

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

CODE: P068

Section: Academia

Policy Owner: Academic Research and Publications Board (ARPB)

Procedure Owner: Chief Operating Officer – Academia

Last Reviewed: July 2023

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.



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