

Policy and Procedure on Extensions of Long Essay and Dissertation Submission Deadline Dates

CODE: P066

Section: Academia

Policy Owner: Academic Research and Publications Board (ARPB)

Procedure Owner: Chief Operating Officer – Academia

Last Reviewed: July 2023

An extension of a long essay or dissertation submission deadline can be awarded to a student upon the ARPB's permission. **The final decision on awarding extensions shall always rest on the ARPB.**

The procedure for requesting an extension shall be as follows:

1. The student shall fill in an extension form, which can be obtained by sending an email to the ARPB or by accessing the research submission documents on VLE. The student shall first send the filled-in extension form via email to the tutor for review and feedback. Upon receipt of feedback, the student shall then send the extension form via email to arpb@its.edu.mt.
2. The extension form shall be approved or otherwise by the ARPB upon discussion.
3. The extension form must be submitted by **no later than one month** from the final submission deadline date of the long essay or dissertation Proposal Form. Late requests shall be subject to the ARPB's decision.
4. The ARPB shall approve the extension form or otherwise following discussion and in adherence to the below criteria and mitigating circumstances.
5. If approved, the extension form shall be duly signed by the Chair of the ARPB and kept in the student's file. The ARPB shall then notify the student, the tutor, and the Registrar's Office of the new submission deadline date and provide the student with feedback accordingly.
6. If not approved, the student must adhere to the original submission deadline date and meet the tutor accordingly for completion of the long essay or dissertation. The ARPB shall also provide the student with feedback accordingly.

Criteria for being awarded an extension

Students may be awarded an extension upon presenting an extension form and acquiring the ARPB's approval accordingly. For the extension to be awarded, it must satisfy one or more of the following criteria:

1. Declarations of an illness, sickness, accident, or psychological illness (such as a certified sickness as per regulations) must be supported by a detailed medical certificate **from an ITS-appointed specialist** specifying the type of illness and its duration.
2. Extensions due to travelling abroad (other than for medical treatment or to represent Malta in official international events) shall only be granted in exceptional circumstances. In such cases, requests for an extension must be forwarded in writing to the ARPB, accompanied by the necessary documentation (e.g., an invitation from the respective association). Such requests must be submitted as early as possible, but in any event by **no later than one month** from the final submission deadline date of the long essay or dissertation Proposal Form.
3. Extension requests due to representing ITS in international competitions must be supported by the tutor/supervisor and the mentor accompanying the student to the competition. Such requests must be submitted as early as possible, but in any event by **not later than three months before** the final submission deadline date. Both the tutor and mentor have to submit a report to the ARPB.

Mitigating circumstances (as per P049 - Student Sickness/Mitigating)

The mitigating circumstances include:

1. Significant illness or injury, and students who are recognised to be at risk of academic failure by the Student Support Services department;
2. The death or critical/significant illness of a close family member/dependent;
3. Family crises or major financial problems leading to acute stress;
4. Absence for jury service or maternity, paternity, or adoption leave; and
5. Being a victim of a criminal act such as assault, sexual assault, or rape.

In exceptional cases, absences caused by work commitments will also be considered.

Mitigating circumstances do **not** include:

1. Holidays, moving house, and events that were planned or could reasonably have been expected;
2. Assessments that are scheduled close together;
3. Misreading the timetable or misunderstanding the requirements for assessments;
4. Inadequate planning and time management;
5. Failure, loss, or theft of a computer or printer that prevents submission of work on time. Students should back up their work regularly and not leave completion so late that they cannot find another computer or printer;
6. Consequences of paid employment (except in some special cases for part-time students);
7. Examination stress or panic attacks not diagnosed as an illness; and
8. Being unable to access the Institute's computer network (e.g., in the case of debt).



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