ASSIGNMENT COVER SHEET (UNDERGRADUATE)

		STUDENT NU				MBER					
Graduate	School			Semester	1	Ser	nester 2	20			
PLEASE ENSURE THAT THIS COVER SHEET IS COMPLETED ON BOTH SIDES WITH ALL DETAI			TH ALL DETAILS R	EQUIRED.	Ass	signment	1 A	ssignmen	t 2		
STUDENT DETAILS											
FIRST NAME(S) As per ID											
SURNAME As registered with II * Update any surname changes with the IMM		per ID									
CONTACT NUMBER EMAIL:											
MODULE NAME MODULE CODE (for office use) MODULE CODE (for office use)											
		ASS	IGNMENT D	ETAILS							
NUMBER OF ASSIGNMENT PAGES (EXCL. COVER SHEET) NUMBER OF WORDS (If applicable)											
TUITION TYPE (PLEASE TICK) Private study Student Support Contro											
TUITION TYPE (PLEASE TICK) Private study Student Support Centre											
IMM STUDENT SUPPORT CENTRE (where applicable):											
		FOF	OFFICE US	E ONLY							
DATE RECEIVED						SUMMARY OF MARKS					
						Marker	Checker	Moderator	Checker		
					1						
		PRESENTATION MARKS									
		NB: Please refer to the comprehensive rubric on the last page of the assignment question paper for more details. If there is no rubric in the question paper, then presentation marks are not applicable to the specific assignment.			3						
		Description	Maximum	Mark	4						
		Grammar	Deduction - 1	Deducted	5						
		& Language Table & Contents,			6						
		Format & Layout	- 1		7						
		No Citation/Errors	- 1 ERENCING (MA	X -3)	-						
		No Reference List - 3			8						
OVERDUE ACCIONMENT	LATE ASSIGNMENT	7	OR		9						
OVERDUE ASSIGNMENT (Refer to #7 on p2)	(Refer to #7 on p2)	Referencing Errors	- 1		10						
IF OVERDUE, DO NOT MARK	IF LATE, LESS 5 MARKS	Academic Quality	- 1		L.						
0%	- 5 Marks	Limited References	- 1		Sub Total						
Student Signature: (Only if submission is late)		Late Submission Total Dedi	- 5			-	-	-	-		
		I	actions.	FINAL TOT	AL =						
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Presentation Mark Exclusions:

Where presentation marks are not applicable, a presentation mark rubric will not be included in the assessment paper.

RULES AND REGULATIONS FOR ASSIGNMENTS

- 1. The assignment must be the work of the student and not shared or completed by any other student.
- 2. Students will be penalised for Avoidance Guideline or simply copying passages from the study notes, other texts and from another student's assignment/project/rough work, etc. Refer to the Plagiarism Document available on eLearn and the Student Yearbook regarding penalties for plagiarism.
- Students working in groups when compiling an assignment will be penalised if it is established that they have submitted identical assignments. Refer to the Plagiarism Avoidance Guideline available on eLearn and the Student Yearbook regarding penalties for plagiarism.
- Students may work together but must not submit similar or identical assignments. You must be able to show that you worked independently.
- 5. If a student does not pass an assessment, he/she may not resubmit the assignment.
- 6. Retain a copy of each assignment before submitting it, in case the original does not reach the IMM Graduate School.
- 7. The assignment due date refers up to which specific day assignments will be accepted for marking purposes. The deadline is 15:00 on the assignment due date. Late assignments will be accepted, but 5 marks will be deducted from the maximum mark if received after 15:00 on the due date and up to 15:00 the following day after which no assignment will be accepted.
- 8. Assignments should be sent by courier post to the physical address of the IMM Graduate School if not submitted online.
- 9. Should you wish to appeal the result of your assignment, you are entitled to do this using a Results Appeal Application Form via email to assessments@immgsm.ac.za, clearly detailing the reasons for the appeal. This must be done within 10 working days (2 weeks) of the assignment results being released.
- 10. Students must comply with all the rules on plagiarism; all the work contributed in this assignment must be acknowledged and properly referenced. Please familiarise yourself with the Harvard Referencing System Guide available on eLearn.
- 11. Students will be penalised if they fail to observe all of the above.
- 12. Assignment/s may be collected within 7 days of the release of the assignment result/s from the venue where the assignment was submitted.
- 13. Assignment collection: for collection from the IMM Graduate School National Office please email assignments@immgsm.ac.za requesting the assignment/s and allow 2 working days for collection. Please state your student number and the module codes in the subject line.
- 14. Assignment results cannot be carried over to the next semester.

STUDENT DECLARATION

- 1. I hereby declare that I have added my Student Number, the Module Name and Page Numbers (e.g. page 1 of 4, page 2 of 4) to the top of EVERY page of my assignment. I understand that failure to comply with this instruction will result in the assignment being regarded as incomplete and will therefore place me at the risk of having marks deducted.
- I further confirm that I have attached the correct cover sheet to my assignment as failure to do so could result in the assignment not being marked (if not uploaded).
- I have read, understood and complied with the Rules and Regulations for Assignments as stated above.
- I agree to abide by these rules. I have compiled and completed the assignment on my own and I have contributed 100% to the individual assignment.
- 5. I have submitted and attached my complete and correct assignment to this cover sheet (if not uploaded).
- 6. I understand that if the incorrect assignment is handed in, it will not be marked.

Signature:	Date: /	/ 20

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