

Policy and Procedure: Publications Committee

CODE:	P076
OPERATIONAL OWNER:	Academia
REVIEW DATE:	11/06/2024
POLICY VERSION:	V1

Version History

VERSION	DESCRIPTION	AUTHOR	APPROVAL	EFFECTIVE DATE
V1	INITIAL DOCUMENT	MARTIN DEBATTISTA/ AARON RIZZO	JUNE 2024	JUNE 2024

Abbreviations

ITS	Institute of Tourism Studies
CEO	Chief Executive Officer
COO	Chief Operating Officer
ARPB	Academic Research & Publications Board
PC	Publications Committee
MQF	Malta Qualifications Framework

A. Policy and Procedure

1. The ARPB shall establish a subsidiary Publications Committee (PC) to evaluate the research output by ITS students at MQF Levels 5 and higher, including long essays and dissertations. This committee will determine whether the research is suitable for publication and public dissemination.
2. The PC shall comprise three members: a chairperson chosen from the ARPB members, another ARPB member, and the ex-officio librarian or their representative. The two ARPB members will be appointed following a call for expressions of interest issued by the ARPB Chairperson.
3. The PC shall convene a minimum of three times per academic year to review and approve the research output for publication or otherwise. This assessment must be completed within 30 working days after receiving the student's research.
4. Approved publication of students' research shall involve the production of printed copies, to be retained by ITS's library, and publication on official ITS online platforms and/or other official ITS media channels. The PC's deliberations are entirely separate from ITS assessment procedures. Its role is solely to determine if the student's research meets the necessary standards for public dissemination and does not serve as a second opinion on the grading of such output.
5. The PC shall inform the ARPB Chairperson of its decisions and provide regular reports on its activities. Subsequently, the ARPB Chairperson will communicate the PC's decisions to the relevant ITS staff for further action.
6. The PC shall adhere to all relevant rules, regulations, and procedures applicable to the ARPB.

B. Document Retention

Category	Retention Period
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
V1	Initial Document	June 2024	June 2025