

ASSIGNMENT PREPERATION AND SUBMISSION GUIDELINES

1. Paper: leaf size – A4 on good quality white paper (80gsm)
2. The text should be in double space type (font 12 – Times New Roman for body text) with the following margins: Letter size for headings, sub heading etc., use of italics, bold type should be consistent within the thesis/research and follow correct scientific and language norms.
Space to be left:
Right side – 2 cm
Top and Bottom – 3 cm
Left side – 4 cm. (room for binding.)
3. List of references should be given immediately after the text of the assignment starting on a fresh page. References throughout the text of the assignment well as the list of references should follow Harvard format.

Font 12 – Times New Roman, double spacing, bold letters only for titles. Italics only when indicating Latin words.

4. Appendices, if any, should follow this Section. Appendices should be titled, numbered and when necessary, have explanatory notes.

An electronic version of the assignment should be submitted to the Postgraduate Unit of the Faculty with the final copies.

5. Binding Policy

All assignments should be bound by a tape (Assignment binding) with a back cardboard and a white front paper. Do not use transparent sheets and Spiral binding.

6. Front cover format (Font 16 – Times New Roman, Bold)

Title	
Subject Code	
Subject Lecturer	
By	
Candidate Name	
Registration Number	
PGD/ MBA /M.Sc.	Date

7. The first and last leaf should be blank and of thick (230gsm) quality board.
8. A student who fails to submit his/her assignment on or before the due date and wishes to submit it on a later date will be imposed with a penalty mark proportionate to the number of dates taken since the due date. This penalty mark shall be calculated as follows:
- A deduction of 25% of marks from the total marks, if the assignment is submitted within three dates from the due date; and
 - A deduction of 50% of marks from the total marks, if the assignment is submitted within seven days from the due date.
9. Assignment will not be accepted after the lapse of seven days from the original due date.

However, if a student submits the take home assignment after this date, it shall be considered only on medical grounds and very exceptional reasons approved by the relevant Postgraduate Programme Coordinator. In such case, a medical certificate issued by a registered medical practitioner shall be produced by the student within seven days from the original due date to the Postgraduate Unit along with a written request.

10. All retake candidates shall be given a fresh assignment by the teacher concerned before the repeating semester examination. In this case, the teacher concerned shall make an announcement informing repeat candidates to work on a new assignment and submit it before the repeating semester examination.
11. Academic misconduct, cheating and plagiarism shall not be considered for evaluation.