



VILLA COLLEGE

Academic Board

VILLA COLLEGE GUIDELINE ASSIGNMENT SUBMISSION

Policy No: VCPG/2013/02

All your individual/group assignments/assessments SHOULD BE submitted to the RESPECTIVE FACULTY effective from 6th June 2012. You are required to do **TWO SUBMISSIONS**:

- **SUBMISSION ONE - HARD COPY**: You are required to submit your hard copy into the box placed at Reception.
- **SUBMISSION TWO - SOFT COPY**: You are required to submit your soft copy to the specific email created for each faculty which is specified below.

You are **STRONGLY ADVISED** to follow the guidelines stated below when submitting your assignments to avoid any confusion and future correspondences on the submission process. Please be informed that you are subjected to be **PENALIZED** if you fail to follow the specific rules.

SUBMISSION ONE - HARD COPY

- 1) Submit the **HARD COPY** of your assignment into the box of the respective faculty (**FACULTY NAME WILL BE WRITTEN ON THE BOX**)
 - a. Submit the hard copy **BEFORE 18:00hrs** of the due date. NOTE that assignments will be collected and the box will be emptied at exactly 18:00hrs. Any assignment submitted after 18:00hrs will be regarded as a **LATE SUBMISSION** and you will be penalized according to rules followed for late submission.
 - a) On the cover of the assignment, clearly write your name, student ID, your tutor name (if the tutor is different from the lecturer).

SUBMISSION TWO - SOFT COPY

- 2) Submit the **SOFT COPY** to the email of the respective faculty (refer below) by **23:59hrs**.

E-MAIL ADDRESS	RESPECTIVE FACULTY
fes.assignments@villacollege.edu.mv	Faculty of Educational Studies
fict.assignments@villacollege.edu.mv	Faculty of Information Communication Technology
fbm.assignments@villacollege.edu.mv	Faculty of Business Management
fsis.assignments@villacollege.edu.mv	Faculty of Sharia and Islamic Studies
cfs.assignments@villacollege.edu.mv	Centre for Foundation Studies

While emailing make sure you follow these steps:

