

Assignment Deadlines for April 2010 Semester

1st /2nd semester subjects

Date (Day)	Subject
31 st May 2010 (Mon)	Managing People In Organisation
14 th June 2010 (Mon)	Operations Management
09 th August 2010 (Mon)	Analytical Support in Decision Making
02 nd August 2010 (Mon)	Deferred Assignment to submit upon approval from University/councillor (eg: MM, FFM,FMA)

3rd /4th semester subjects

Date (Day)	Subject
19 th July 2010 (Mon)	Business Information System
02 nd August 2010 (Mon)	All Elective Assignment
TBA on day of class	Face to Face or Summerschool Electives

Notes on Submission of Assignments:

- Unless explicitly requested by local counselor/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,comb binding..
[Course Handbook: Format of Coursework]
- 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
- 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.**
- 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 5 Block F, between 9.30am - 7.00pm (weekdays).
- 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 5 between 9.30am - 7.00pm (weekdays).
- You are required to keep all returned assignments, until the marks have been ratified by the Board of Examiners.