



INSTRUCTIONS FOR COMPLETING AND SUBMITTING ASSIGNMENTS

- 1) You are required to submit one (1) assignment per module.
- 2) You will receive a clear assignment paper, including the due date for each assignment. The paper will also appear on the IEX website (www.iex.co.za).
- 3) The IEX requires assignments to be presented in a typed format (excluding financial modules), on plain A4 paper. The document must be produced in an **Arial** font, **10pt** size. Unless specified the text must not be justified. The spacing between lines is **1.5** and there must be double spacing after a full stop and colon. Each question, heading or section must be clearly indicated in **bold** 10pt Arial font. Assignments should be typed on one side of the paper only. Leave adequate margins (about 3 cm) as these help achieve an uncluttered appearance and allow space for markers' comments.
- 4) A maximum of 10 marks is awarded for presentation unless otherwise specified. Please refer to the assignment cover sheet for a breakdown of the mark allocation. No presentation marks will be awarded for Finance and Payments 1 and 2.
- 5) The following information must appear on the top of every page:-
 - a. IEX student number
 - b. Module name
 - c. Page X of Y (e.g. Page 3 of 4)

Make sure that this is correctly done before you staple the assignment cover (as indicated) to the assignment pages. Please ensure that you have stapled once only and that the staple will hold all the pages together.

- 6) Unless otherwise specified, all assignments (excluding financial modules) must be completed within a limit of 1500 words. The reason for this is that modern-day business people, especially in the marketing environment are pressed for time, and they do not have the luxury to read long irrelevant academic documents. You are therefore encouraged to produce a well-formulated assignment, but in a crisp and condensed format. Your word count must be indicated on the front cover of the assignment, below the module name. Finance and Payments 1 and 2 are excluded from the word count.
- 7) Before starting the assignment writing process, make sure 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) 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 idea. Business readers prefer short, punchy sentences to long involved sentences. Do not write sentence fragments.
- 9) A paragraph should contain only one main idea that is supported by the other sentences in the paragraph.
- 10) The use of standard forms of spelling, punctuation, grammar and sentence structure is one factor in achieving clarity. When marking your assignment, a lecturer will consider these aspects of

your written expression in assessing the clarity of your work. Most computers have spelling and grammar-checking features, which you should use. Always proof-read your assignment before submitting it.

- 11) 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 an insight into the application of knowledge. Normally, one mark will be allocated to a well-formulated full statement. The correct use of module terminology is essential.
- 12) IEX follows the Harvard Referencing System in the citation of sources in academic texts. You will find adequate examples of this system in your Learner Guides, on the IEX website, in textbooks and on the Internet.
- 13) A BIBLIOGRAPHY is an alphabetical list at the end of your assignment of all the relevant sources that you have read during your research into the module. A LIST OF REFERENCES is an alphabetical list of only those sources that you have referenced in the text of your assignment. Please use either a Bibliography or a List of References. According to the Harvard Referencing System, the Bibliography/List of References is arranged alphabetically by author or by title if there is no specific author. Internet sources must also be included and referenced.
- 14) The content of the assignment that you submit must be completely your own work. It is only when you use your own words that the marker is able to 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 may involve copying another student's work in part or in entirety. Plagiarism may also involve using excerpts from other sources without due acknowledgement of the sources. For this reason it is extremely important that the appropriate academic quotation and referencing conventions are used when quoting from sources.
- 15) To prevent plagiarism, the IEX has drawn up an elaborate information document about plagiarism. You have already received a copy of this document and it is also available on the IEX website (www.iex.co.za). You must study this document in depth to assure that you do not transgress the plagiarism rules.
- 16) When handing in your assignment, it must be accompanied by the prescribed Plagiarism Declaration for Assignments signed by you. The IEX 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 cancellation of enrolment. If you are found guilty of plagiarism and if you are employed by a company or organisation that sponsors your studies, the IEX is obliged to release the outcome of the disciplinary process to such company or organisation.
- 17) A separate assignment cover, which is provided by IEX, must also be attached to the front of each assignment. When two or more assignments are submitted at the same time, a separate cover sheet must be used for each assignment. Should a student write the incorrect module name on the cover page, then the marking of such an assignment will be delayed.
- 18) The assignment due date refers to the day up to which assignments will be accepted for marking purposes. Assignments received as from 3:00pm on the due date up to 5:00pm the next day (day 2) will be regarded as **Late Assignments**. Late Assignments will have **25 marks** deducted from the total mark. Assignments will not be accepted after 5:00pm on day 2. Assignments delivered to the IEX offices via courier/messenger/post etc. **after** 5:00pm on day 2, will be regarded as **Overdue Assignments** and will be awarded 0%.
- 19) The IEX will not follow up on assignments that are not received. It is your responsibility to ensure that the assignment reaches the IEX before the due date. If you are unable to finish the assignment by the due date, you should submit whatever work you have completed.

- 20) In order to assist students as much as possible, the IEX will receive assignments by various means. These means are via the IEX information centres, registered Student Support Centres (SSC), normal and registered post, or courier services.
- If an assignment is delivered to the IEX information centres, you will receive a printed receipt as proof of the submission of the assignment.
 - The IEX distributes assignment boxes to the Student Support Centres two weeks before the assignment due date. You must hand in your assignment to the relevant person. This person will then place your assignment in the assignment box which will be forwarded to the IEX information centres. You may be required to enter your name on a list.
 - If you wish to submit your assignment by means of normal or registered post, you must post your assignment at least three weeks prior to the due date in order to ensure that it is received by the IEX on or before the due date. If the assignment is received after the due date, the IEX will keep the envelope as proof of date of postage. If the date of postage shows that the assignment was posted at least three weeks before the due date, the assignment may be accepted.
 - An assignment can also be submitted via courier service, but you must allow a reasonable time for the courier service to deliver the assignment to the IEX information centres. If an assignment is received after the due date, the courier documentation specifying the date of dispatch and delivery is kept by the IEX for reference purposes. If it is determined that the fault does not lie with you but with the courier service, the assignment will be accepted.
- 21) Under no circumstances may assignments be e-mailed or sent to markers or lecturers.
- 22) You must keep a backup copy of your assignment as a precaution against any unforeseen loss. In exceptional cases, the IEX may require you to submit a backup copy of an assignment.
- 23) Extensions will only be granted in exceptional circumstances, such as serious medical or associated grounds. You must apply in writing and you will need to attach documentary evidence (e.g. medical certificate) to support your request. Occupational commitments and extra-curricular activities are not accepted as grounds for granting extra time because you are expected to plan ahead. In considering an application, the IEX will take the fairness of the process into consideration in relation to other students who have completed their assignments on time. The IEX reserves the right to refuse an extension, and extensions can normally not be granted beyond 5 business days after the due date.
- 24) After all assignments are marked, the marks are scrutinised by a panel of senior academics and administrators to ensure the fairness and reliability of the mark allocation process.
- 25) Your mark will be released on the IEX website (www.iex.co.za) as a percentage mark (that is a mark out of a total of 100) on the date published in the Calendar of Events found in the IEX Calendar of Events.
- 26) Assignments handed in at a SSC will be returned to that SSC as well as assignments handed in at an IEX information centre which reflects the name and branch of a SSC. Assignments handed in at an IEX information centre may be collected from that information centre. It is recommended that you email a request to collect your marked assignment to assignments@immgsm.ac.za at least 48 hours in advance so that your assignments can be retrieved timeously. If, however, you fail to follow these instructions carefully, the IEX cannot accept responsibility for the late return of the assignment.

- 27) The assignment will contribute 20% towards the final assessment mark, and the other 80% will be calculated from the examination mark. A high mark in an assignment will normally not compensate for a poor mark in the examination.
- 28) Although your assignment will contribute towards your final assessment mark, you do not have to earn credits for admission to the examinations; you are automatically accepted by registering for the examination.
- 29) An assignment mark cannot be carried over to the next semester/academic year. If you have submitted an assignment during a specific semester, but have not written the exam for that particular module in that semester, it is required of you to submit a new assignment.
- 30) If you wish to appeal against your mark, you are entitled to do this by means of a written request, addressed to the Dean of Faculty.
- 31) In conclusion, when handing in your assignment please ensure that you
- have carefully studied the brief for the assignment.
 - have thoroughly read the Instructions for Completing and Submitting Assignments.
 - are well aware of the content of the document known as Plagiarism: Information to Students.
 - have followed the instructions in the Reference Guide.
- 32) Finally, check that you have
- attached a Student Assignment Cover.
 - signed and attached a Student Plagiarism Declaration for Assignments.
 - included a bibliography / list of references.
 - added your IEX student number, module name and page number and total number of pages to EVERY PAGE.