



## ASSIGNMENT SUBMISSION

### INSTRUCTIONS TO STUDENTS

All your individual/group assignments/assessments SHOULD BE submitted to the **RESPECTIVE FACULTY/CENTRE** 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 **VILLA COLLEGE QI CAMPUS RECEPTION AREA**.
- **SUBMISSION TWO - SOFT COPY**: You are required to submit your soft copy to the specific email created for each faculty/centre 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.

#### 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 on the due date**.

E-MAIL ADDRESS	RESPECTIVE FACULTY
<a href="mailto:fes.assignments@villacollege.edu.mv">fes.assignments@villacollege.edu.mv</a>	Faculty of Educational Studies
<a href="mailto:fict.assignments@villacollege.edu.mv">fict.assignments@villacollege.edu.mv</a>	Faculty of Information Communication Technology
<a href="mailto:fbm.assignments@villacollege.edu.mv">fbm.assignments@villacollege.edu.mv</a>	Faculty of Business Management
<a href="mailto:fsis.assignments@villacollege.edu.mv">fsis.assignments@villacollege.edu.mv</a>	Faculty of Sharia and Islamic Studies
<a href="mailto:cfs.assignments@villacollege.edu.mv">cfs.assignments@villacollege.edu.mv</a>	Centre for Foundation Studies

While emailing make sure you follow these steps:

- a. The **subject line** of the email should state **your subject code** and **title of the subject**.

For example;

- i. if you are submitting Principles of Microeconomics assignment, the subject line should read as follow:

**BBEK1103 – PRINCIPLES OF MICROECONOMICS**



- ii. if you are submitting Learning Skills for ODL assignment, the subject line should read as follow:  
**OUMH1103 – LEARNING SKILLS FOR ODL**
  
- b. All assignment's softcopy in MsWord format. Your **file should be named** in the following order. **Your student ID – Name of the subject**. For example;
  - i. if your student ID is S12345678 and submitting Introduction to Database, your file name should be written as follow  
**S12345678 – INTRODUCTION TO DATABASE**
  - ii. if your student ID is S12763321 and submitting Learning Skills for ODL, your file name should be written as follow  
**S12763321– LEARNING SKILLS FOR ODL**
  
5. You will be sent a notification e-mail once your soft copy is received by the faculty. Please be reminded that unless you submit a softcopy, your assignment **WILL NOT BE MARKED**.
  
6. Please also be reminded that in an event where you cannot submit the assignment on or before the due date as a result of a valid reason, it should be communicated to the respective faculties in writing with the necessary documentation within 7 days after the due date of the assignment. Failure to do so will result in the faculties not entertain any further correspondence on this matter once the 7 day notice period is over.

**IMPORTANT:**

- Assignment cover sheet should be attached as the first page of your assignment. Cover sheet for respective faculties can be downloaded from the villa college website: [www.villacollege.edu.mv](http://www.villacollege.edu.mv).
  
- It is the **STUDENT' RESPONSIBILITY** to ensure that you submit the assignment to the respective faculties offering the module.
  
- Students are **STRICTLY ADVISED** to follow the Villa College policies regarding extension for any assignment.
  
- Each day the assignment is late 10% penalty will incur of the total marks scored by the students. This is subjective to five days. **ZERO** marks will be given to all assignments submitted after 5 days without any approved extension.