

# Assignment Instructions

## Instructions for Completing and Submitting Assignments

- 1) You are required to submit one assignment per module.
- 2) You will receive an assignment question paper, including the due date for each assignment. This paper can also be viewed on the IMM GSM website ([www.immgsm.ac.za](http://www.immgsm.ac.za)).
- 3) The IMM GSM requires all assignments to be formatted as follows:
  - Assignments must be presented in a typed format, on plain A4 paper, unless stated otherwise.
  - The content of the assignment must be typed using Arial font, font size 10.
  - Each question, heading or section must be clearly indicated in **bold** Arial font, font size 10.
  - Unless otherwise specified, the text must not be justified.
  - Spacing between lines should be 1.5.
  - Double spacing must be used after a full stop or a colon.
  - Assignments should be typed on one side of the paper only.
  - To achieve an uncluttered appearance and allow space for markers' comments, please leave adequate margins (about 3 cm) on either side of the text.
- 4) Unless otherwise specified, a maximum of 10 marks will be awarded for presentation. Please refer to the assignment cover sheet for a breakdown of the mark allocation.
- 5) The following information must appear on the top of every assignment page:
  - i. IMM GSM student number
  - ii. Module name
  - iii. Page X of Y (e.g. Page 3 of 5)Ensure that this is correctly done before you staple the IMM GSM assignment cover sheet to the front of the assignment pages.
- 6) Unless otherwise specified, all assignments must be completed within a limit of 1500 words, excluding the Bibliography or List of References. Modern-day business people, especially in the marketing environment, do not have the time to read long, irrelevant academic documents and you are therefore encouraged to produce a concise, well-formulated assignment, in a crisp and condensed format. The word count must be indicated on the front cover of the assignment, in the space provided.
- 7) Before starting the assignment writing process, ensure that you clearly understand the assignment questions. The content of your assignment must illustrate your knowledge and understanding of the topics that you cover. You are also advised to plan the content of your assignment in advance.
- 8) When drafting your assignment, please always keep in mind that the assignment is set on the level of higher education. Therefore, you should not only demonstrate an adequate understanding of theory, but also should show insight into the application of the knowledge. Normally, one mark will be allocated to a well-formulated, full statement. The correct use of subject terminology is essential.
- 9) Clarity of expression is important in an assignment. Produce your ideas in full sentences and in a paragraph format. A sentence should ideally only include one basic idea. Business readers prefer short, punchy sentences to long involved sentences. Do not write sentence fragments.
- 10) A paragraph should contain only one main idea that is supported by the other sentences in the paragraph.
- 11) The use of correct forms of spelling, punctuation, grammar and sentence structure is one factor in achieving clarity. When marking your assignment, the marker will consider these aspects of written expression in assessing the clarity of your work. You should use the spelling and grammar-checking features on the computer and always proof-read your assignment before submitting it.

- 12) The IMM GSM follows the Harvard Referencing System in the citation of sources in academic texts. You will find adequate examples of this system in your Learner Guides, on the IMM GSM website, in textbooks as well as on the Internet.
- 13) A Bibliography or a List of References must appear at the end of your assignment. A Bibliography is a list of all the relevant sources that you have read during your research on the module. A List of References is a list of only those sources that you have referenced in the text of your assignment. According to the Harvard Referencing System, the Bibliography or List of References is arranged alphabetically by author or by title if there is no specific author. Internet sources must also be included and referenced.
- 14) The content of your final assignment submission must be completely your own work. Only when you use your own words can the marker establish whether you have understood the concepts outlined in the study notes. Plagiarism is to submit someone else's writings or ideas as your own, and it is a very serious academic offence. Plagiarism involves copying another person's work in part or in its entirety. Plagiarism may also involve using excerpts from other sources, without due acknowledgment of the source. It is extremely important that the appropriate academic quotation and referencing conventions are used when quoting from sources.
- 15) To prevent plagiarism, the IMM GSM has drawn up an in-depth Plagiarism Information document, which is available at any IMM GSM office as well as on the IMM GSM website ([www.immsgm.ac.za](http://www.immsgm.ac.za)). You must be completely familiar with the contents of this document to ensure that you do not transgress the plagiarism rules.
- 16) When submitting your assignment, it must be accompanied by the prescribed Plagiarism Declaration for Assignments, which you have signed. The IMM GSM regards acts of plagiarism very seriously and, depending on the severity of the offence, penalties will apply. These penalties range from a loss of marks to the cancellation of a student's enrolment. Also note that if you are found guilty of plagiarism and if your company or organisation is sponsoring your studies, the IMM GSM is obliged to release the outcome of the plagiarism disciplinary process to the company or organisation.
- 17) A separate IMM GSM assignment cover sheet, which is provided by the IMM GSM, must be stapled to the front of each assignment. A separate cover sheet must be used for each separate assignment. Assignments without a cover sheet will not be marked.
- 18) Assignments will be accepted up to 3.00pm on the submission date. Those received after 3.00pm on the submission date, but before 5.00pm the following day, will have 25 marks deducted from the total marks for that assignment. Thereafter, no assignments will be accepted.
- 19) The IMM GSM does not follow up on assignments that are not received. It is your responsibility to ensure that the assignment reaches the IMM GSM before the specified submission date. If you are unable to complete the assignment by the due date, you should submit whatever work you have completed.
- 20) In order to assist students as much as possible, the IMM GSM will receive assignments in any of the following ways:
  - i. Via the IMM GSM offices - if an assignment is delivered to the IMM GSM offices, you will receive a receipt as proof of the submission of the assignment.
  - ii. Via accredited SSCs - the IMM GSM distributes locked assignment boxes to SSCs two weeks before the assignment due date. You must hand in your assignment to the relevant person, who will then place your assignment in the appropriate locked assignment box, which will be forwarded to the IMM GSM.
  - iii. Via electronic receipt system as will be determined from time to time.
  - iv. Via normal post, registered post or courier service - if you wish to submit your assignment by means of normal or registered post, you must post your assignment at least three weeks prior to the submission date in order to ensure that it is received by the IMM GSM on or before that date. If the assignment is received after the due date, the IMM GSM retains the envelope as proof of date of postage. If the date of postage indicates that the assignment was posted at least three weeks before the due date, the assignment will be accepted. An assignment can also be submitted via courier service, but you must allow the appropriate time for the courier service to deliver the assignment to the IMM GSM offices. If an assignment is received after the due date, the courier documentation specifying the date of dispatch and delivery, is retained by the IMM GSM. If it is determined that the delay lies with the courier service, the assignment will be accepted.

- 21) Under no circumstances must assignments be faxed, e-mailed or sent to markers or lecturers.
- 22) You must keep a backup copy of your assignment as a precaution against any unforeseen mishap.  
In exceptional cases, the IMM GSM may require you to submit a backup copy of an assignment.
- 23) Extensions will only be granted in exceptional circumstances, such as serious medical problems. A student must apply for an extension in writing and needs to attach documentary evidence (e.g. medical certificate) to support the request. Occupational commitments and extra-curricular activities are not accepted as grounds for granting extensions - you are expected to plan ahead and schedule your workload accordingly. In considering an extension application, the IMM GSM will need to consider the fairness of the process with regard to other students who completed their assignments on time. The IMM GSM reserves the right to refuse an extension. If an extension is granted it will not be beyond seven days after the due date.
- 24) The final results are scrutinised by a panel of senior academics and administrators to ensure the fairness of mark allocations and the reliability of the marking process.
- 25) Your assignment result/s will be released on the IMM GSM website ([www.immgsm.ac.za](http://www.immgsm.ac.za)) as a percentage result (a result out of a 100) on the date published in the Calendar of Events, found in the IMM GSM Prospectus and on [www.immgsm.ac.za](http://www.immgsm.ac.za)
- 26) Students who are attending an accredited SSC must collect their marked assignment from the SSC. The IMM GSM will deliver the marked assignments to the SSC within two weeks of the release of the assignment results. Assignments which were handed in at an IMM GSM office may be collected from that office, unless a student indicated a SSC name on the assignment, in which case the assignment will be delivered to the SSC. If you fail to follow these instructions carefully, the IMM GSM cannot accept responsibility for the return of the assignment.
- 27) The assignment contributes 20% towards the final result for the module, the remaining 80% is made up from the examination, but remember, a high result in an assignment will not normally compensate for a poor result in the examination.
- 28) Although your assignment does contribute towards your final result, you do not have to complete the assignment to earn credits for admission to the examinations; you are automatically accepted when registering for an examination.
- 29) If you wish to appeal against the result you received, you are entitled to do this by means of a written request to the Dean of Faculty, clearly detailing your reasons.
- 30) An assignment result cannot be carried over to the next academic semester. If you have submitted an assignment, but have not written the examination for that particular module within that academic semester, you must resubmit a new assignment.
- 31) Finally, before handing in your assignment please ensure that you:
  - have carefully studied the assignment questions.
  - have thoroughly read the Instructions for Completing and Submitting Assignments.
  - are familiar with the content of the document known as Plagiarism: Information to Students.
  - have followed all the instructions in the Reference Guide.
- 32) Also, it is very important that you check that you have:
  - attached an IMM GSM assignment cover sheet.
  - signed and attached a Student Plagiarism Declaration for Assignments.
  - included a Bibliography or List of References.
  - added your IMM GSM student number, the module name, page number and total number of pages to EVERY PAGE, and inserted the assignment word count on the cover sheet.