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Dear Student

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2. The tutor currently responsible for co-ordinating dissertation checking is Louise Green. Please contact first preferably by email on l.green@brookes.ac.uk or leaving a note for her at the International Centre reception desk. You can explain your requirements by e-mail, e.g. if you want a focus to be given to coherence or any grammar point.
3. Make sure that you already have your supervisor's agreement to use the service. You will need to collect (and complete as far as possible), a cover sheet from the Oxford Brookes International reception desk and bring it to the dissertation checking co-ordinator.
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6. The co-ordinator will find you a checker from Oxford Brookes International list of qualified English language experts, and the checking process will begin. The checker assigned to you will estimate at an early stage how long the whole dissertation should take to check. Please make sure you agree this with the checker, so that both of you are clear about what is expected. The **minimum length of time needed for a short dissertation is 5 hours (thus minimum total fee for a check is £75)**, but this will vary depending on the length and complexity of your work and the number and type of amendments that need to be made. Many dissertations take between 5 and 10 hours, but there is no definite rule.
7. Please note that **ALL THE CHECKING TAKES PLACE ELECTRONICALLY**. This means you do not need to bring printed versions to Oxford Brookes International and you do not book a face-to-face tutorial. Once you have made a booking for a particular date, you need to send the work to the co-ordinator (l.green@brookes.ac.uk) as an e-mail attachment. The work will be checked using the tool "track changes" which highlights all changes in a red font, and then sent

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8. Remember that it is important to request a checker and book a time for the electronic checking, as far in advance of your deadline as possible. At least two weeks is ideal, but the longer you give us the more likely we are to find you a suitable checker. If you make your request only a few days before the deadline, it may not be accepted as we may not be able to find you a checker in time, especially at busy periods. Please also note that if you change your submission time (eg you ask for an extension, or are not ready to submit on the date arranged), it may not be possible to do the checking. You need to check with the co-ordinator and the checker first.

9. Please note that the Oxford Brookes International checker will correct your dissertation for language errors only, not content, which is your – and your supervisor's – responsibility. Of course we hope you will use the spell-checkers and other language aids on your computer before you bring your work to us. Our job is to indicate those errors which you and the computer may have missed and to help make your dissertation clear and easy to understand.

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