

Governance New Zealand Incorporated

Assignment Rules & Procedures

1.0 Introduction

This document applies to all students enrolled in the Governance New Zealand Professional Education Programme.

The purpose of this document is to provide:

- standardised assignment guidelines for all modules.
- information to students about their obligations when undertaking assignments for all modules.

2.0 Submission

2.1 Students are required to complete an assignment as part of their assessment for each enrolled module.

2.2 The first page of your assignment must have the module title, your full name, your contact number and the word count clearly displayed. (Refer to Assignment Cover Sheet)

2.3 All pages (minus the cover sheet) are to be numbered.

2.4 All copying or referencing of external content must be attributed to the source of the information copied utilising the latest version of the APA referencing format. (The current version is APA7).

2.5 Assignment word limit **does not** include referencing, footnotes and bibliographies. **Note: footnotes are for reference only and not a facility to explain further.**

2.6 Figures used in the Finance for Decision Making assignment are also **not** included in the word count.

2.7 The following main format is required for all assignments:

- Heading ----- **Font style: Arial Black; size: 12pt**
- Body Text ----- **Font style: Arial; size 10pt**
- Paragraph ----- **1.5 line spacing**

Additional formatting may be at the discretion of the student.

2.8 All assignments must be submitted electronically in word format. The saved document name must contain the semester, year, student's name and module code - **0112_student first initial_student surname_ module code.docx** (for example, 0112_m_martin_CLW.docx)

2.9 The subject codes for all modules are listed below for your reference.

Subject Title	Subject Code
Corporate Law	CLW
Corporate Accountability: Meetings and Disclosure	CAMD
Corporate Governance	CGV
Risk and Compliance	RCO
Finance for Decision Making	FDM
Enterprise Risk Management	ERM
Development of Strategy	DOS

2.10 (i) All assignments must be submitted on the published assignment due date.

2.10 (ii) No late assignments will be accepted unless the student had been granted an extension prior to the published assignment due date as stipulated in **item 4.0** below.

3.0 Assignment grade

3.1 The assignment contributes 30 per cent of the overall mark for a module.

3.2 There will be no penalty for students who exceed the stipulated word limit by ten percent or less.

3.3 Any excess word limit over and above ten percent will incur a penalty at the examiner's discretion.

3.4 Students may be penalised by markers if their assignment contains evidence of plagiarism or contains large quantities of information copied directly from the module materials.

4.0 Extension

4.1 Governance NZ recognises that there may be serious misadventure, accident, illness or extenuating circumstances beyond a student's control which are of such severity or gravity that they may impact adversely on the ability to complete assignment within the published due date.

4.2 Under exceptional circumstances, extensions to the assignment due date may be granted to a maximum of **two weeks** from the published due date.

4.3 Students are required to submit a request for assignment extension via email or letter with supporting documentary evidence at least **five (5) business days** before the published due date to the Education Executive. Extension of the assignment due date is at the sole discretion of the Chief Executive.

4.4 If an extension date to the assignment is approved, students must submit the assignment electronically in word format via email to the Education Executive on or before the extension due date. **No further extensions will be granted.**

4.5 Please note that additional work commitments or insufficient time as a result of being enrolled in two or more modules does not provide sufficient grounds to grant an extension.

5.0 Deferral

5.1 Eligible students who are unable to complete the assignment by the published due date may choose to defer the assignment to the next semester in which the subject is offered as long as they meet the requirements stipulated in the Module Completion Policy located on the Governance NZ website.

5.2 Students will be required to complete a new assignment question in the next semester that the module is offered.