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ETHIOPIAN CIVIL SERVICE UNIVERSITY
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School of Graduate Studies (SGS)



The Language Proficiency Check Service (LPCS) *for* PhD Dissertation

1. Introduction

A Ph.D. dissertation or thesis is the cumulative representation of one's entire educational experience. A PhD dissertation is expected to be a qualified document that reads with clarity and academic style. As a university, the Ethiopian Civil Service University is committed to attain proficient scholastic English in PhD dissertations.

PhD candidates need to know that writing in a foreign language is difficult. However, writing in a foreign language to an academic standard is even more challenging. There are so many obscure stylistic conventions that it is hard even for many educated native speakers. It holds that a PhD dissertation/thesis for the doctoral candidate is essential to his/her scholastic reliability and the rest of his/her scholastic profession. That's why it is so crucial to get it.

2. Role and Responsibility of the LPCS

Role and responsibility of The Language Proficiency Check Service (LPCS) for PhD Dissertation

1. The responsibility of the LPCS is not to edit a dissertation of a PhD candidate
2. The major role and responsibility of the LPCS is to check whether proficient scholastic English is maintained in PhD dissertations to honor the name of the University
3. Members have the privilege to be correctly acknowledged in any 'editorial' check help in the acknowledgement area of the thesis.

4. In addition to the above privilege, members will have a payable work load for the quality check services they rendered under the service of the university
5. To produce editing standards & manuals to be used by PhD candidates

3. What the PhD candidate should know

1. No PhD dissertation will be legible for final examination or viva voce without the “**LPCS-QUALITY PASS**” approval
2. Ability to clearly communicate verbally and in writing and being able to communicate in an international academic, scientific, and industrial environment is one of the intrinsic qualities of a PhD
3. Maintaining language quality of a PhD dissertation is the sole responsibility of the doctoral candidate.
4. However thesis editing is allowable and ethical.
5. Thesis editing is acceptable as long as your editor follows appropriate standards.
6. Offering the level of editing is restricted to proof reading and basic suggestions on syntax, grammar, mechanics, capitalization
7. The PhD candidate is advised to pursue the editing step by step in the following order
 - 7.1. First the candidate has to be careful in producing diligently written thesis and edit it himself/herself
 - 7.2. Other college students or coworkers might be proper individuals to check out all or part of your thesis and offer editorial suggestions
 - 7.3. Seeking the editing service of expert editors
 - 7.4. Your Supervisor will offer recommendations on structure, design and conventions of the thesis. He/she will likewise encourage on support readily available for enhancing abilities in composed English.
8. For the use of external editors which the candidate has to negotiate by him/ herself it is advisable to use editing to be carried in hard copies.
9. It is recommendable to attend any readily available workshops/tutorials on thesis writing and thesis editing.
10. Editing work should be accomplished according to the ECSU SGS-Formatting Guideline for PhD Dissertation Jan. 2018 and in the future according to editing work standard to be issued by the Language Proficiency Check Services

4. When to finish editing

- 4.1. Producing a diligently written thesis/dissertation starts from the very beginning and is not to be set aside for final touch.
- 4.2. However the Language Proficiency Check should be secured from the service before notification by the candidate for the pre-viva and before verification by the concerned bodies after incorporating the comments given at the pre-viva
- 4.3. LPCS continuously remain in touch with you to ensure that the work in procedure is according to the requirements

5. Members of the LPCS

Dr. Worku Negash (Chief coordinator)

Prof. Durga Prasad

Dr. Berhanu Beyene

Dr. Dereje Terefe



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Language Proficiency Check Service (LPCS)

Customer Information Form

College _____ Department _____ Program _____

Name of PhD candidate _____ ID _____

Title of dissertation _____

Date of request: _____

Dissertation submitted: in soft copy In hard copy

Applicant signature

For Office use only:

Date due: _____ time: _____ assigned checker _____

Opinion of the Quality Checker:

Signature of the quality checker: _____ Date: _____

Signature of Chief Coordinator: _____ Date: _____

