange text or paragraphs to improve coherence;
- make changes to ideas or discussions;
- change or reduce content to align with a word limit;
- significantly alter or implement a referencing system;
- re-label figures, diagrams, graphs, and charts;
- make stylistic corrections;
- reformat the work;
- translate any part of the English text.

3.4.3 Documents proofreader is to supply to students:

Upon completion of proofreading the student's work, a proofreader is expected to supply the student with the following documentation:

- A copy of the work inclusive of track changes and comments
- a clean copy of the work
- a summary document detailing to the student what aspects of the work needs to be further addressed by the student post proofreading (e.g. formatting errors, referencing errors, British spelling errors etc)

- proofreading certificate.

3.5 Acting upon changes made by the proofreader

All comments given by the proofreaders should be in the form of Microsoft Word Track changes; the authorial ownership rests with the students themselves. Students can choose whether they accept or ignore the proofreader's advice.

3.6 Student feedback and confirmation of proofreading

At the end of the proofreading process students would be asked to give feedback on the screening and proofreading phases so as to facilitate improvements to the service. Students will also be required to produce evidence that the proofreading has been completed.

3.7 Arabic Abstracts

The DTC will offer the service of providing translation and proofreading of Arabic abstracts at a cost separate from that of screening.

3.8 Process

The proofreading process is divided into sequential phases.

Phase 1 – Intent to submit

- (i) The first phase is related to alerting students to the existence of the paid service and making it clear to them that it is mandatory for all students (registering in their programmes after the approval of this policy) to submit their final work for screening under the supervision of the University and proofreading (if required as per screening report).
- (ii) The first step of the process requires students to submit to the DTC an 'Final Assessment Screening (FAS) Form' signed by their respective Director of Studies/Supervisor. This initial signed form is mandatory and movement into the screening stage cannot take place without this.
- (iii) The role of the Director of Studies (DOS)/Supervisor in the proofreading process is to ensure that their students follow the required protocols.

Phase 2 – Screening

- (iv) The second phase relates to the screening of the work. This is done by the DTC at a charge of 500AED. The DTC checks the work to ensure it meets the minimum English language requirements.
- (v) The DTC will then communicate with the student the decision on if the work meets the minimum requirements. Two situations can apply:
 - If the submission meets the minimum submission requirements, the student will be informed of this and given access to the list of authorised proofreaders. The authorised proofreading list would be located on Blackboard and students would be given access to the authorised list by being given access to the Blackboard proofreading module. Further communication between student and proofreader at this point is beyond the purview of The British University in Dubai
 - If the submission does not meet the minimum requirements, the student will be notified of the decision and given a list of recommendations to improve the work.

The student will not be given access to the list of authorised proofreaders until their work meets the minimum requirements. Upon resubmission and rescreening of their work, no further charge will apply (up to the second submission).

- Native English speakers will be exempted based on the quality of work submitted. Exemptions will be based on the quality of student work and direct Doctoral Training Centre (DTC) and DoS/supervisor interviews with students.

Phase 3 – English proofreading

(vi) Once given access to the list of authorised proofreaders, the students will begin direct communication with their proofreader of choice to get their work proofread. Payments are made directly to the proofreader by the student, the university is not involved in this exchange nor is expected to facilitate this exchange.

(vii) Once proofreading has been completed the proofreader will return the work to the student copying the DTC acknowledging the proofreading was done by an approved proofreader. Failure on the part of the university to receive this notification from the proofreader, would result in the student being unable to proceed with final submission. It is incumbent upon the student to ensure this email proof is received by the DTC.

Phase 4 – Arabic abstract translation and proofreading

(viii) As part of the service, Arabic abstracts will be translated and proofread by the DTC.

Two situations can apply:

- **if the Arabic abstract is included** in the submission, the DTC will check its quality at the screening stage and advise the student whether it needs to be proofread or not:
 - if the Arabic abstract is satisfactory (after screening), the student will be informed of the decision and no further proofreading charges for this service will apply;
 - if the Arabic abstract is not satisfactory (after screening), the student will be advised either (i) to ensure the Arabic abstract is written to a satisfactory level by an external agency or (ii) to have the DTC proofread the Arabic abstract at an additional charge.
- **if the Arabic abstract is not included**, students have two options:
 - to have a translation undertaken by an external agency and submit it to the DTC for approval; or
 - to have the DTC translate the English abstract to Arabic at an additional charge.

Phase 5 – Feedback

(ix) Upon completion of the proofreading process students would be asked to rate and provide feedback on the overall services of the chosen proofreader. This would contribute to the development of a rating system for future students accessing the authorised list of proofreaders.

3.9 Conditions in relation to the process:

3.9.1 Students are encouraged to access proofreaders from the approved list provided by the university. In the instance that a student requires a proofreader not included on this list, the student must provide the full details of the proofreader and their work to the DTC upon work completion.

3.9.2 The cost associated with the screening of final assessments that are theses/dissertations/projects/capstone projects is a cost set by the university and a process controlled by the university;

3.9.3 The cost associated with the proofreading of final assessments that are theses/dissertations/projects/capstone projects is clearly set out within the authorised proofreading list and is not a service administered by the university;

3.9.4 The cost for proofreading services stipulated on the authorised list has been negotiated between the proofreader and the university in an effort to provide students with reasonable and affordable proofreading services. As such prices indicated on the authorised list of proofreaders are non-negotiable by the student or the proofreader.

3.9.5 Students are expected to be charged for the word count that includes the following elements of a dissertation/thesis/final project/capstone project: initial pages; introduction; literature review; methodology; results; discussion; conclusion; references. Appendices normally do not fall under the purview of the screening or proofreading;

3.9.6 Cases of substantial changes after proofreading and formatting have been completed and/or after examination is expected to be charged on a pro-rata basis;

3.9.7 Dissertation/thesis/final project submission forms will be modified so that students acknowledge and agree that their work must be sent to the DTC for screening then subsequently contact a proofreader on the authorised list for actual proofreading;

3.9.8 The service is not mandatory for students who registered/readmitted for their programmes before September 2022; however, the University reserves the right to hold a viva for work submitted that is proofread outside of the University proofreading services.

3.9.9 For previously proofread work, if a student claims that their work has been previously proofread by a proof-reader not included in the BUiD authorised proof-reader list, he/she will be required to have their work proofread again under the process outlined in this policy, unless exempted by the Dean of Research.

3.9.10 In special circumstances, and based on the quality of work, the Dean of Research might grant some exemptions after thorough review of the DTC. Such cases will be handled on case-to-case basis.