



Dear Student,

ASSIGNMENT RULES

The following rules apply to the submission of assignments to Regent Business School (RBS):

1. Kindly visit <http://www.myregent.ac.za> for assignment uploading procedures.
2. All assignments must be submitted via the online upload process on the MyRegent student portal. No other mode of submission will be accepted.
3. Uploading with a tablet or cellular phone is not supported. Please make use of a laptop or computer when submitting.
4. No handwritten assignments will be accepted in the submission of assignments. All RBS assignments must be typed out, this is inclusive of statistical modules.
5. The onus lies upon the student to ensure that prior to submitting of assignments the student is:
 - Appropriately registered for the current intake
 - Assignments are correctly labelled i.e. the correct programme, module name and assignment number is selected
 - All pages on the assignment are numbered
 - The assignment is complete and all questions are answered
6. It is critical that you check your assignment to ensure it is the correct submission. Please take into cognisance that if you submit the incorrect assignment, if you are alleged in a copy case or produced plagiarism you will be penalised with a mark of Zero.
7. Should the student submit an incorrect assignment/ project report for a module the standard marking process will be applied and the outcome will be communicated to the student.
8. Kindly ensure that you are submitting the final updated version of your assignment. You will not be allowed any further subsequent updates after submission.
9. Only one assignment / project report submission is permitted per module in a PDF or MS word file format. No other format will be accepted.
10. The student number must be referenced on all assignment queries and all correspondence via email, telephone to RBS.
11. Only one upload slot should be utilized with exception to the Information Technology and Quantitative modules where more than one file may need to be uploaded.
12. The complete assignment must be in one attachment and must include all the following:
 - Cover page
 - Contents page
 - Body of assignment
 - Bibliography (Referencing)
13. The system will not accept further submissions of the same assignment after the day on which submission was made.
14. It is the responsibility of the student to retain the acknowledgement of receipt for future reference.

Annexure_2_Assignment Rules

15. Students are required to contact RBS immediately should you encounter any errors on the MyRegent portal. All correspondence and error messages must be retained, and where technical problems are encountered the student must save and send a screenshot to the support division on studentsupport@regent.ac.za.
16. Request for extension of assignment submission must be made via the MyRegent portal on or before the assignment due date.
17. Only two assignment extensions per semester will be granted. Each extension must be utilised for different modules. Extensions are granted for a period of 5 days from the initial due date (inclusive of weekends).
18. It is advisable to submit assignments at least 24 hours before the due date. This will make provision for unforeseen circumstances, such as your internet connectivity.
19. A student who achieves a mark of less than 60% will have another attempt at improving his/her grade by means of a re-submission. A resubmission fee of R300 is applicable for undergraduate programmes and R400 is applicable for postgraduate programmes respectively.
20. A submission past the due date is categorised as being a *Late submission*. A late submission fee of R750 is applicable. Late submissions are granted up to 14 days from the due date, thereafter the assignment upload will be rejected. Students that acknowledge by ticking the late submission box will be billed instantaneously.
21. The graded assignment will be uploaded to the MyRegent student portal and an email notification will be sent to students advising that the marked assignment is ready for download.
22. The onus is on the students to ensure that they download and view their marked assignment from the MyRegent student portal timeously.
23. All resubmitted assignments are capped at a maximum mark of 60% in the event of the student achieving a mark that is higher than 60%.
24. The resubmission assignment is due 5 days after the date the initial assignment results have been uploaded to the student portal.
25. All assignments received on the due date will be marked and results will be made available to students within 4 to 6 weeks of the original assignment due date.
26. The 4 to 6 weeks turnaround period for the release of assignment results will not apply to assignments submitted as an extension, late submission or re-submission.
27. The onus is on students to ensure that RBS has their current contact details. The primary address for all correspondence is the MyRegent email address. RBS is not liable for correspondence going out to and from student personal or alternate emails.

Should you have any queries, please do not hesitate to contact Student Services on 031 304 4626 or studentsupport@regent.ac.za.

We wish you every success in your studies.

Regards,

RBS: Assessment Department