

Proof-reading

Policy number/version		5.6/V01
Section		ASSESSMENT AND INTEGRITY
Type		Academic policy
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Post/Section with responsibility for implementation and monitoring		Dean of Research
Approved by		Senate
Policy review	Latest review by	Registrar and Chief Administrative Officer
	Latest review date	July 2022
	Review outcome	Added a table of general guidelines for charges Amended second phase of proofreading process Added a clause on proofreading Arabic abstracts
	Next review date	September 2022
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 which this policy seeks to uphold

- 1.1 This policy determines the proof-reading 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 text;
 - 1.2.3 prohibit students from contacting proof-readers beyond the list approved by the University;
 - 1.2.4 improve the quality of students' work.

2.0 Scope

- 2.1 This policy, intended for the guidance of students and staff, relates to the proof-reading of work to be submitted as part of academic coursework, including but not limited to 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

Capacity

3.1 A proof-reader can:

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

3.2 A proof-reader cannot:

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

Process

3.3 The proofreading process is divided into sequential phases.

3.4 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 proof-reading under the supervision of the University.

3.5 It should also be made clear to all students that:

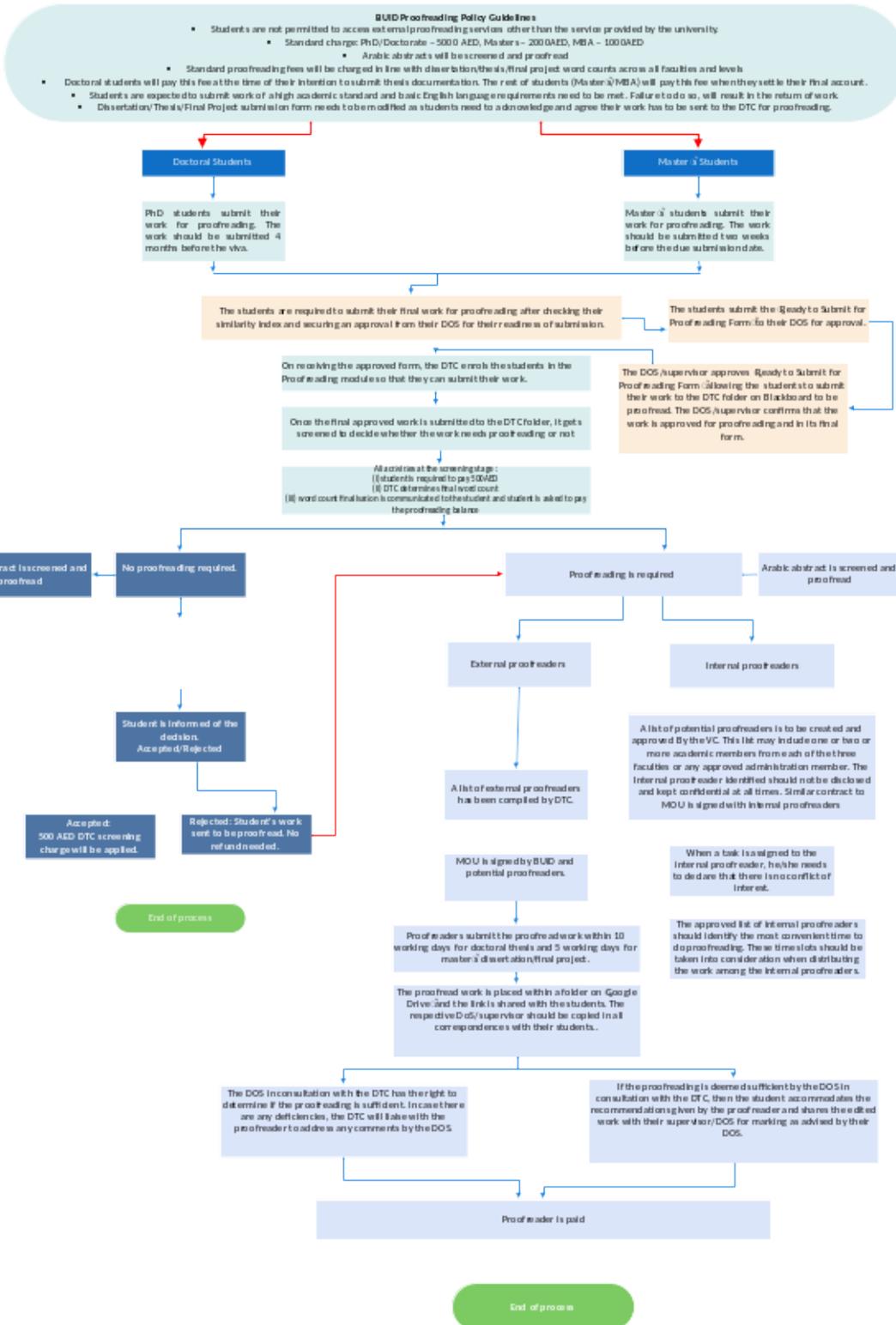
- 3.5.1 students are not permitted to access external proof-reading services other than the services provided by the University;
- 3.5.2 the cost of proof-reading submissions that are other than theses/dissertations/projects will be determined independently based on the word count of the submission;

- 3.5.3 students will be charged for the word count that includes the following elements of a dissertation/thesis/final project: initial pages; introduction; literature review; methodology; results; discussion; conclusion; references. Appendices do not fall under the purview of the proof-reading;
- 3.5.4 where students submit a piece of work exceeding this guideline an additional charge will be applied;
- 3.5.5 as part of the service, Arabic abstracts will be translated and proof-read by the DTC. Two situations can apply:
 - 3.5.5.1 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 proof-read or not:
 - 3.5.5.1.1 if the Arabic abstract is satisfactory (after screening) the student will be informed of the decision and no further proof-reading charges for this service will apply;
 - 3.5.5.1.2 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 proof-read the Arabic abstract at an additional charge.
 - 3.5.5.2 if the Arabic abstract is not included, students have two options:
 - 3.5.5.2.1 to have a translation undertaken by an external agency and submit it to the DTC for approval; or
 - 3.5.5.2.2 to have the DTC translate the English abstract to Arabic at an additional charge.
- 3.6 The second phase focuses on communication with students and proof-readers. The DTC staff will act as a liaison between proof-readers and students. Submissions will be through a Blackboard module. The main tasks assigned to the DTC staff will be as follows:
 - 3.6.1 initiating the screening process. This initiation will incur a cost.
 - 3.6.2 collecting students' work and communicating with the DoS/supervisor to make sure that the work is in its final form before it is assessed for proof-reading;
 - 3.6.3 assessing students' work and evaluating whether proof-reading is required;
 - 3.6.4 calculating the total cost of the proof-reading process based on the cost table in Appendix B;
 - 3.6.5 contracting a proof-reader of English to undertake the work in the agreed time frame;
 - 3.6.6 deciding, in consultation with the DoS/supervisor, whether further proof-reading is required after the work is returned by the proof-reader(s).
- 3.7 All comments given by the proof-readers should be in the form of Microsoft Word tracked changes; the authorial ownership rests with the students themselves. Students can choose whether they accept or ignore the proof-reader's advice.

3.8 It should be made clear to all students that:

- 3.8.1 students are not permitted to access external proof-reading services other than the services provided by the University;
- 3.8.2 standard proof-reading fees will be charged in line with dissertation/thesis/final project word counts as approved by each programme;
- 3.8.3 cases of substantial changes after proof-reading and formatting have been completed and/or after examination will be charged on a pro-rata basis;
- 3.8.4 students are expected to submit work of a high academic standard and adequate English language requirements need to be met – failure to do so will result in the return of work;
- 3.8.5 native English speakers will be exempted based on the quality of work submitted and applicable refunds will be applied at the time of settlement of final accounts – exemptions will be based on the quality of student work and direct Doctoral Training Centre (DTC) and DoS/supervisor interviews with students;
- 3.8.6 dissertation/thesis/final project submission forms will be modified so that students acknowledge and agree their work must be sent to the DTC for proof-reading;
- 3.8.7 the service is not mandatory for students who registered for their programmes before the approval date of the policy; however, the University reserves the right to hold a viva for work submitted that is proofread outside of the University proofreading services.

Appendix A: Proof-reading Workflow



Appendix B: Proof-reading cost table

Service	Cost
Screening student's work for proof-reading	500 AED (will be adjusted in the total proofreading fee as detailed below)
PhD and doctoral thesis (maximum of 80,000 words)	5,000 AED
Master's dissertation (maximum of 18,000 words)	2,000 AED
MBA projects (maximum of 9,000 words)	1,000 AED
Words exceeding word count limit	50 AED per 1000 words
Translate abstract from English to Arabic	500 AED
Proof-reading Arabic abstract	500 AED

Appendix C: Ready to submit thesis for proof-reading (pre viva) form



READY TO SUBMIT THESIS FOR PROOF-READING (PRE VIVA)

Please submit this form at least one month prior to your intended thesis submission date. The form is to be submitted by the candidate to the Doctoral Training Centre.

SECTION 1 - TO BE COMPLETED BY THE STUDENT

Name	ID number	Mode of study <input type="checkbox"/> Full time <input type="checkbox"/> Part time
Mobile number	Name of Director of Studies (DoS):	
Programme		
Title of thesis		
Intended date of final thesis submission after proof-reading		
Candidates' declaration:		
€ I confirm I have submitted this version of my thesis for plagiarism checks and it is in compliance with the policy guidelines of The British University in Dubai.		
€ I confirm that I have sought the advice of my DoS in considering the state of readiness of my thesis for submission and I am ready to submit after proof-reading.		
€ I confirm that any revisions made to the document after submitting to the Doctoral Training Centre will not fall under the purview of proof-reading by the DTC.		
€ I confirm that my work will be proof-read as stipulated by the Proof-reading policy and I will pay the specified amount of money for this service.		
€ I acknowledge that I am aware that a one-month period will be needed for the proof-reading process.		
Signature:		Date:

SECTION 2 - FOR COMPLETION BY THE DIRECTOR OF STUDIES

I note the proposed date for submission of the thesis on the date given above and

do / do not support the request for thesis submission.

Signature

Date

Appendix D: Ready to submit revised thesis for proof-reading (post viva) form



READY TO SUBMIT REVISED THESIS FOR PROOF-READING (POST VIVA)

Please submit this form to the DTC after you have completed all required revisions (post viva)

SECTION 1 - TO BE COMPLETED BY THE STUDENT

Name	ID number	Mode of study <input type="checkbox"/> Full time <input type="checkbox"/> Part time
Mobile number	Name of Director of Studies (DoS):	
Programme		
Title of thesis		
Intended date thesis revisions are to be submitted:		
If there are any particular arrangements or adjustments that need to be made in case of any specific disability or extenuating circumstances that you have to enable your full participation in the viva examination, please mention them here:		
Candidates' declaration:		

I confirm that I have sought advice of my DoS in considering the state of readiness of my thesis revisions for submission and deciding to give this 'Ready to submit revised thesis for proof-reading'.

I confirm that my work will be proof-read as stipulated by the Proof-reading policy and I will pay the specified amount of money for this service.

I acknowledge that I am aware that a one-month period will be needed for the proof-reading process before the final submission of my revised thesis.

Signature:

Date:

SECTION 2 - FOR COMPLETION BY THE DIRECTOR OF STUDIES

I note the proposed date for submission of the thesis on the date given above and

do / do not support the request for thesis submission.

Signature

Date

SECTION 3 - FOR COMPLETION BY THE DOCTORAL TRAINING CENTRE

Date of receipt: DD/MM/YYYY Copies sent to DoS, DTC, HoP and Chair of RDC

Original form filed in student file

Signature

Appendix E: Ready to submit dissertation for proof-reading form

READY TO SUBMIT DISSERTATION FOR PROOF-READING

Please submit this form two weeks prior to your intended dissertation submission deadline. The form is to be submitted by the candidate to The Doctoral Training Centre.

SECTION 1 - TO BE COMPLETED BY THE STUDENT

Name	ID number	Mode of study <input type="checkbox"/> Full time <input type="checkbox"/> Part time
Mobile number	Name of Supervisor:	
Programme		
Dissertation Title		
.....		
.....		
Intended date of final thesis dissertation after proof-reading		
Candidates' declaration:		
€ I confirm I have submitted this version of my dissertation for plagiarism checks and it is in compliance with the policy guidelines of The British University in Dubai.		
€ I confirm that I have sought the advice of my supervisor in considering the state of readiness of my dissertation for submission and I am ready to submit after proof-reading.		
€ I confirm that any revisions made to the document after submitting to the Doctoral Training Centre will not fall under the purview of proof-reading by the DTC.		
€ I confirm that my work will be proof-read as stipulated by the Proof-reading policy and I will pay the specified amount of money for this service.		
€ I acknowledge that I am aware that a two-week period will be needed for the proof-reading process.		
Signature:		Date:

SECTION 2 - FOR COMPLETION BY THE SUPERVISOR

I do / do not support the request for dissertation submission for proof-reading purpose.

Signature

Date

SECTION 3 - FOR COMPLETION BY THE DOCTORAL TRAINING CENTRE

Date of receipt: DD/MM/YYYY

Date submitted to proof-reader: DD/MM/YYYY

Signature