



University of
St Andrews | FOUNDED
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UNIVERSITY OF ST ANDREWS
POLICY ON LANGUAGE CORRECTION

Policy Title	Policy on Language Correction
Scope	Applies to all Undergraduate, Taught & Research Postgraduate Students
Relationship with other policies	-
Owner	Proctor's Office, ELT
Approving Committee	Learning & Teaching Committee (LTC)
Policy approved date	22 September 2010
Policy effective from date	2010-12

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1. Introduction

'Language correction' is the use of pre-submission assistance from another person, to improve the accuracy of the language in which an assessment is written. Such assistance must be limited to sentence-level adjustments in grammar, style, vocabulary, spelling and punctuation. Such assistance should seek to enhance the candidate's learning in relation to the accurate use of language.

Language correction does **not** refer to a) ghost-writing, in which the candidate does not produce an original written text, but seeks assistance from another person to formulate a text; or b) adjustments in ideas, citation and referencing, and structure.

2. Policy

It is the University's policy that students should be assessed on their skills and abilities, including skill in using written language. Students will be provided with education and training appropriate for the development of such skills. Nevertheless, students may obtain assistance from another person, whether paid for or not, for the correction of the written language of their formative and summative assessments, under the following conditions:

- Where it is not forbidden to do so by their School as stipulated in the School Handbook or in the assessment description; and
- Where it is explicitly acknowledged.

3. Acknowledgement

Any language correction assistance must be explicitly acknowledged in the following signed declaration at the front of the submitted work:

'I, [INSERT MATRICULATION NUMBER], received particular assistance in the writing of this work in respect of matters of grammar, style, vocabulary, spelling or punctuation.

The assistance was provided by (delete as appropriate):

- A member of the Academic Staff
- A non-academic member of Staff
- A fellow Student

- Other Source (please specify)

4. Exceptions

Students who are registered with Student Services as having a disability or learning difficulty for which proof-reading or language correction is recommended are not required to acknowledge this assistance but may wish to do so.

5. Infringements

Suspected use of non-permissible types of adjustment will be treated as plagiarism and will be dealt with according to the University's Academic Misconduct Policy.

6. Further Information

The University of Bristol gives very practical interactive exercises with feedback on language correction:
www.bristol.ac.uk/arts/exercises/grammar/grammar_tutorial/index.htm

See also: List of available proofreaders (UG/PGT) and (PGR)