

Academic Supervisor Consent Form

Consent for a student to make use of a proofreader registered on the RHUL Proofreading Scheme
(for the academic supervisor to complete and send to CeDAS@royalholloway.ac.uk)

Name of student:	<input type="text"/>
Department:	<input type="text"/>
Degree programme:	<input type="text"/>
Title of written work:	<input type="text"/>
Name of academic supervisor:	<input type="text"/>

The Proofreading Scheme is based on the *Royal Holloway Proofreading Policy* agreed by LTQC (Learning Teaching and Quality Committee) in May 2015. The scheme sets out a code of practice which both student and proofreader must follow:

- The scheme is only open to students engaged in extended written work, i.e. a project, dissertation, or thesis.
- The scheme can only be used with the written consent of a student's academic tutor or supervisor.
- Third-party proofreading only takes place at the final draft stage of a piece of work.
- The role of the proofreader is restricted to the identification only of surface errors and inconsistencies in grammar, punctuation, spelling, labelling, formatting and referencing.
- The involvement of a proofreader is declared in the student's work.
- As the service is by private arrangement between proofreader and student, the university bears no liability for any failings in the arrangement.
- Further, it is the sole responsibility of the student to ensure that the authorship of a submitted dissertation or project is his or her own work alone and not that of a third party.

By ticking this box I hereby give consent for the above student to make use of a proofreader registered on this scheme.

Please note that we will only accept this form if it is completed in full and emailed to CeDAS@royalholloway.ac.uk by the academic supervisor. We cannot accept consent forms emailed to us by students.