

ASSIGNMENT SUBMISSION GUIDE: POSTGRADUATE BUSINESS SCHOOL

Date Issued: January 2024

Version # 09

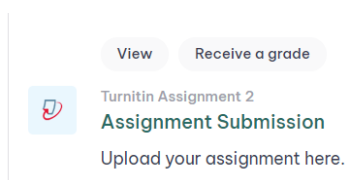
Version Control:

No adjustments may be made to this document without completing the tracking table below and adjusting the date and version number above accordingly.

Revision	Name	Title	Date	Comments
2	Peter Tobin	Dr	February 2012	Approved by Senate
3	Siegie Brownlee Penny Law Angela Vogt	Ms Ms Ms	29 May 2012	Approved by Senate
4	Siegie Brownlee	Ms	10 August 2012	Approved by Senate
5	Elmarie Strydom	Ms	9 December 2013	Approved by Senate
6	Elmarie Strydom	Ms	October 2014	Approved by Senate
7	Elmarie Strydom	Ms	December 2014	Approved by Academics
8	Towera Gondwe	Ms	January 2023	Approved by Assessments Committee
9	Towera Gondwe	Ms	January 2024	Approved by Assessments Committee

Basic instructions:

- Please refer to the **REGenius calendar** for your assignment submission dates, technical requirements and assignment instructions.
- Assignments must be submitted to **Turnitin** via the assignment **submission link** on your course subject page on REGenius and **not via e-mail**.
- Here is an example of the assignment submission link:



- Start this assignment as soon as possible. It will help you focus on important parts of the subject content early in your studies.
- Ensure that your **first name, surname, student number, course code**, and **the total number of pages** appear on the front cover of your assignment.
- Instructions on how to upload assignments can be found under **Assignment Submission** on REGenius.
- Assignments must be submitted on the specified due date of the course. As per the Academic Regulations Handbook, assignments not submitted as required will not be assessed and will thus be considered as a fail. Late assignment submissions **will not** be accepted.
- Where plagiarism is detected, Regenesys will return the unmarked assignment for resubmission with the necessary changes. This resubmission will be capped at 60%, unless the plagiarism is of a more serious nature, in which case, the provisions of the Regenesys Plagiarism Policy will apply.
- Students will be notified once assignment results are released - usually within 4 - 6 weeks after the specified due date of the assignment submission.

ASSESSMENT 1 FORMAT (*replaces Digital Assessment):

Assessment 1 submission guidelines	Assignment body length in words – excludes cover page, tables of contents, and references	Minimum references required in a bibliography	Maximum similarity index permitted
Masters	1,200–1,500	5	15%
Postgraduate Diploma	1,000–1,200	4	15%

ASSESSMENT 2 FORMAT:

Assessment 2 submission guidelines	Assignment body length in words – excludes cover page, tables of contents, and references	Minimum references required in a bibliography	Maximum similarity index permitted
Masters	5,000–7,000	15	15%
Postgraduate Diploma	4,500–5,500	10	15%

Refer to the TurnItIn similarity index guidelines. A similarity index higher than the indicated percentage requires the student to rework the paper and correct paraphrase, cite or reference their work.

Assignment document settings

NOTE: *This is applicable to Regenesys Business School Postgraduate qualifications.*

	Main heading	Subheadings	Body text
Font	Arial	Arial	Arial
Text size	18 pt	12 pt	11 pt
Line spacing	1.15 pt	1.15 pt	1.15 pt
Margins	2 cm top, bottom, left and right		

- Appendices may be a maximum of three pages each and the information must be relevant to the assignment, with links provided so that your assessor can evaluate your sources.
- Respect the introduction, body, and conclusion format for answering questions. It counts for marks.

ASSESSMENT 1: MARK ALLOCATION GUIDELINES

ASSESSMENT 1: MARK ALLOCATION GUIDELINES					
Referencing	No in-text referencing or reference list = 0%	Minimal referencing evident = 1–4%	Referencing is evident but is inconsistent, incomplete, and insufficient = 5%	The minimum number of references has been exceeded = 6%–9%	Perfect in-text referencing, reference list, variety, and number of references consulted and substantially exceeding the minimum number of references required = 10%
Body	The marks awarded for the questions you answer or tasks you perform will be calculated out of 100. These will be recalculated to count for 90% of the total assignment mark.				

ASSESSMENT 2: MARK ALLOCATION GUIDELINES

ASSESSMENT 2: MARK ALLOCATION GUIDELINES					
Introduction and conclusion	Up to 5% for clear statement of purpose, clear outline of aspects covered in the assignment, a summary of key issues in the assignment, and relevance of summary to the assignment				
Referencing	No in-text referencing or reference list = 0%	Minimal referencing evident = 1–4%	Referencing is evident but is inconsistent, incomplete, and insufficient = 5%	The minimum number of references has been exceeded = 6%–9%	Perfect in-text referencing, reference list, variety, and number of references consulted and substantially exceeding the minimum number of references required = 10%
Body	The marks awarded for the questions you answer or tasks you perform will be calculated out of 100. These will be recalculated to count for 85% of the total assignment mark.				

Referencing

- Plagiarism is a serious offence. Do not copy directly from any text unless necessary. Enclose quotes in inverted commas to indicate that they are not your words and include an in-text reference with each quote. Paraphrase all the reference comments that you use and include appropriate references and page numbers.
- Refer to the video on **Plagiarism and Referencing** in your Orientation module for guidance.
- Extensive and *credible* academic references are required to demonstrate that you have researched the topics fully and can substantiate your arguments critically.
- **NOTE: At the postgraduate level, you are expected to substantiate your answers with evidence from independent research.**