Policy and Procedure:
The Appointment and Role of Academic Advisors for Dissertation Supervisors

CODE:	P077
OPERATIONAL OWNER:	Academia
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POLICY VERSION:	V1

Version History

VERSION	DESCRIPTION	AUTHOR	APPROVAL	EFFECTIVE DATE
V1	INITIAL DOCUMENT	CHARLOTTE GERONIMI	JUNE 2024	JUNE 2024

Abbreviations

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

A. Policy and Procedure

- A pool of academic advisors for dissertation supervisors shall be established to provide guidance and support throughout students' academic research and capstone projects, as needed. Advisors must meet the following criteria:

    o 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.

    o 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.

    o Have a proven record of successfully supervising graduate students, especially at dissertation or thesis level, and familiarity with various research topics and methodologies.

    o 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
logbook	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