

Policy and Procedure on the Appointment and Role of Academic Advisors for Dissertation Supervisors

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OPERATIONAL OWNER:	Academic Research and Publications Board (ARPB)
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Version History

VERSION	DESCRIPTION	AUTHOR	APPROVAL	EFFECTIVE DATE
1	Initial version	ARPB	2024	2024

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
P069 – Tutor/Supervisor Allocations for Long Essays and Dissertations
P075 – Use of Artificial Intelligence by Students and Staff
P076 – Publications Committee

External Refences

Definitions

Academic Advisor	A qualified academic (internal or external) who provides guidance and support to dissertation supervisors and students' research projects. Advisors must hold at least a Master's or Doctorate in Hospitality, Tourism, or a related field, have experience in research supervision, strong publication records, and mentoring skills. They supplement student supervisors but do not replace them.
ARPB Chairperson	The individual responsible for approving academic advisors' logbooks and remuneration claims before forwarding them to the salaries department.
Advisor's Logbook (Mentor's Logbook)	A mandatory record of meetings between academic advisors and dissertation supervisors. It must be signed by the supervisor and submitted to the ARPB Chairperson for approval.
Capstone Project	A culminating academic assignment or research project that represents the student's mastery of their field of study.
Dissertation Supervisor	A faculty member primarily responsible for guiding a student's dissertation. Academic advisors do not replace them but provide supplementary academic advice.
Remuneration	Payment capped at a maximum of 10 hours per research project, subject to ARPB approval, and based on the overtime rate in the academic Collective Agreement.

Abbreviations

ARPB	Academic Research and Publication Board
CEO	Chief Executive Officer
COO	Chief Operating Officer
ITS	Institute of Tourism Studies

Contents

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

A. Policy and Procedure

- A pool of academic advisors for dissertation supervisors shall be established to provide guidance and support throughout student's academic research and capstone projects, as needed. Advisors must meet the following criteria:
 - Hold a Master's degree or Doctorate in Hospitality and Tourism or a related field, with expertise in quantitative and qualitative research methodologies, academic writing, and subject matter.
 - Demonstrate extensive experience in conducting and supervising research at Master's degree and/or Doctorate level, with a strong publication record in peer-reviewed journals.
 - Have a proven record of successfully supervising graduate students, especially at dissertation or thesis level, and familiarity with various research topics and methodologies.
 - Possess mentoring and advising skills, providing constructive feedback, support, and guidance to academics.
- Whilst preference will be given to internal academics, external advisors may join the pool if necessary.
- Remuneration is capped at a maximum of 10 hours per research project and must be approved by the ARPB based on the overtime rate set in the academic Collective Agreement.
- Academic advisors are responsible for documenting all meetings with supervisors in a mentor's logbook, which must be signed by the supervisors.
- The logbook must then be submitted to the ARPB Chairperson for approval. Upon approval, the academic advisor must forward the approved hours to salaries@its.edu.mt, with the ARPB Chairperson copied.

N.B. Academic advisors selected shall not replace student supervisors but provide supplementary academic advice upon request.

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	2024	2029