

POLICY AND PROCEDURE ON LATE SUBMISSIONS AND RESULTS OF LONG ESSAYS AND DISSERTATIONS

CODE: P067

Section: Academia

Policy Owner: Academic Research and Publications Board

Procedure Owner: Chief Operations Officer – Academia and IT Department

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.