

Policy and Procedure on Extensions of Long Essay and Dissertation Submission Deadline Dates

CODE:	P066
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

P049 – Student Sickness/Mitigating

P063 – Long Essay and Dissertation Moderations

P064 – Academic Freedom and Integrity

P065 – Corrections of Long Essays and Dissertations

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

Extension form	A form filled by the student to request an extension for a long essay or dissertation submission deadline, first reviewed by the tutor and then submitted to the ARPB.
Extension	A formally approved prolongation of the submission deadline for a long essay or dissertation, granted by the ARPB under specified criteria and mitigating circumstances.
Mitigating circumstances	Specific serious conditions (e.g., illness, bereavement, jury service, maternity/paternity/adoption leave, being a victim of a crime) that may justify awarding an extension. Defined under P049 – Student Sickness/Mitigating.
Non-mitigating circumstances	Situations not considered valid for extensions (e.g., holidays, misreading deadlines, inadequate time management, loss of a computer, exam stress not diagnosed as illness).
Tutor	The academic reviewer who provides feedback on the extension form before it is submitted to the ARPB.
Mentor	A staff member supporting a student during competitions abroad, required to submit a report to the ARPB for extension requests related to such events.

Abbreviations

ARPB	Academic Research and Publications Board
COO	Chief Operating Officer (Academia)
ITS	Institute of Tourism Studies
VLE	Virtual Learning Environment

Contents

A.	Policy and Procedure.....	5
B.	Document Retention.....	7
C.	Review	7
D.	Document Control	8

A. Policy and Procedure

An extension of a long essay or dissertation submission deadline can be awarded to a student upon the ARPB's permission. **The final decision on awarding extensions shall always rest on the ARPB.**

The procedure for requesting an extension shall be as follows:

1. The student shall fill in an extension form, which can be obtained by sending an email to the ARPB or by accessing the research submission documents on VLE. The student shall first send the filled-in extension form via email to the tutor for review and feedback. Upon receipt of feedback, the student shall then send the extension form via email to arpb@its.edu.mt.
2. The extension form shall be approved or otherwise by the ARPB upon discussion.
3. The extension form must be submitted by no later than one month from the final submission deadline date of the long essay or dissertation Proposal Form. Late requests shall be subject to the ARPB's decision.
4. The ARPB shall approve the extension form or otherwise following discussion and in adherence to the below criteria and mitigating circumstances.
5. If approved, the extension form shall be duly signed by the Chair of the ARPB and kept in the student's file. The ARPB shall then notify the student, the tutor, and the Registrar's Office of the new submission deadline date and provide the student with feedback accordingly.
6. If not approved, the student must adhere to the original submission deadline date and meet the tutor accordingly for completion of the long essay or dissertation. The ARPB shall also provide the student with feedback accordingly.

Criteria for being awarded an extension

Students may be awarded an extension upon presenting an extension form and acquiring the ARPB's approval accordingly. For the extension to be awarded, it must satisfy one or more of the following criteria:

1. Declarations of an illness, sickness, accident, or psychological illness (such as a certified sickness as per regulations) must be supported by a detailed medical certificate from an ITS-appointed specialist specifying the type of illness and its duration.
2. Extensions due to travelling abroad (other than for medical treatment or to represent Malta in official international events) shall only be granted in exceptional circumstances. In such cases, requests for an extension must be forwarded in writing to the ARPB, accompanied by the necessary documentation (e.g., an invitation from the respective association). Such requests must be submitted as early as possible, but in any event by no later than one month from the final submission deadline date of the long essay or dissertation Proposal Form.
3. Extension requests due to representing ITS in international competitions must be supported by the tutor/supervisor and the mentor accompanying the student to the competition. Such requests must be submitted as early as possible, but in any event by not later than three months before the final submission deadline date. Both the tutor and mentor have to submit a report to the ARPB.

Mitigating circumstances (as per P049 – Student Sickness/Mitigating)

The mitigating circumstances include:

1. Significant illness or injury, and students who are recognised to be at risk of academic failure by the Student Support Services department;
2. The death or critical/significant illness of a close family member/dependent;
3. Family crises or major financial problems leading to acute stress;
4. Absence for jury service or maternity, paternity, or adoption leave; and
5. Being a victim of a criminal act such as assault, sexual assault, or rape.

In exceptional cases, absences caused by work commitments will also be considered.

Mitigating circumstances **do not** include:

1. Holidays, moving house, and events that were planned or could reasonably have been expected;
2. Assessments that are scheduled close together;
3. Misreading the timetable or misunderstanding the requirements for assessments;
4. Inadequate planning and time management;
5. Failure, loss, or theft of a computer or printer that prevents submission of work on time. Students should back up their work regularly and not leave completion so late that they cannot find another computer or printer;
6. Consequences of paid employment (except in some special cases for parttime students);
7. Examination stress or panic attacks not diagnosed as an illness; and
8. Being unable to access the Institute's computer network (e.g., in the case of debt).

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