**Assignment General Instructions**

**The answer sheet should contain the following:**

1. Cover page
2. Questions
3. Answers

Due date and time

 Assignment 1 - 22/10/2020 , 11.59 PM

 Assignment 2 - 12/11/2020 , 11.59 PM

**Assignment's requirements**

* Use the cover page. One mark will be deducted if there is no cover page.
* **Grade Distribution**

**Content relevancy: 6 Grades**

**Highlights: 2 Grades**

                        In terms of quotes, data, points and comparison examples.

**Overall Format and Presentation: 2 Grades**

                       Overall contents covering and Format style requirements.

1st attempt - End of 1st week – Allowed for Plagiarism check. Answers can be in paragraph and points.

2nd attempt - End of 3nd week-Updated Assignment file based on the Plagiarism and Instructor comments.

* Two minimum number of required references and reference style (APA, Harvard...etc.)
* Quotations must be cited to its resources.
* For the paper styles use Times New Roman, 12 font size, 1.5 line space and adjusted text.
* The student must check the spelling and grammar mistakes before submitting the assignment.
* Up to 20% of the total grade will be deducted for providing a poor structure of assignment. Structure includes these elements paper style, free of spelling and grammar mistakes, referencing and word count.

**Plagiarism marking policy:**

* If the SafeAssign match report equals 20% and above, the assignment will be reviewed by the instructor.
* The cover page and assignment’ questions match percentage must be excluded from the overall match percentage of SafeAssign report.
* 80% and above **of the answer** is plagiarised, the assignment will award ZERO mark. (including identical assignments, both students award ZERO mark)
* 20-79% **of the answer** is plagiarised, these plagiarised parts should be highlighted, and only non-plagiarised parts will be marked.

**Late submission policy**

* It aims to ensure that all students are treated equitably and do not gain an unfair advantage by choosing to submit their work late.
* Penalties for late submission shall be 10% of the total mark of the assignment for each day of late submission up to six calendar days after the due date.
* Assignments will not be accepted after the sixth day and the student will award ZERO mark.
* All late submissions must be made electronically through BB.

**Example** if the assignment is marked out of 20, deduction of 10% means a deduction of 2 marks per day.

* This policy does not cover “Extenuating Circumstances”. Examples; circumstances outside of the control of a student.