



ASSIGNMENT COVER SHEET – 1st Semester 2010

Please ensure that this cover sheet is completed on BOTH sides with ALL details required.

ASSIGNMENT DUE DATE: Tues 16 March 2010 BEFORE 3.00 pm

Zimbabwe students: - Thurs 11 March 2010 BEFORE 3.00 pm

IMM GSM Student No:

Contact Number: _____

First Name: _____ Surname: _____

Module Name: _____ Module Code: (Office Use)

No. of words (excl. bibliography) :

No. of assignment pages (excluding cover sheet) :

Qualification (Please tick): Certificate:

Diploma:

BBA

Tuition type (Please tick): Private Study:

Student Support Centre: Pls complete SSC details below

Student Support Centre Name: _____ Branch: _____

Student Declaration:

- 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 have read and signed the Rules and Regulations for Assignments on page 2 of the Assignment Cover Sheet.

Signature: _____

Date: ____ / ____ / 2010

FOR OFFICE USE ONLY

DATE RECEIVED	
Late Assignment <small>(Refer to # 7 on p 2)</small>	Overdue Assignment <small>(Refer to # 7 on p 2)</small>
If late, Less 25 marks ↓	If overdue, Do not mark ↓
-25	0 %
Student Signature: _____	

Allocation of marks for presentation (Excl. FA, FM, MA, M1, STAT)		
General layout: Font size, spacing	1	
Spelling and grammar	2	
Word count	2	
Harvard referencing	3	
Bibliography	2	
TOTAL →		10

SUMMARY OF MARKS

Question No. Mark

1	_____
2	_____
3	_____
4	_____
5	_____
6	_____
7	_____
8	_____
9	_____
10	_____

Presentation = _____ / 10

Sub Total =

Less 25 marks – if applicable (Office use only)

FINAL TOTAL = %

Rules and Regulations for Assignments

Rules and Regulations:

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 plagiarising or simply copying passages from the study notes, other texts and from another student's assignment/project/rough work, etc.
3. Students working in groups when compiling an assignment will be penalised if it is established that they have submitted identical assignments.
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 GSM offices.
7. The assignment due date refers up to which specific day assignments will be accepted for marking purposes. The deadline for submission in printed format is 3:00 pm on the assignment due date. 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 after which no assignment will be accepted.
8. **Students who are posting their assignments must ensure that the assignment is posted 21 days before the assignment due date.**
9. Assignments may **NOT** be submitted via fax or e-mail.
10. **NO ASSIGNMENTS WILL BE REMARKED.**
11. 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 correct referencing technique available on the website www.immgsm.ac.za.
12. Students will be penalised if they fail to observe all of the above.

Declaration:

I hereby declare that I have read, understood and complied with the assignment rules and regulations as stipulated 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. I have submitted and attached my complete and correct assignment to this cover sheet. I understand that if the incorrect assignment is handed in, it will not be marked.

Name and Surname: _____

Signature: _____ Date: ____ / ____ / 2010

Student number:

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