Assignment 2, Project and Report Submission T's and C's

1. Please note that ONLY online PDF submission will be accepted – no hard copies (printed) or emailed copies will be accepted. Do not email assignments to helpme@immgsm.ac.za or assignments@immgsm.ac.za, they will not be accepted under any circumstances.

2. Take careful note of the specific submission due date and method per module and submit well before the due date. All assignment submission dates and times are available on eLearn.

3. Only documents submitted in PDF format will be marked. (MS Word; MS PowerPoint; .pages; .txt; .lnk; zip etc. will not be marked).

4. Students need to submit their PDF Assignment document through the Check my Work for Similarity tile on eLearn first. Once you have obtained your similarity report, and you are satisfied with the result, download the PDF Similarity report and then upload this PDF report in the Upload for Grading tile on eLearn.

5. Students must check their submissions – that the correct document (Downloaded Turnitin Similarity Report) is selected and the file format of the document is in PDF format before finalising the submission. Be sure to submit your Turnitin Similarity/Originality Report where applicable. 5 marks will be deducted if the Turnitin Similarity/ Originality Report is not uploaded for grading (where applicable).

6. No assignments submitted in the incorrect file format, in the wrong place, the incorrect document or after the submission date will be considered on appeal and students will receive 0%. Be careful not to submit your Turnitin Digital Receipt, as it will result in 0%. The digital Receipt is NOT the Turnitin Similarity/Originality Report.

7. The IMM Graduate School strongly encourages students to make their final submission for grading well in advance of the due date, and at the very latest 30 minutes before 23H59; - Any submission attempts made within the last ten minutes of the deadline, that is then only received within the late submission period (00:00) onwards, will have late submission deductions applied. - Any submission attempts made within the last 10 minutes of the late submission deadline, that is then not accepted, will receive 0%. - The IMM Graduate School staff will not be available to assist with submissions or related queries outside of office hours.

8. Submission appeals will, under no circumstances, be considered once the submission/late submission deadline date has passed or once assignment 2 results are released.

9. Students take full responsibility for ensuring the correct contact details are captured in order to receive confirmation of submission emails. Company email addresses are often blocked from receiving these emails due to firewall and security settings, it is recommended to use a Gmail address. Also check your junk/spam folders for confirmation emails.

10. The IMM Graduate School will not accept reasons such as load-shedding, difficulties with internet connections or similar reasons for non-submission/late submission of assignments.

11. Submission dates and times are as per South African time.

Graduate School

Check My Work for Similarity - Turnitin

Turnitin is an external software system that is used by the IMM Graduate School to ensure academic integrity if the assignment submissions. It is a great tool for students to use, to ensure they have referenced resources used through the assignment correctly, and in the correct places.

Please take careful note of the following when making your submissions to Turnitin:

1. THE FIRST THREE TURNITIN SUBMISSIONS

The first three submissions made to Turnitin, will result in the Turnitin Similarity Report being returned within 15-30 minutes.

2. ADDITIONAL SUBMISSIONS MADE TO TURNITIN (4 SUBMISSIONS AND ABOVE)

Additional submissions (from 4 onwards) will result in Turnitin Similarity Reports being returned within 24-48 hours. It is crucial that students manage their time in order to make their submissions and receive their reports prior to the due date.

3. ONE SUBMISSION AT A TIME

Should a student make a resubmission, (at any of the attempts) before the previous report has been returned, this can delay the report for up to 24 hours.

4. TURNITIN SUBMISSION ON THE DAY OF YOUR ASSIGNMENT IS DUE

If a student makes a Turnitin submission on the closing date of the assignment, the student will need to wait for the report from Turnitin before submitting the assignment for grading. If the report is returned after the due date, the student will need to submit within the late submission period and marks will be deducted for late submission.

5. TURNITIN SUBMISSIONS AFTER THE DUE DATE (IN THE LATE SUBMISSION PERIOD)

Any student who makes a submission to Turnitin within the late submission period, may not receive their report in time to submit the Turnitin report (especially for submission over and above the first three attempts). These students must please do the following:

- Submit your PDF final assignment to Turnitin as per the assignment submission instructions;
- If the Turnitin Similarity Report is not returned before the late submission deadline, please submit the original PDF document for grading before the deadline;
- You MUST still submit the assignment to Turnitin before the deadline and receive the Turnitin Similarity Report, even if the Turnitin Similarity Report is received after the deadline and after you have submitted the original document.
- Download and save the Turnitin Similarity Report and save it our device should the IMM Graduate School request this at a later stage.
- There is no guarantee that your assignment will be marked, however, in the event of an appeal regarding tour assignment, the Turnitin Similarity Report will be required.

6. IT IS IMPERATIVE THAT THE DOCUMENT SUBMISSITED TO TURNITIN, MATCHES THE DOCUMENT UPLOADED FOR GRADING

Any discrepancies will result in a 0% mark awarded, this may not be appealed.

IMM Graduate School

Please note the following regarding the upload of assignment 2 as well as the project-based final assessments in order for your submission to be marked (graded):

- The assessments must be uploaded in the CORRECT format – as prescribed. Please refer to the assignment submission instructions located on the assignment submission page on eLearn, and on the front cover of the assignment question paper.
- Files which cannot be opened, cannot not be marked.
- Incorrect documents such as the question paper, Turnitin receipts, or any document which is not the correct assessment file for the module, cannot be marked.
- Files uploaded within any folder OTHER than the specific assessment grading folder for the specific module will be regarded as a non-submission for marking purposes and will not be marked. Files which are ONLY uploaded to Turnitin and not into the relevant folder for grading, will NOT be regarded as a submission and will not be marked.
- Where required, should a student not upload the correct Turnitin similarity report for grading, the assignment will be awarded 0%.
- Any file which does not meet the criteria as specified will NOT be marked.
- Students MUST re-login into eLearn immediately after the submission to confirm that the correct document was uploaded and that it is in the correct format.
- Students will NOT be given an opportunity after the assessment submission deadline, to resubmit the relevant assessment.
- You MUST therefore check that you are attaching the CORRECT file BEFORE uploading it, as you only have only ONE opportunity to upload the correct file to be marked as your assessment for the specific module.
- Please note that the above points in red will NOT be grounds for an appeal or resubmission for an assignment or a project-based final assessment.
- We STRONGLY recommend that the naming convention of your relevant assessment file should contain the information stated below so that you cannot confuse it with the question paper or any other document.
  An example would be:
  – Student Number: (A12345)
  – Module Code: (MAR101B)
  – Assignment (ASSIGN) or Final Assessment: (FA)
  – Assignment submission date: (12 August 2021) or Final Assessment date (22 October 2021)
  – Examples of the PDF file name for your assignment and final assessment would be:A12345_MAR101B_ ASSIGN_12Aug2021 or A12345_MAR101B_FA_22Oct2021