

These guidelines define proofreading, editing and developing writing skills for NMIT students and staff.

**Proofreaders** correct errors for writers, including spelling, punctuation, grammar, sentences, layout, and referencing, and also alert writers to unclear or poorly written passages.

**Editors** write or re-write texts for writers to modify ideas, clarify meaning and improve structure.

**Writing advisors/tutors** collaborate with writers to together develop writing skills

- identify correct, clear and concise writing,
- clarify ideas and structure,
- highlight common mistakes,
- discuss strategies to improve writing, and
- develop students' writing and self-editing skills.

NMIT acknowledges that some students receive writing advice from other students, staff, friends and family. However, students need to be responsible for producing their own work and ensuring that other people do not significantly change their written work. As per [New Zealand Qualifications Authority \(NZQA\) Guidelines about Authenticity of Assessments](#), 'it is appropriate for learners to learn from others and to gather information from a variety of sources. However, assessors must be clear that the work to be assessed has been processed and produced by the learner'.

NMIT students cannot use editors or proofreaders for their course assessments, except in special circumstances. During their programme of study, students are encouraged to develop their writing skills and their use of digital tools for writing.

NMIT students and staff who require support to develop writing skills in:

- English, contact Learner Services [library@nmit.ac.nz](mailto:library@nmit.ac.nz).
- Te reo Māori, contact Te Puna Manaaki [maorisupport@nmit.ac.nz](mailto:maorisupport@nmit.ac.nz)
- Pasifika languages, contact the Nelson Tasman Pasifika Community Trust [Hayley@nelsonpasifika.org.nz](mailto:Hayley@nelsonpasifika.org.nz)
- Mandarin, contact the International Curriculum team [Ethan.Xu@nmit.ac.nz](mailto:Ethan.Xu@nmit.ac.nz)

NMIT students with evidence of disabilities or impairments can apply for proofreading services and other equity support. Applications will be evaluated on a case-by-case basis by Learner Services. To apply for equity support, contact Learner Services [equity.support@nmit.ac.nz](mailto:equity.support@nmit.ac.nz).

NMIT staff who are submitting research for publication, with or without students as co-authors, can access proofreading and/or editing services. For further information, staff can contact the Research and Innovation Team [researchadmin@nmit.ac.nz](mailto:researchadmin@nmit.ac.nz).

Tertiary providers across New Zealand allow students enrolled in research-based postgraduate qualifications (with a thesis of at least 90 points) to use proofreading services.

As of 2021, NMIT does not have any programmes with a 90-point thesis.