



Assignment Guideline/Policy

This is a general guideline and policy to work on your assignments, however the assignments from different programmes have their own specific requirements, please read each assignment brief carefully to follow it accordingly.

A. Assignment Cover Page

For every assignment submission, fill in and add **Assignment Cover Page** (official EIU cover page). Make sure you write your name in full (as written on your passport: First Name, Middle Name, Last Name). Do NOT edit the cover page, just fill in the information needed.

* *Assignments without the correct EIU cover page, will NOT be accepted.*

B. Formatting Your Document

EIU requires in-text citations and presentation of work using the APA guidelines. Please add between **5 – 20 references for the core modules** and **20 – 30 for the Action Research paper**. For formatting, the work must be typed and **double-spaced (2.0)** or **one and a half (1.5) spaced** will do on a standard-sized paper (8.5"x11"), with **1" margin** on all sides and using **12 pt. Times New Roman font**. In the footer, make sure you always include the **page number** on the right bottom corner.

All assignments must always include 6 major sections:

1. **Cover Page**
2. **Table of Content**
3. **Introduction**
4. **Main Body**
5. **Conclusion**
6. **References**

All assignments should strictly follow the structure and word count requirement in each assignment brief.

* *Titles, Sub-titles, Table of Content and References are NOT included in the word count.*

C. Naming Your Document

The file name has to be in the following format:

"Module Number – First Name Last Name – Programme Name.pdf"

Ex: **MGT510 – John Doe – MBA in General Management.pdf**

Ex: **EDUC510 – John Doe – MSIET.pdf**

** Your work must be saved as one PDF document only.*

D. Use of External Scholarly Texts / Reading

While students would refer to, and utilize (in citation and reference sections of their research / answer papers), learning materials and recourses provided on the EIU Learning Portal (LMS), they are also strongly encouraged to use additional texts / readings from <https://open.umn.edu/opentextbooks> - an open-source repository containing excellent, scholarly texts / readings to further supplement your understanding of the subject matter pursued.

Students who systematically and scientifically (without plagiarizing), utilize more of such external scholarly texts / readings in their module assignment answers and / or final thesis production, would obviously stand a higher chance of obtaining better overall scores on their assignments and / or final thesis paper.

E. Plagiarism

Plagiarism is considered as an academic misconduct and shall be taken very seriously by EIU. In essence, students should not copy the work of any other student. Ideas from any and all sources must be properly **cited** and **quoted**. It is fine to use ideas, words, and short passages from the writings of others in their writing, as long as they acknowledge the source.

The below rules for plagiarism shall be strictly implemented:

- Teachers are required to check the students' work and make sure they follow the **APA** referencing format.
- In any case the student **exceeds 25% plagiarism similarity**, marker(s) would need to report to EIU along with a copy of the plagiarized work.

- EIU would then be responsible to notify the student via email and would lodge the case in the student's file.
- Students will not be permitted to re-submit the work and will receive an automatic **F (Fail) or 0%**.

Note: There are several plagiarism checkers you can use to check your work before submission. Some of the recommended ones are: **Quietest, EasyBib and Plag Scan**.

F. Failed Assignments

1. Students are **required** to read, understand and follow the Assignment Guideline/Policy document to ensure they successfully complete the assignments.
2. If students don't meet the assignment guidelines/policies, their assignments will get an automatic **F (Fail) or 0%**.
3. If students would like to re-do the module/assignment, an additional fee of €50 for the core modules and €100 for research paper will be added.
4. Students are requested to pass ALL of the modules in order to graduate from the programme.

G. Uploading Assignments

Once you have successfully uploaded your assignment in **PDF format**, you will see the message, "**Assessment Submitted**". You will receive the grade for the submitted assignment within **4 – 6 weeks** for the core modules and **2-3 months** for the research paper.

H. Grading Scale

Pass	
High Distinction	90% – 100%
Distinction	80% – 89%
First Class	70% – 79%
Second Class	60% – 69%
Satisfactory	50% – 59%
Fail	
Unsatisfactory	49% and below

I. Grade Appeal Process

The following are grounds for appeal: The application of non-academic criteria, such as the consideration of race, politics, religion, sex, or other criteria not directly reflective of performance related to course requirements; sexual harassment; or improper academic procedures that unfairly affect your grade.

The formal process must be initiated within 2 weeks from the day the final grade for the module was posted.

- Identify course and section in the subject line of an email.
- When asking a question, be specific and provide details about what you are trying to.
- Figure out and what you don't understand.
- Always identify yourself in the message.
- Keep it simple – be clear and concise.
- Avoid using jargon and overusing “big” words.
- Use concrete, specific words rather than vague, general words.
- Write professionally, but as you would talk.
- Avoid “texting” language, foul language or slang.
- Vary your sentence length but avoid very long (run-on) sentences.
- Write in a positive tone.
- Do not respond in anger.
- Always edit and proofread your work before you send it.
- Check spelling and grammar