**Centre for Open and Lifelong Learning**

Assignment Book

**ALL PARTICULARS REQUIRED MUST BE PROVIDED BY STUDENT**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Student Number |  |  |  |  |  |  |  |  |  |  |  |  | ID Number |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Name and Surname |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Course (e.g. Introduction to Mathematics) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Course Code (e.g. ITM111S) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Assignment Number |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Student’s Tel. Number: |
| Marker-Tutor’s Name: |
| Due Date of Assignment: |  |

**Refer to Information Manual for Distance Education Students/Yearbook**

Extended due date of assignment in case of study material issued late

**DATE STAMP (RC, CAS) STATEMENT BY STUDENT**

|  |
| --- |
| **Indicate your centre with an X** |
|  | Gobabis |
|  | Katima Mulilo |
|  | Keetmanshoop |
|  | Ongwediva |
|  | Opuwo |
|  | Otjiwarongo |
|  | Outapi |
|  | Rundu |
|  | Tsumeb |
|  | Walvis Bay |
|  | Windhoek COLL Office |

• I declare that I have read the current rules and

instructions on submission of assignments and undertake to comply with these rules.

• I declare that this is my own, original work prepared specifically for this course and that all the sources I have used or quoted have been indicated and acknowledged by means of complete references.

• I declare that I have read the current rule AC 3.2 on academic honesty and integrity and undertake to comply with this rule.

Student’s Signature .........................................................................................

**REGIONAL CENTRE DATE STAMP COLL WINDHOEK DATE STAMP**

**SEE MARKER-TUTOR’S COMMENTS ON LAST PAGE**

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Marker-Tutor’s Signature:

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Date Marked: Marks Awarded

**Rules for the submission of assignments**

(a) Indicate your student number, course name and course code, e.g. Introduction to Mathematics, ITM111S, and the assignment number on the assignment cover page before submission of an assignment.

(b) Number the assignment with the same number appearing in the tutorial letter. For example, Assignment 02 should be numbered “02”. Use one Assignment book for each assignment. Handwritten assignments should be in black ink only.

(c) Adhere to due dates. Assignments that are submitted after the due date will be returned unmarked and may not be resubmitted.

(d) Medical and humanitarian reasons are the only reasons accepted for the late submission of assignments. Late submission of assignments will only be approved 7 days (including public holidays and weekends) after the due date. Valid documentary proof must be attached as part of the assignment before any late submission will be considered, if not it will be returned unmarked and may not be submitted. Travelling, workshops, job related activities and conferences are not valid excuses for late submission of assignments.

(e) Distance Education students will have the opportunity to write a 2nd opportunity/make-up test on the pre-determined dates similar to full-time and part-time students if they were unable to write or fail the scheduled tests as set out in the Information Manual or Distance Education Students, the Pocket Guide and in the Tutorial Letter. There will be no provision made to any student if he/she failed to write the 2nd opportunity/make up test.

(f ) Assignments based on wrong instructional material and tutorial letters will not be marked.

(g) Ensure that all information as requested on the assignment cover is completed and correct. Incorrect or incomplete information will prevent it from being accepted for marking. This also applies to submitted CDs. All information must be on the CD itself.

(h) Marked assignments will be scanned and e-mailed to students on their generic e-mail address received upon registration.

Students therefore need to check e-mails on a regular basis. No hardcopies of assignments/tests will be returned to students. Assignments will be returned via generic e-mail address and should not be collected at the COLL offices.

(i) Students may send assignments via e-mail. Students should download the Electronic Assignment Book available in MS Word format from <http://www.nust.na/centres/docs/coll/coll_assbook.doc>to complete assignments. Ensure that all information as requested on the assignment cover is completed and correct. Incorrect or incomplete information will prevent it from being accepted for marking. After completion of the assignment, email the Electronic Assignment Book as an attachment to: collassignments@nust.na

(j) Completed assignments must never be emailed/submitted to the relevant Marker-Tutor, Student Support Officer or the

Store and Dispatch Officer.

(k) Always supply sufficient stamps when posting your assignments. Students who use express post for mailing their assignments must pay the costs attached to this service themselves. The Namibia University of Science and Technology will not pay penalties for assignments with insufficient postage. Such assignments will be returned unmarked to the students. Posted/couriered assignments received after the due date of the assignment will be returned unmarked.

(l) Warning: Any loose pages increase the possibility for loosing assignment marks.

(m) Students living in the vicinity of Windhoek and who prefer to submit their assignments personally should drop them in the COLL assignment box located at the COLL building. Students living in the vicinity of Regional Centres should preferably submit their assignments at these Centres.

(n) Students are encouraged to form study groups to discuss their studies, but identical assignments by different members of a study group are not acceptable. Copying assignments constitutes a transgression of the Student Regulations of the Namibia University of Science and Technology.

(o) Students found guilty of copying assignments will be awarded zero (0) for such an assignment.

(p) Upon submission of assignments, students have to acknowledge by means of complete referencing, all sources used and/or quoted. Students found guilty of plagiarism will be penalised and may be awarded zero (0).

(q) A student, who has strong reasons to believe that an assignment mark may be incorrect, may apply that such mark be re-checked, regardless of the mark obtained. An application for a re-check must be directed to the Director: COLL on or before the last working day of May for the examinations taking place in June and on or before the last working day of October for the examinations taking place in November. Applications must be accompanied by a full motivation explaining why a re-check is sought. Such a re-check shall not necessarily lead to a re-mark of the assignment, unless so determined by the Marker-Tutor conducting the re-check. Applications for re-check based on requests to be condoned for admission to the examination will not be considered.

(r) No comments or assignments/test results will be announced by telephone.

**STAMP Late receipts to be sent back umarked**

Assignment Due Date: ...................................................................................................................................................................................

Signature: ......................................................................................................................................................................................................................

Student Support Officer: ...........................................................................................................................................................................

**STUDENT’S COMMENTS:**

Marker-Tutor’s Name:

Marker-Tutor’s Signature: Date:

**MARKER-TUTOR’S COMMENTS:**