Department of English
General Education Department
Office of the Vice-Rector for Academic Affairs
University of Santo Tomas

Language Editing Policies (2014)

1. The Department of English accepts language editing for theses and dissertations of UST Graduate School students beginning SY 2014-2015.
2. The graduate school students should fill out the **Language Editing Form** available in the Department.
3. The student should submit the form to the Department and wait for 2-3 days to get the name of the assigned language editor.
4. The student should get in touch with the assigned language editor and to settle the editing task and the schedule/s with the editor. Note that the editor should be given 7-10 working days to finish the editing task.
5. The Department of English is **only responsible for the assignment of the English language editor**. It is not the responsibility of the Department to follow up, accept payments or intercede regarding the editing tasks and schedules of the student and the language editor.
6. The language editing task will only be accepted based on the availability of a language editor who is a faculty member of the Department of English of the University during the current school year.
7. The student must present the Language Editing Payment Form (with the signatures and the number of pages) to Ms. Rowena Batoon (Office for Graduate Research, USTGS) for the billing statement. The current rate for SY 2014-2015 is Php 30.00/page.
8. The student then proceeds to the UST Accounting Office for payment of Language Editor fee.
9. A copy of the form and official payment receipt must be given to the Department of English and Office for Graduate Research (c/o Ms. Batoon).