Policy and Procedure on Tutor/Supervisor Allocations for Long Essays and Dissertations

CODE:	P069
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

P067 – Late Submissions and Resits of Long Essays and Dissertations

P068 – Revisions of Papers 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

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Definitions

Draft Proposal Form	A form set up by ARPB in which students indicate their preferred tutor/supervisor choices for long essays or dissertations, submitted by a stipulated deadline.
Final Proposal Form	A form students submit after corrections and amendments are approved; used to finalize tutor/supervisor allocation and submission deadlines.
Tutor/Supervisor	An academic/qualified expert (internal or external to ITS but approved by ARPB) who guides students in long essays or dissertations.
Chair of the ARPB	The individual responsible for recording, allocating, and finalizing tutor/supervisor assignments, as well as handling appeals and decisions.
Second Reader	An additional academic appointed to review and correct long essays or dissertations alongside the tutor/supervisor.
Coordinators	Academic staff who receive final lists of accepted proposals with student details for mark collection purposes.

Abbreviations

ARPB	Academic Research and Publications Board
ITS	Institute of Tourism Studies
MUT	Malta Union of Teachers
VLE	Virtual Learning Environment

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A. Policy and Procedure

The below policy and procedure concern those students who are submitting their Draft Proposal Form to the ARPB.

1. Prior to submitting the draft proposal, the students are first expected to carry out research according to the title of their long essay or dissertation, and to brainstorm ideas preferably with a an academic/qualified expert at ITS or outside ITS.

2. The students will be provided with a database list of tutors/supervisors. This can be obtained from VLE under Research and Innovation. The students can also select an external academic for tutoring as long as the person has the necessary qualifications and is approved by the ARPB.

3. The students shall submit a Draft Proposal Form, set up by ARPB, preferably indicating their first and second preferred choice of tutor/supervisor for all long essays and dissertations. This Draft Proposal Form shall be sent on the stipulated deadline date to arpb.proposals@its.edu.mt.

4. Following receipt of the Draft Proposal Forms, the chair of the ARPB will record the information accordingly in a tracking sheet.

5. The chair of the ARPB shall then look at the first preferred choice of tutor/supervisor on the submitted Draft Proposal Forms and check the possibility of the requested allocation, as academics should not be assigned tutorship duties for more than three students, as per the collective agreement with MUT.

6. However, in cases where the first preferred tutor/supervisor would have already been allocated to three students, the chair of the ARPB can still contact said tutor/supervisor and enquire whether they would like to tutor/supervise additional students.

7. If the first preferred tutor/supervisor accepts to tutor/supervise additional students, the chair of the ARPB can then allocate the first preferred tutor/supervisor requested by the student.

8. If the first preferred tutor/supervisor does not accept to tutor/supervise additional students, the chair of the ARPB shall then allocate the second preferred choice requested by the student. However, should the second preferred tutor/supervisor be already allocated to three other students, the chair of ARPB shall then allocate a suitable tutor/supervisor according to the expertise on the topic chosen by the student, and provided that said tutor/ supervisor would have not been already allocated to three other students.

9. If the students do not include any first and/or second preferred tutors/ supervisors in their Draft Proposal Form, the chair of the ARPB shall also allocate a suitable tutor/supervisor according to the expertise on the topic chosen by the student and provided that said tutor/supervisor would have not been already allocated to three other students.

10. Should the students not be pleased with the allocated tutor/supervisor, they can appeal the allocation to the chair of the ARPB and give justified reasons.

11. In any case, the final decision to allocate tutors/supervisors rests on the chair of the ARPB.

12. The chair of the ARPB shall then forward the Draft Proposal Form of the student to an ARPB member to review and check for amendments. Any requested amendments shall be officially sent via email to both the student and the newly allocated tutor/supervisor.

13. The students shall then send the Final Proposal Form to arpb.proposals@its.edu.mt. Following receipt, the chair of the ARPB shall record the information accordingly and resend the form to the same ARPB member for approval or otherwise. The ARPB member shall then officially communicate approval or otherwise of the Final Proposal Form via email to the students. Should the Final Proposal Form be approved, the ARPB member shall also communicate the stipulated deadline dates for the draft and final submissions to both the students and their respective allocated tutor/supervisor.

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14. Following correction by both the tutor/supervisor and the appointed second reader, all coordinators shall be sent a list of the students whose Final Proposal Form has been accepted, alongside the name and surname of their respective allocated tutor/supervisor and the title of their long essay or dissertation. This will be done for mark collection purposes as per the Policy and Procedure on Corrections of 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	2022	2027