

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.
3. 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.
4. 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.
2. 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).
3. I have read, understood and complied with the Rules and Regulations for Assignments as stated above.
4. 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__

National Office: Atlas Studio, 33 Frost Avenue, Braamfontein Werf, 2193, **P O Box** 91820, Auckland Park, 2006, **Tel** +27 (0)11 628 2000, **Fax** +27 (0)11 726 4505, **Email** info@immgsm.ac.za
Cape Town Student Support Centre: Level 3, Stadium on Main, Main Road, Claremont, Cape Town, 7708, **P O Box** 23998, Claremont, 7735, **Tel** +27 (0)21 671 4426, **Email** info.ct@immgsm.ac.za
Durban Student Support Centre: 245 Peter Mokaba Road, Corner Valley View Road, Morningside, Durban, **P O Box** 35263, Northway, 4065, **Tel** +27 (0)31 312 2239, **Email** info.dbn@immgsm.ac.za
Edenvale Student Support Centre: Stoneridge Office Park, Building B, 8 Greenstone Place, Greenstone Hill, Edenvale, 1610, **P O Box** 2780, Edenvale, 1610, **Tel** +27 (0)11 609 5003, **Email** info.greenstone@immgsm.ac.za
Milpark Student Support Centre: 33 Frost Avenue, Braamfontein Werf, 2193, **P O Box** 91820, Auckland Park, 2006, **Tel** +27 (0)11 628 8029, **Email** info.milpark@immgsm.ac.za
Pretoria Student Support Centre: 150 Anderson Street, Brooklyn, Pretoria, 0181, **Postnet** Private Bag x 1, Menlo Park, 0102, **Tel** +27 (0)81 756 6016, **Email** info.lynnwood@immgsm.ac.za
Sandton Student Support Centre: Grayston Ridge Office Park, 144 Katherine Street, Sandton, 2196, **P O Box** 414004, Craighall, 2024, **Tel** +27 (0)11 783 6662, **Email** info.sandton@immgsm.ac.za
Stellenbosch Student Support Centre: Corner of Drukkers Road and Papegaai Road, Stellenbosch, 7600, **Postnet** Suite 15, Private Bag X5071, Stellenbosch, 7600, **Tel** +27 (0)21 883 9104, **Email** info.stellenbosch@immgsm.ac.za
Zimbabwe Administrative Office: 21 Lezard Avenue, Milton Park, Harare, **P O Box** MP 394, Mount Pleasant, Harare, **Tel** +263 (0)86 7700 4806 or +263 (0)773 475 003, **Email** imm.zim@immgsm.ac.za