



Guidelines for Assignments



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The First and Second year Programmes and its Assignments are designed in such a way that the student is to spend maximum time in obtaining the foundation of knowledge before the process of research, therefore, ensuring that the Learner gains excellent knowledge to make informative conclusions in the process of research later on.

Assignments are short and concise and the Student **must not** be misled by it, as the questions are designed to test knowledge over the full spectrum of the specified Module. Thus, the importance of reading through each Module will ensure that the student attain the necessary knowledge.

If the Student does not spend sufficient time in reading, he/she will not be able to obtain the appropriate answers for the assignments.

In each Module there will be in part, research involved, this will encourage the Student to research other resources as well, i.e. the Internet. This is to initiate the Student into the art of "research work" which will be needed for one's future academic career path.

Please make use of footnotes (Bibliography) to cite all sources when adding additional research information.

ASSIGNMENT FORMAT

The general format for the Quiz Assignment from Certificate and Diploma is the same on the Online System. It however, does not apply to the following **Post Graduate Documents**:

- 1) The 50 page *Academic Research Report* of the Honours Degree.
 - 2) The 150-200 page *Master's Dissertation*.
 - 3) The 200-250 *Doctoral Thesis*.
- Each Module's Quiz Assignment must be done within the specified Module's Assignment on the Online System.
 - An attachment is allowed in certain cases such as in the cases of diagrams. Ensure that it is clearly indicated and uploaded on the Online System.

In the case of Essays or Upload Assignments:

- Do not at all underline any headings or any words in the assignments.
- Use **Bold** only when you want to emphasise a key word or concept.
- Font and size is Arial and 12.
- "Justify" your paragraphs
- Assignments must be single spacing
- The Heading is the question of the Assignment and must be font **Arial 14 Bold**



- *Italics* should be used when Scripture is quoted or another source is quoted.
- Footnotes¹ to be used as a reference of source/verse/which Bible.
- Use Footnotes to explain words or to quote your reference source.
- A Paragraph length is on average (6) six sentences – this is only a guideline and may be longer, depending on the content.
- Uploading Essays are to be written in MS Word Format.
- Do not submit PDF Format Documents – PDF Documents will not be marked.
- Please note that the only two official languages we accept for assignments are English or Afrikaans, however we will not accept an Assignment with both languages used in one Assignment.

¹ Example of a Footnote