

# Policy and Procedure on Revisions of Papers for Long Essays and Dissertations

<b>CODE:</b>	P068
<b>OPERATIONAL OWNER:</b>	Academic Research and Publications Board (ARPB)
<b>REVIEW DATE:</b>	July 2023
<b>POLICY VERSION:</b>	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

P065 – Corrections of Long Essays and Dissertations

P066 – Extensions of Long Essay and Dissertation Submission Deadline Dates

P067 – Late Submissions and Resits of 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

## Abbreviations

<b>ARPB</b>	Academic Research and Publications Board
<b>COO</b>	Chief Operating Officer
<b>ITS</b>	Institute of Tourism Studies

## Contents

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

## A. Policy and Procedure

1. Students requesting a revision of their long essay or dissertation must fill in the respective application form, pay an administrative fee at ITS's Accounts Department (or as instructed by the same department), and submit all documents to the Registrar's Office within **ten working days** from the receipt of the official result sheet issued by the same office.
2. The respective application form may either be obtained from the Registrar's Office or downloaded online. The students must pay an administrative fee of €100 for the long essay or dissertation to be revised.
3. Upon receipt of all the necessary documents (i.e., the application form along with the fiscal receipt), the Registrar's Office shall immediately notify the ARPB, the COO – Academia, and the respective coordinator.
4. Once notified, the COO – Academia or the Chair of the ARPB shall then assign the long essay or dissertation to a fourth reader for review and assessment.
5. Following review and assessment, the ARPB and the coordinator shall then endorse the final mark awarded by the fourth reader and merited by the student.
6. Upon endorsement, the coordinators shall then inform the Registrar's Office of the final mark and notify the student accordingly via the feedback form compiled by the fourth reader.
7. The decision of the ARPB is **final** and only appealable to the Board of Governors.
8. The charged fee shall be refunded if the original mark obtained by the student is revised upward.

## 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