**Proof Reading Pro Forma – For use where a Student has their work Professionally Proof Read.**

|  |  |
| --- | --- |
| **Student Name** |  |
| **Title of Piece of Work** |  |

*I [insert name of Student] sign to say that I am having this piece of work proof read and that I understand the function and purpose of proof reading. I confirm that I have provided only my final draft to the proof reader and have provided them with a copy or a link of the University’s Statement on the use of Proof Reading Services.*

Signed

Date

*I [insert name of Proof Reader] sign to say that I have received only a copy of the Students final drafted, and have read and understood the University’s Statement on the use of Proof Reading Services, and confirm that I am only offering a service which complies with the definitions set out in this statement.*

Signed

Date

**NB Students should keep a copy of this agreement, and produce this if required. There is not a requirement to provide this agreement unless requested.**