



Graduate
School

Instructions for completing and submitting assignments

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Assignments allow students to assess their progress, while feedback enables each student to ascertain where they may need to focus before writing their examinations.

It is the student's responsibility to ensure that the IMM Graduate School has received their assignment/s on or before the specified assignment due date. It is required that the assignment is typed as marks will be awarded for presentation (excluding specified modules).

The instructions for completing and submitting assignments are available on the IMM Graduate School's eLearn platform <http://elearn.immgsm.ac.za/> and in the Student Yearbook.

Please note:

- No extensions for assignment submission will be granted after the published due date, except in exceptional circumstances. Please refer to "Instructions for Completing and Submitting Assignments".
- Faxed or e-mailed assignments will NOT be accepted.
- Assignment results cannot, under any circumstances, be carried over from one semester to another.
- Assignment question papers, for the previous semester, are available on eLearn.
- It is the student's responsibility to check the academic calendar regarding the dates on which the assignment question papers become available.
- Assignments will be accepted up to 15h00 on the submission date. Those received after 15h00 on the submission date, but before 17h00 on the following business day, will have 25 marks deducted from the total results. Thereafter, no assignments will be accepted.
- The IMM Graduate School is not responsible for any delay in printing of assignments at any of the Information centres/Libraries.
- Postgraduate assignments must be uploaded on eLearn <http://elearn.immgsm.ac.za/>. The deadline is 15h00 on the assignment due date. Late assignments will be accepted, if received after 15h00 on the due date but before 17h00 on the following business day however, 25 marks will be deducted from the maximum mark. After this time no assignments will be accepted.
- The IMM Graduate School reserves the right to alter the format of its assignment question papers at any time.
- Students must ensure they have submitted the correct module assignment for each semester, as well as ensure that the assignment question paper which they are working from is the correctly dated assignment, and not an assignment from a previous semester.
- Students should ensure they have a password for their assignment on their computer or memory stick to prevent other students from copying their work.
- Students may work together but **must not** submit similar or identical assignments. Students must be able to show that they worked **independently**.

- Students must keep copies of their assignments in the event that the IMM Graduate School requests this to be made available.
- If an assignment is submitted and the student does not register, a marking fee per module will be charged.
- No assignment may be sent to members of faculty for checking prior to the assignment submission date.

Assignment results

The assignment mark constitutes 20% of the final assessment mark.

Assignment results per modules are released (as percentages) on the specific date/s as published in the Calendar of Events, found in the Prospectus and on the IMM Graduate School's website (www.immgsm.ac.za).

Fourteen days after the assignment date, a marking memo per module can be found on eLearn to assist students in judging their performance excluding post graduate guidelines.

Instructions for Completing and Submitting Assignments

You must follow this updated guideline for **completing and submitting your assignment**. ***This document is available on eLearn and in the Yearbook.***

- 1) You are required to submit one assignment per module except for AL101, ALP101, BP304, BRP302, MRP302, WIL301, AMP401, AMPP401 and AMRR402. These assignments/projects constitute 100% of the final assessment mark.
- 2) You can download the assignment question paper, including the due date for each assignment from the IMM Graduate School eLearn platform <http://elearn.immgsm.ac.za/>. Should your module require electronic submission of your assignment, a step by step guide on how to make your submission is available on eLearn.
The assignment will indicate the date of submission as well as the process you must follow to submit your assignment.
- 3) The IMM Graduate School 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, size 12.
 - Each question, heading or section must be clearly indicated in bold Arial font, size 12.
 - Table of contents to be included;
 - Start every question on a new page;
 - Unless otherwise specified, the text must be justified meaning text should be full flush with both margins or in other words distribute text evenly between the left- and right margin. This excludes the reference list.
 - 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.
 - When using spellcheck, please use English (South Africa) or English (UK).

- 4) Undergraduate presentation mark
- Unless otherwise specified, a maximum of 15 marks may be deducted for inadequate assessment presentation.
 - The following needs to be kept in mind in presentation of assignment content, as marks can be deducted as indicated below if these are not correctly presented:

Structure and Grammar: (up to -5 marks)

The content of the document should have a logical flow, guided by numbered headings and sub-headings for the various sections. Incorrect numbering, unsuitable language (non-academic and/or unprofessional), poor syntax and spelling errors will be penalised.

Students are to follow the required guidelines in terms of font type, font size, line spacing, justification etc.

In-text Citation: (up to -5 marks)

When including a quotation/reference in an assessment from a book, textbook, paper, author or any other sources, correct in-text referencing of the source is required.

Referencing list: (up to -5 marks)

Referencing includes both in-text referencing and the reference list. References must conform to the style and format provided by the IMM Graduate School's 'Harvard Referencing System Guide'.

Markers will indicate the presentation mark allocated to the student, on the cover sheet of the assignment. This mark is final.

PLEASE NOTE: Refer to the presentation mark rubric available on eLearn and your assignment paper. Ensure you familiarise yourself with the detailed breakdown of each section as the marker of your assignment will use this rubric when assessing your assignment presentation.

Postgraduate presentation mark:

- Unless otherwise specified, a maximum of 20 marks may be deducted for inadequate assessment presentation.
- The following aspects needs to be kept in mind in presentation of assignment content, as marks can be deducted as indicated below if these are not correctly presented:

Structure and grammar: (up to -5 marks)

The content of the document should have a logical flow, guided by numbered headings and subheadings for the various sections. Incorrect numbering, unsuitable language (non-academic and/or unprofessional), poor syntax and spelling errors will be penalised.

Students are to follow the required guidelines in terms of font type, font size, line spacing, justification etc.

In-text Citation: (up to -5 marks)

When including a quotation/reference in an assessment from a book, text book, paper, author or other sources, correct in-text referencing of the source is required.

Referencing list: (up to -10 marks)

Referencing includes both in-text referencing and the reference list. References must conform to the style and format provided by the IMM Graduate School's 'Harvard Referencing System Guide'.

Markers will indicate the presentation mark allocated to the student, on the cover sheet of the assignment. This mark is final.

PLEASE NOTE: Refer to the presentation mark rubric available on eLearn and your assignment paper. Ensure you familiarise yourself with the detailed breakdown of each section as the marker of your assignment will use this rubric when assessing your assignment presentation.

- 5) The following information must appear on the top of every assignment page:
 - IMM Graduate School student number
 - Module name
 - Page X of Y (e.g. Page 3 of 5) including the numbering for Reference ListEnsure that this is correctly done before you staple the IMM Graduate School's assignment cover sheet to the front of the assignment pages.
- 6) Unless otherwise specified, first level undergraduate assignments must be completed within a limit of 1500 words, EXCLUDING the Reference List. The word limit for second and third level assignments is 2500 EXCLUDING the Reference List. The word limit for postgraduate modules is 3500 words EXCLUDING the Reference List, unless otherwise specified. Modern-day business people, especially in the marketing environment, do not have the time to read long, irrelevant academic documents, students 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. The examiner will not mark an assignment beyond the word limit stated.
- 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 statement. 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 use of first person language such as I, we, us, etc. or the use of slang, informal language, colloquialisms such as telly versus television or stats versus statistics are not acceptable practices in academic writing.
- 13) The IMM Graduate School follows the Harvard Referencing System Guide in the citation of sources in academic texts.
Please download the Plagiarism Policy document, the Harvard Referencing System Guide and PowerPoint slides from eLearn and watch the online Harvard Referencing tutorial on eLearn.
- 14) A Reference List must appear at the end of your assignment. A Reference List is a list of only those sources that you have referenced in the text of your assignment.

According to the Harvard Referencing System Guide, a Reference List is arranged alphabetically by author or by title if there is no specific author. Internet sources must also be included and referenced. As a general guideline, students should include the following minimum list of references:
 - 1st year students: Minimum of 3 references (including prescribed textbook and study guide)
 - 2nd year students: 5 - 6 references (including prescribed textbook and study guide)
 - 3rd year students: 7 - 10 references (including prescribed textbook and study guide)
 - Postgraduate students: 11+ references (including prescribed textbook and study guide)
- 15) 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.
- 16) To prevent plagiarism, the IMM Graduate School has drawn up a Plagiarism Policy and a Harvard Referencing System Guide, which are available on eLearn. A link to download this document is available in the "Study Resources" block. You must be completely familiar with the contents of this document to ensure that you do not transgress the plagiarism rules.

- 17) When submitting your assignment, it must be accompanied by the prescribed Plagiarism Declaration for Assessments, which you have signed. The IMM Graduate School 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 Graduate School is obliged to release the outcome of the plagiarism disciplinary process to the company or organisation.
- 18) A separate IMM Graduate School assignment cover sheet, which is provided by the IMM Graduate School, 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.
- 19) Assignments will be accepted up to 15h00 on the submission date. Those received after 15h00 on the submission date, but before 17h00 the following day, will have 25 marks deducted from the total marks for that assignment. Thereafter, no assignments will be accepted.

Students who submit the MAR303 assignment at the MAR303 examination, will not get an extension for late submission.

Postgraduate assignments must be uploaded onto eLearn. The deadline is 15h00 on the assignment due date. Late assignments will be accepted, if received after 15h00 on the due date and up to 17h00 the following day, however, 25 marks will be deducted from the maximum mark. After this time no assessments will be accepted.

- 20) The IMM Graduate School does not follow up on assignments that are not received. It is the student's responsibility to ensure that the assignment reaches the IMM Graduate School 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.
- 21) In order to assist students as much as possible, the IMM Graduate School will receive assignments in any of the following ways:

Undergraduate assignments:

- Via the IMM Graduate School offices - if an assignment is delivered to the IMM Graduate School offices, you will receive a receipt (SMS message) as proof of the submission of the assignment.
- Via the eLearn electronic receipt system - specific modules will be accepted electronically. At present the following undergraduate assignments are accepted for upload via eLearn:
AL101, ALP101, BP304, BRP302, MRP302 and WIL301. NOTE: No assignment cover sheet needed for eLearn upload.
- Via registered post to an IMM Graduate School post box only or via courier service. If you choose to submit your assignment by means of registered post, you must post your assignment well in advance of the submission date in order to ensure that it is received by the IMM Graduate School on or before the assignment submission date. If the assignment is received after the due date, the IMM Graduate School retains the envelope as proof of date of postage. If the date of postage indicates that the assignment was posted at least 3 days 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 Graduate School offices. You must specify on the courier document which assignments are included in the courier package. If an assignment is received after the due date, the courier documentation specifying the date and time of receipt by the courier company, is retained by the IMM Graduate School. If it is determined that the delay lies with the courier service, the assignment will be accepted. The IMM Graduate School is not responsible for the loss of assignments sent via normal post. It is the student's responsibility to ensure the assignments have arrived at the IMM Graduate School office timeously and to request an assignment receipt.

- The IMM Graduate School distributes assignment boxes to collection points 7 days before the assignment due date. You must hand in your assignment to the relevant person, who will then place your assignment in the appropriate assignment box, which will be forwarded to the IMM Graduate School. The assignment must be handed in by 12 noon at the collection point.

Postgraduate assignments:

- All Postgraduate assignments must be uploaded via the eLearn electronic receipt system.
- **NOTE:** No assignment cover sheet needed for eLearn upload.

- 22) No assignments may be sent to members of faculty, markers or lecturers.
- 23) You must keep a backup copy of your assignment as a precaution against any unforeseen mishap. In exceptional cases, the IMM Graduate School may require you to submit a backup copy of an assignment.
- 24) Extensions will only be granted in exceptional circumstances, such as serious medical problems or recent death of a close family member. A student must apply for an extension in writing, prior to assignment submission date, and needs to attach certified documentary evidence, a medical certificate from the attending doctor or death certificate, to support the request. A hospital admission form will not suffice. The doctor's certificate must state the reason for the extension. 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 Graduate School will need to consider the fairness of the process with regard to other students who completed their assignments on time.
The IMM Graduate School reserves the right to refuse an extension. If an extension is granted it will not be beyond fourteen (14) days after the due date. The application must be made prior to the assignment submission date. Should there be a medical emergency on the date of assignment submission then a certified/original copy of the doctors certificate must be delivered or posted (registered post), within 24 hours, to any IMM Graduate School office.
- 25) 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.
- 26) Your assignment result/s will be released as a percentage result (a result out of a 100) on the date published in the Calendar of Events, found in the IMM Graduate School Prospectus and on the IMM Graduate School's website (www.immgsm.ac.za) and by any other electronic means as may be applicable from time to time such as SMS, e-mail or via the student portal.

- 27) Assignments will be returned to the venue where the assignment was submitted within 7 days of the release of the assignment result. Assignments which were handed in at an IMM Graduate School office may be collected from that office. If you fail to follow these instructions carefully, the IMM Graduate School cannot accept responsibility for the return of the assignment. A request to collect an assignment from an IMM Graduate School office must be sent to assignments@immgsm.ac.za.
- 28) Assignments not collected within four (4) months of the date of release of the results, will be destroyed.
- 29) The assignment result, unless otherwise stated, contributes 20% towards the final result for the module, the remaining 80% is made up from the examination. A high result in an assignment may not compensate for a poor result in the examination.
- 30) If you wish to appeal against the result you received for your assignment, you are entitled to do this by means of a Results Appeal form and the necessary fee via email to assignments@immgsm.ac.za, via email to academic@immgsm.ac.za, clearly detailing your reasons.
- 31) 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 submit a new assignment.
- 32) 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 documents known as “Plagiarism Policy” and “Harvard Referencing System Guide”.
 - have followed all the instructions in the Harvard Referencing System Guide.
 - have carefully studied the Presentation mark rubric.
- 33) It is very important that you check that you have:
- Attached an IMM Graduate School assignment cover sheet. Not applicable to eLearn uploads.
 - Signed and attached a Student Plagiarism Declaration for Assessments.
 - Included a References List.
 - Added your IMM Graduate School 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.