General Assignment Submission Guide

1. All submitted work must have pages well labelled with your:

   - full names,

   - title of the training program

   - email address

   - contact telephone

   - country of residence

2. You are welcome to access other related materials sources to enrich your assignment submission apart from the materials made available to your on this platform.

3. You must immediately inform the careers and training department of any address change.

4. Sources of all materials used in your assignment submission must be acknowledged accordingly.

5. The granting of permission for late submission is determined on individual basis. *Please refer to the policy on Late Submission of Assignment Document*

6. All submitted work must be typed in Verdana script (font size 11) or Times New Roman (font size 12) and should be formatted using double-space line spacing. Leave margins of 2.5 cm. at the top, bottom, right and left. Each page of the submitted document must be numbered, with page 1 commencing at the introduction to the main body of the assignment. Any appendices should be clearly labelled in the text of the main body of the assignment (e.g. Appendix 1, Appendix 2, etc.) and the appendices should be paginated sequentially using small roman numerals (i.e. i, ii, iii, etc).