

Policy and Procedure on Corrections of Long Essays and Dissertations

CODE:	P065
OPERATIONAL OWNER:	Academic Research and Publications Board (ARPB)
REVIEW DATE:	July 2023
POLICY VERSION:	1

Version History

VERSION	DESCRIPTION	AUTHOR	APPROVAL	EFFECTIVE DATE
1	Initial version	ARPB	2023	2023

Related Policies

P028 – Students' Research
P031 – Against Plagiarism
P043 – Research
P063 – Long Essay and Dissertation Moderations
P064 – Academic Freedom and Integrity
P066 – Extensions of Long Essay and Dissertation Submission Deadline Dates
P067 – Late Submissions and Resits of Long Essays and Dissertations
P068 – Revisions of Papers for Long Essays and Dissertations
P069 – Tutor/Supervisor Allocations for Long Essays and Dissertations
P075 – Use of Artificial Intelligence by Students and Staff
P076 – Publications Committee
P077 – The Appointment and Role of Academic Advisors for Dissertation Supervisors

External Refences

Definitions

Minor amendments	Corrections made during tutorials when presenting draft copies of long essays and dissertations.
Coordinator	The person responsible for checking discrepancies between marks, handling joint marking sheets, and communicating final marks to the Registrar's Office.
Tutor	The first reader who corrects and marks the long essay or dissertation on a separate marking sheet.
Second reader	The second assessor who independently corrects and marks the work on a separate marking sheet.
Moderator	An ARPB-appointed assessor (also acting as third reader) who independently grades the work and assists in reaching a consensus when discrepancies exceed thresholds or when one mark is a fail.
Joint marking sheet with feedback	A combined assessment document prepared by the tutor and second reader (and, if applicable, another assessor) containing consolidated feedback and marks.

Abbreviations

ARPB	Academic Research and Publications Board
COO	Chief Operating Officer (Academia)
ITS	Institute of Tourism Studies
MBA	Master of Business Administration

Contents

A.	Policy and Procedure.....	5
B.	Document Retention.....	6
C.	Review	6
D.	Document Control	7

A. Policy and Procedure

1. The Minor amendments to long essays and dissertations shall be made during tutorials when presenting draft copies. The student shall then submit the final copy with all the amendments in the final submission area on Turnitin.
2. Both the tutor and the second reader shall independently correct and mark the long essay or dissertation on separate marking sheets. Both marking sheets shall then be passed on to the coordinator, who in turn is required to check the discrepancy between the marks.
3. If the discrepancy between the two marks is 20% or less, the coordinator shall then request both the tutor and the second reader to formulate one joint marking sheet with feedback. In other words, both the tutor and the second reader are required to meet and produce one joint marking sheet with feedback. Upon completion, the joint marking sheet with feedback shall then be sent back to the coordinator for processing.
4. Upon receipt, the coordinator shall then request the tutor to send the joint marking sheet with feedback to the student. The coordinator shall also send the Registrar's Office the final mark, which must be the average score taken from the original marks of both the tutor and the second reader.
5. If the discrepancy between the two marks is more than 20%, the coordinator shall then request the chair of the ARPB to appoint a moderator.
6. If one of the marks is a fail, the coordinator shall also request the chair of the ARPB to appoint a moderator.
7. The coordinators must submit their request to appoint a moderator via email to arpb@its.edu.mt. The moderator must always be an ARPB member, or someone appointed by the ARPB. The moderator must also act as the third reader.
8. The moderator shall independently assess and grade the long essay or dissertation out of 100%, and then contact both the tutor and the second reader for a moderation session.

9. If a consensus on the final mark is reached during the moderation session, the mark of the long essay or dissertation shall then be deemed final.
10. If no consensus on the final mark is reached during the moderation sessions, the final mark shall then be calculated by taking the average score from the two closest marks out of the three marks given by the tutor, the second 3 reader, and the third reader. The two respective assessors shall then meet and compile one joint marking sheet with feedback accordingly.
11. Following the moderation session, one of the assessors or the coordinator shall then send the student the joint marking sheet with feedback. The coordinator shall also send the final mark to the Registrar's Office.
12. In the case of a joint feedback form for a resit long essay or dissertation, the tutor and the second reader must still provide their feedback and write down the actual marks. However, the tutor and the second reader must also indicate and write down a 70 % resit pass mark for MBA dissertations or a 50 % resit pass mark for the rest of the programmes. This must be indicated below the final mark.
13. The student has the right to appeal the final mark accordingly as per P068 – The Policy and Procedure on Revisions of Papers for Long Essays and Dissertations

B. Document Retention

Category	Retention Period
Academic Research and Publications	5 years

C. Review

The terms of this policy will be reviewed after its first year of operation and regularly thereafter.

D. Document Control

Version	Purpose of Review/ Changes	Date Published	Date of Next Review
1	Initial version	2023	2028