



TEXT MANIPULATION (PROOFREADING) STUDENT GUIDANCE

A. Introduction

This Student Guidance is intended to be read in conjunction with the [Academic Integrity & Misconduct Policy](#).

Rules regarding 'text manipulation' fall under the scope of our **Academic Integrity & Misconduct Policy**. **You are expected to familiarise yourself with and follow these rules to avoid committing Academic Misconduct like plagiarism and contract cheating, either accidentally or on purpose.** This Guidance document provides further explanations and clarity regarding the appropriate use of human, online or Generative AI text checking.

B. Text Manipulation

Text Manipulation as defined by our AIM Policy refers to limited support which could be provided by a human, online text checking tool (such as Grammarly, Microsoft Editor, Read&Write etc.), or a GenAI tools (such as ChatGPT or Microsoft Co-Pilot) to identify and suggest corrections to written work. This is similar to **Proofreading** and includes surface-level checks such as spelling, grammar, punctuation, and formatting.

YOU MUST ALWAYS CHECK YOUR ASSESSMENT GUIDELINES TO FIND OUT WHAT PERMISSIONS HAVE BEEN GIVEN BY EACH ASSIGNMENT.

Text Manipulation is not allowed at all where structure, formatting, and grammar are part of the criteria for assessment.

Limited text manipulation is permitted to identify and suggest superficial corrections for:

- spelling, punctuation and typographical errors;
- grammar;
- formatting and layout inconsistencies;
- minor referencing format issues;
- labelling or repetition errors.

You remain fully responsible for your work and must decide whether to accept any suggested changes.

You must **NOT*** use any person or tool to change the substance of your work. This includes:

- adding or rewriting content;
- changing arguments, structure or meaning;

- checking facts, data, calculations or equations;
- reordering sections;
- significantly altering referencing;
- reducing content to meet word limits;
- translating text.

*Please note that for Doctoral Research, this does not include developing your research writing and presentation skills by working on drafts interactively with your supervisor, including for your final thesis.

City St Georges has clear rules about text manipulation and about using **Generative AI software** in your academic work. **Use of services that produce or substantially alter your work, compromising your own authorship, will constitute severe academic misconduct.**

C. Example of what IS and IS NOT allowed

This example has been taken from the 'AI Tools Birmingham City University Guidelines'.

Below is an original human sentence with some mistakes:

'Many scholar say globalisation often defined as process through what countries become more links in terms of there economies, cultures, and population.'

ALLOWED: Minor corrections for grammar, spelling or punctuation

The writing tool corrections are highlighted in bold and underlined in green below:

Many scholars say globalisation is often defined as the process through which countries become more linked in terms of their economies, cultures, and populations.

NOT ALLOWED: Major (re)writing of your sentences by Generative AI tools. The AI writing tools made significant changes highlighted in bold below:

Globalisation is frequently characterized as the phenomenon in which nations become increasingly interconnected in terms of their economies, cultures, and demographics.

Such changes made by an AI writing tool are not allowed and would be considered academic misconduct.

D. The use of Generative AI Tools

The University's Academic Integrity & Misconduct Policy states that you are expected not to use Generative Artificial Intelligence (AI) tools (such as ChatGPT and Microsoft Co-Pilot) to generate any work, unless you have been explicitly told that you may or must do so. This includes using the GenAI functions within text checking tools such as Grammarly.

Using Generative AI to gain an unfair advantage by misrepresenting its work as your own is considered to be Academic Misconduct and can have serious consequences.

The University's Guidelines on the use of Generative AI tools can be found on the Student Hub: [Using generative artificial intelligence \(AI\) for learning | Student Hub | City, University of London](#)

E. How to turn off generative AI functions in Grammarly

1. **Log in to Grammarly:** Go to [Grammarly.com](https://www.grammarly.com) and sign in.
2. **Go to Settings:** Click your profile icon and select Account Settings.
3. **Disable AI features:** In Settings or Customisation, find options like "Rewrite suggestions" or "Tone adjustments." Turn off these options to keep Grammarly focused on grammar and style checks. or
4. **Use Manual Mode:** In the Grammarly editor, switch to a mode that only highlights basic grammatical and spelling issues.

F. More advice from the Academic Skills Team

For further study skills advice, please look at the Academic Skills Team's VLE Module '[Academic Skills \(2026/27\)](#)' which you will find listed under 'My Modules' on your VLE.

You can make an appointment for one-to-one study skills support here: <https://city-uklead.libcal.com/appointments/>

For any other query, please contact us via skills@city.ac.uk

G. Useful Resources

- [Academic Skills Team Student Hub Page](#)
- [Using Generative Artificial Intelligence \(AI\) for Learning](#)
- [Academic Integrity & Misconduct Student Hub Page](#)
- [Assistive Technology](#)
- [Student Union Advice Team](#)