

Policy and Procedure on Late Submissions and Resits of Long Essays and Dissertations

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OPERATIONAL OWNER:	Academic Research and Publications Board (ARPB)
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POLICY VERSION:	1

Version History

VERSION	DESCRIPTION	AUTHOR	APPROVAL	EFFECTIVE DATE
1	Initial version	ARPB	2022	2022

Related Policies

P028 – Students' Research

P031 – Against Plagiarism

P043 – Research

P063 – Long Essay and Dissertation Moderations

P064 – Academic Freedom and Integrity

P065 – Corrections of Long Essays and Dissertations

P066 – Extensions of Long Essay and Dissertation Submission Deadline Dates

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

Late submission	Submission of a Proposal Form, Ethics Form, or long essay/dissertation after the stipulated deadline. Generally not tolerated, but may be considered in mitigating circumstances at the ARPB's discretion.
Mitigating circumstances	Exceptional situations (e.g., illness, family crisis, etc.) that may justify acceptance of late submissions, assessed by the ARPB on a case-by-case basis.
Extension form	A document students must fill in and submit at least two months in advance if requesting an extension of the submission deadline.
Resit	A second and final opportunity given to a student to submit a long essay or dissertation after failing the first attempt.
Fail	The status when a student does not submit by the deadline or when a submitted long essay/dissertation does not meet the required academic standards.

Abbreviations

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

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A. Policy and Procedure

Late submissions of Proposal and Ethics Forms

On the deadline date, the ARPB shall send the student one reminder to submit the Draft or Final Proposal Form. Students who do not reply after five working days will be deemed not interested in submitting the long essay or dissertation.

Late Proposal Forms will not be tolerated. However, in mitigating circumstances, these may be reviewed at the discretion of the ARPB, and decisions will be taken on a case-by-case basis, i.e., according to the nature of the student's case.

Late submissions of long essays and dissertations

Late submissions will not be tolerated. However, in mitigating circumstances, the ARPB may also review late submissions on a case-by-case basis. It is the students' responsibility to submit on time and upload their long essay or dissertation on Turnitin (VLE) by the stipulated deadline date. Turnitin will not allow students to submit after the deadline date. If students would like to request an extension, they must first fill in an extension form at least two months in advance of the submission deadline, and then send the form to arpb@its.edu.mt. The ARPB will then discuss the reasons given by the student and grant an extension or otherwise, depending on whether the student meets the criteria or circumstances listed in the Policy and Procedure on Extensions of Long Essay/Dissertation/Thesis Submission Deadlines.

Following expiry of the deadline date on Turnitin, it would no longer be possible for students to submit their long essay or dissertation. Failure to submit will be considered as a fail and the students will only be allowed one more opportunity to resit the long essay or dissertation.

Resits of long essays and dissertations

If, following assessment, a long essay or dissertation is awarded a fail, the student shall only be granted ONE resit opportunity. The highest obtainable mark for a failed long essay or dissertation depends on the specific programme of studies.

Students who also fail the resit long essay or dissertation can obtain a transcript of studies of those modules completed successfully during the course of studies.

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	2022	2027