

# ASSIGNMENT COVER SHEET (POSTGRADUATE)



**Graduate  
School of Marketing**

Shaping business leaders since 1948

STUDENT NUMBER

Semester 1  Semester 2 20

**PLEASE ENSURE THAT THIS COVER SHEET IS COMPLETED ON BOTH SIDES WITH ALL DETAILS REQUIRED.**

**POSTGRADUATE ASSIGNMENT DUE DATE: Tues 18 March 2014 BEFORE 3:00 p.m.**

**Please upload to the IMM GSM website [www.immgsm.ac.za](http://www.immgsm.ac.za) and click on the eLearn Button. Use your student number and PIN to log in.**

**(The submission can be confirmed by emailing [assignments@immgsm.ac.za](mailto:assignments@immgsm.ac.za) or contact the Call Centre at 0861 IMM GSM after 24 hours).**

## STUDENT DETAILS

FIRST NAME(S) As per ID Document / Passport \_\_\_\_\_

SURNAME As per ID Document / Passport \_\_\_\_\_

CONTACT NUMBER \_\_\_\_\_

MODULE NAME \_\_\_\_\_ MODULE CODE (for office use)

\* I have submitted the correct assignment for this semester for the module I am registered for on my Examination Confirmation Letter

## ASSIGNMENT DETAILS

NUMBER OF WORDS (excl. bibliography)

NUMBER OF ASSIGNMENT PAGES (excl. cover sheet)

TUITION TYPE (Please tick) Private study

Additional Tuition Centre

Additional Tuition Centre Name: \_\_\_\_\_ Branch: \_\_\_\_\_

## FOR OFFICE USE ONLY

	PRESENTATION MARKS	SUMMARY OF MARKS												
<p><b>DATE RECEIVED</b></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="width: 50%; text-align: center;"> <b>LATE ASSIGNMENT</b>  <small>(Refer to #7 on p2)</small> </td> <td style="width: 50%; text-align: center;"> <b>OVERDUE ASSIGNMENT</b>  <small>(Refer to #7 on p2)</small> </td> </tr> <tr> <td style="text-align: center;"> <b>IF LATE, LESS 25 MARKS</b> </td> <td style="text-align: center;"> <b>IF OVERDUE, DO NOT MARK</b> </td> </tr> <tr> <td style="text-align: center;"> <b>-25%</b> </td> <td style="text-align: center;"> <b>0%</b> </td> </tr> <tr> <td colspan="2" style="text-align: center;">                     Student Signature:  <small>(Only if submission is late)</small> </td> </tr> </table>	<b>LATE ASSIGNMENT</b> <small>(Refer to #7 on p2)</small>	<b>OVERDUE ASSIGNMENT</b> <small>(Refer to #7 on p2)</small>	<b>IF LATE, LESS 25 MARKS</b>	<b>IF OVERDUE, DO NOT MARK</b>	<b>-25%</b>	<b>0%</b>	Student Signature: <small>(Only if submission is late)</small>		<p>This is an impression mark allocated by the examiner on <b>mainly</b> the following criteria:</p> <ul style="list-style-type: none"> <li>• Harvard Referencing:                             <ul style="list-style-type: none"> <li>- Citation (2)</li> <li>- Reference list (2)</li> </ul> </li> <li>• Word count (2)</li> <li>• Language use (2)</li> <li>• Assignment layout / structure / numbering (2)</li> </ul> <p><b>This mark is final.</b></p>		Marker	Checker	Moderator	Checker
	<b>LATE ASSIGNMENT</b> <small>(Refer to #7 on p2)</small>	<b>OVERDUE ASSIGNMENT</b> <small>(Refer to #7 on p2)</small>												
	<b>IF LATE, LESS 25 MARKS</b>	<b>IF OVERDUE, DO NOT MARK</b>												
	<b>-25%</b>	<b>0%</b>												
	Student Signature: <small>(Only if submission is late)</small>													
	<b>TOTAL</b>	<b>10</b>	1											
			2											
			3											
			4											
			5											
			6											
		7												
		8												
		9												
		10												
	Presentation =					/10								

SUB TOTAL =	<input type="text"/>
Less 25 marks if applicable (FOR OFFICE USE ONLY)	<input type="text"/>
FINAL TOTAL =	<input type="text"/>

## 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 plagiarising or simply copying passages from the study notes, other texts and from another student's assignment/project/rough work, etc. Refer to 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 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 GSM offices.
7. The assignment due date refers up to which specific day assignments will be accepted for marking purposes. The deadline is 3:00 p.m. on the assignment due date. Late assignments will be accepted, but 25 marks will be deducted from the maximum mark if received after 3:00 p.m. on the due date and up to 5.00 p.m. the following day after which no assignments will be accepted.
8. Assignments may NOT be submitted via fax or e-mail.
9. NO ASSIGNMENTS WILL BE REMARKED.
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 correct referencing technique available on the website [www.immgsm.ac.za](http://www.immgsm.ac.za)
11. Every assignment has specific word limit requirements. A student who submits work without giving due attention to this requirement may find that the marker did not mark beyond the word limit required.
12. Students will be penalised if they fail to observe all of the above.
13. Assignment collection: for collection at the IMM GSM please email [assignments@immgsm.ac.za](mailto:assignments@immgsm.ac.za) requesting the assignment/s and allow 48 hours for collection.

## 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.
3. I have read, understood and complied with the Rules and Regulations for Assignments as stated above.
4. I accept that the marker has the right to not mark part of my assignment which exceeds the word limit.
5. 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.
6. I have submitted and attached my complete and correct assignment to this cover sheet.
7. I understand that if the incorrect assignment is handed in, it will not be marked.

Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / 20 \_\_\_\_

**National Office:** Johannesburg Atlas Studio, 33 Frost Avenue, Braamfontein Werf, P O Box 91820, Auckland Park, 2006, Tel +27 (0)11 628 2000, Fax to email 086 212 3272, Email [info@immgsm.ac.za](mailto:info@immgsm.ac.za)  
**Durban Administration Office:** 245 Peter Mokaba Road, cnr Valley View Road, Morningside, Durban, P O Box 35263, Northway, 4065, Tel +27 (0)31 312 2239, Fax +27 (0)31 312 6748, Email [imm.dbn@immgsm.ac.za](mailto:imm.dbn@immgsm.ac.za)  
**Cape Town Administration Office:** The Athenaeum Campus, Boundary Terrace, 1 Mariendahl Lane, Newlands, 7700, P O Box 23998, Claremont, 7735, Tel +27 (0)21 671 4426, Fax to email 086 212 3201, Email [info.ct@immgsm.ac.za](mailto:info.ct@immgsm.ac.za)  
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