



INSTRUCTIONS FOR COMPLETING AND SUBMITTING ASSIGNMENTS

- 1) You are required to submit one (1) assignment per subject.
- 2) You will receive a clear brief, including the due date for each assignment. The brief will also appear on the IMM GSM website (www.imm.co.za).
- 3) The IMM GSM requires assignments to be presented in a typed format, on plain A4 paper. The document must be produced in an Arial font, 10pt size. Unless specified the text must not be justified. The spacing between lines is 1.5 and there must be double spacing after a full stop and colon. Each question, heading or section must be clearly indicated in **bold** 10pt Arial font. Assignments should be typed on one side of the paper only. Leave adequate margins (about 3 cm) as these help achieve an uncluttered appearance and allow space for marker's comments.
- 4) A maximum of 10 marks is awarded for presentation unless otherwise specified. Please refer to the assignment cover sheet for a breakdown of the mark allocation. No presentation marks will be awarded for Financial Management, Management Accounting, Financial Accounting, Statistical Analysis and Principles of Marketing.
- 5) The following information must appear on the top of every page:-
 - a. IMM GSM student number
 - b. Subject name
 - c. Page X of Y (e.g. Page 3 of 5)

Make sure that this correctly done before you staple the pages onto the assignment cover.

- 6) Unless otherwise specified, all assignments must be completed within a limit of 1500 words excluding the bibliography. The reason for this is that modern-day business people, especially in the marketing environment are pressed for time, and they do not have the luxury to read long irrelevant academic documents. You are therefore encouraged to produce a well-formulated assignment, but in a crisp and condensed format. Your word count must be indicated on the front cover of the assignment, below the subject name. Financial Management, Management Accounting, Financial Accounting and Statistical Analysis are excluded from the word count.
- 7) Before starting the assignment writing process, make sure that you clearly understand the assignment brief or 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) 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.

- 9) A paragraph should contain only one main idea that is supported by the other sentences in the paragraph.
- 10) The use of standard forms of spelling, punctuation, grammar and sentence structure is one factor in achieving clarity. When marking your assignment, a lecturer will consider these aspects of your written expression in assessing the clarity of your work. Most computers have spelling and grammar-checking features, which you should use. Always proof-read your assignment before submitting it.
- 11) 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 an insight into the application of knowledge. Normally, one mark will be allocated to a well-formulated full statement. The correct use of subject terminology is essential.
- 12) 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 and on the Internet.
- 13) A BIBLIOGRAPHY is an alphabetical list at the end of your assignment of all the relevant sources that you have read during your research into the subject. A LIST OF REFERENCES is an alphabetical list of only those sources that you have referenced in the text of your assignment. Please use either a Bibliography or a List of References. According to the Harvard Reference System, the Bibliography/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 the assignment that you submit must be completely your own work. It is only when you use your own words that the marker is able to 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 may involve copying another student's work in part or in entirety. Plagiarism may also involve using excerpts from other sources without due acknowledgment of the sources. For this reason 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 elaborate information document about plagiarism. You have already received a copy of this document and it is also available on the IMM GSM website (www.imm.co.za). You must study this document in depth to assure that you do not transgress the plagiarism rules.
- 16) When handing in your assignment, it must be accompanied by the prescribed Plagiarism Declaration for Assignments signed by you. 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 cancellation of enrolment. If you are found guilty of plagiarism and if you are employed by a company or organisation that sponsors your studies, the IMM GSM is obliged to release the outcome of the disciplinary process to such company or organisation.
- 17) A separate assignment cover, which is provided by IMM GSM, must also be attached to the front cover of each assignment. When two or more assignments are submitted at the same time, a separate cover sheet must be used for each assignment.
- 18) Late assignments will be accepted, but 25 marks will be deducted from the maximum mark if received after 3:00pm on the due date and up to 5:00pm the following day.

- 19) In order to assist students as much as possible, the IMM GSM will receive assignments by various means. These means are via the IMM GSM offices, registered Student Support Centres (SSC), normal and registered post, or courier services.
- If an assignment is delivered to the IMM GSM offices, a register must be signed for each assignment delivered. You will then receive a receipt as proof of the submission of the assignment.
 - The IMM GSM distributes locked assignment boxes to the Student Support Centres two weeks before the assignment due date. You must hand in your assignment to the relevant person, who will provide you with a receipt. This person will then place your assignment in the appropriate locked assignment box which will be forwarded to the IMM GSM offices.
 - 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 due date in order to ensure that it is received by the IMM GSM on or before the due date. If the assignment is received after the due date, the IMM GSM will keep the envelope as proof of date of postage. If the date of postage shows that the assignment was posted at least three weeks before the due date, the assignment may be accepted.
 - An assignment can also be submitted via courier service, but you must allow a reasonable 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 kept by the IMM GSM for reference purposes. If it is determined that the fault does not lie with you but with the courier service, the assignment will be accepted.
- 20) Under no circumstances must assignments be e-mailed or sent to markers or lecturers.
- 21) 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.
- 22) Extensions will only be granted in exceptional circumstances, such as serious medical or associated grounds. You must apply in writing and you will need to attach documentary evidence (e.g. medical certificate) to support your request. An application fee of R150 must accompany each application and the fee is not refundable. Occupational commitments and extra-curricular activities are not accepted as grounds for granting extra time because you are expected to plan ahead. In considering an application, the IMM GSM will take the fairness of the process into consideration in relation to other students who have completed their assignments on time. The IMM GSM reserves the right to refuse an extension, and extensions can normally not be granted beyond seven days after the due date.
- 23) After a batch of assignments is marked, it will be moderated by a senior independent academic. If the moderator allocates a different mark to your assignment, the mark that you will receive will be the average between the mark of the first marker and the mark of the moderator.
- 24) The marks are then scrutinised by a panel of senior academics and administrators to ensure the fairness and reliability of the mark allocation process.

- 25) Your mark will be released on the IMM GSM website (www.imm.co.za) as a percentage mark (that is a mark out of a total of 100) on the date published in the Calendar of Events found in the IMM GSM Prospectus.
- 26) Assignments handed in at a SSC will be returned to that SSC. Assignments handed in at an IMM GSM regional office may be collected from that regional office. If, however, you fail to follow these instructions carefully, the IMM GSM cannot accept responsibility for the return of the assignment.
- 27) The assignment will contribute 20% towards the final mark, and the other 80% will be made up from the examination. A high mark in an assignment will normally not compensate for a poor mark in the examination.
- 28) Although your assignment will contribute towards your final mark, you do not have to earn credits for admission to the examinations; you are automatically accepted by registering for the examination.
- 29) If you wish to appeal against your mark, you are entitled to do this by means of a written request, addressed to the Academic Head.
- 30) An assignment mark cannot be carried over to the next academic semester. If you have submitted an assignment, but have not written the exam for that particular subject within one academic semester, it is required of you to resubmit a new assignment.
- 31) In conclusion, when handing in your assignment please ensure that you
- have carefully studied the brief for the assignment.
 - have thoroughly read the Instructions for Completing and Submitting Assignments.
 - are well aware of the content of the document known as Plagiarism: Information to Students.
 - have followed the instructions in the Reference Guide.
- 32) Finally, check that you have
- attached a Student Assignment Cover.
 - signed and attached a Student Plagiarism Declaration for Assignments.
 - included a bibliography.
 - added your name, surname, IMM GSM student number, subject name and page number and total number of pages to EVERY PAGE.