

Assignment Deadlines for April 2008 Semester

1st /2nd semester subjects

Date (Day)	Subject
26 th May 2008 (Mon)	Managing People In Organisation
30 th June 2008 (Mon)	Data Management
14 th July 2008 (Mon)	Operations Management
28 th July 2008 (Mon)	Making Decision

3rd /4th semester subjects

Date (Day)	Subject
19 th May 2008 (Mon)	Information System
4 th August 2008 (Mon)	All Elective Assignment
TBA on day of class	Face to Face

Notes on Submission of Assignments:

1. Unless explicitly requested by local counsellor/lecturer, coursework should be submitted in the following format:
 - typed on A4 paper
 - accompanied by a completed assignment form, attached to the front
 - stapled in the top left corner

As a general rule, we ask you not to use plastic/cardboard covers or envelopes
[Course Handbook: Format of Coursework]
2. All assignments will be first-marked by local counselor and second-marked by Strathclyde lecturers.
For elective subjects, it will all be marked by Strathclyde lecturers
3. Please adhere strictly to the deadlines. Students who submit assignments late should expect marks to be deducted at a rate of 5 absolute percentage marks per week, or part week late, up to a maximum of 4 weeks. **Coursework submitted more than 4 weeks late or less than 2 weeks before the start of the examination diet.....will be deemed ineligible and an absence will be recorded for the unit.**
4. You can submit your assignments by dropping them into the CDC Management / Strathclyde Box (located at the ground floor) during weekends or after 7:00pm. Alternatively, you can submit at the CDC Management Development office at Level 6 between 9.30am - 7.00pm (weekdays).
5. Students will be notified to collect assignments in person. Please note that assignment marks will NOT be disclosed over the phone. Your marked assignments can be collected at the office at Level 6 between 9.30am - 7.00pm (weekdays).
6. You are required to keep all returned assignments, until the marks have been ratified by the Board of Examiners.