

## **CODeL CIRCULAR NO 3**

***Date: 17 JULY 2018***

Dear CODeL Students

Welcome back to the 2<sup>nd</sup> semester of 2018. It is our sincere wish to provide you with quality services that you deserve throughout your studies. On that note, we would like to share the following exciting and yet important information with you.

### **1. Submission of 2<sup>nd</sup> semester assignments**

Kindly be reminded that all 2<sup>nd</sup> assignments for year modules are due from 16-19 July, while 1<sup>st</sup> assignments for 2<sup>nd</sup> semester modules are due from 23-26 July 2018. In order to assist you to submit a good standard of academic work, while pre-empting possible challenges you might experience with timely submission of assignments, CODeL management decided to grant you a grace period on each assignment as depicted in the table below. This intervention is to help you not to miss the clearly spelled out due dates, as it is very important for you to submit assignments in time, since assignments are the only way you are assessed in order to qualify and sit for examinations.

### **2. Grace Period**

Each module assignment has 3 days grace period during which you can submit your assignment after the due date. For example, if your assignment is due on 16 July, you would have until 19 July to submit your assignment. Moodle would indicate that your assignment is 3 days late, however you would not be penalized.

### **3. Penalty Period**

After the grace period of three days has expired, each day you submit the assignment late (i.e. each day after the 3 day grace period) would incur a penalty of 5% marks to be deducted from your assignment. However this penalty period also expires after 4 days after the grace period. For example, the assignment due 16 July has can be submitted until 19 July without a penalty, but attracts a penalty of 5% a day from 20 to 23 July. This means no assignments will be accepted after 23 July (see graphic representation below):

<b>16 July</b> <b>(Original Due Date)</b>	<b>17 – 19 July</b> <b>(Grace Period – no penalties)</b>	<b>20 – 23 July</b> <b>(5% marks penalty per day)</b>	<b>24 July onwards</b> <b>(Submissions Closed)</b>
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#### **4. Re-submission**

Kindly also be informed that re-submissions for all the above-mentioned module categories will be on **22 August 2018**. However, it is our humble appeal that you work hard and give it all your effort to submit work of high standard to avoid achieving below average marks (39% and lower), to avoid re-submission altogether.

**Study material** – Please be reminded to collect study guides at the regional Centres/Campuses and the main stores here in Windhoek. However please note that if any study guide was not printed due to unforeseen circumstances then the soft copies will be uploaded on Moodle and student portal while we await for the printing of the specific study guide.

**Submission of assignment on MOODLE** – all students are encouraged to submit assignments on time to avoid penalties that can jeopardize your qualification for your examinations. Therefore note that abusing the extended period for assignment submissions is not to your benefit and you should aim to submit your work on time.

Thank you

  
Mrs Anna-Marie Biwa  
Assistant Registrar: On behalf of CODeL Management