



Royal University of Bhutan

**ROYAL UNIVERSITY OF BHUTAN
PARO COLLEGE OF EDUCATION
PARO: BHUTAN**



ASSIGNMENT COVER SHEET

Student Name: _____ **Student Number:** _____

Email: _____ **Phone:** _____

Programme of Study: _____ **Module Number:** _____

Module Name: _____

Assignment Title: _____

Due Date: _____

Name of Module Tutor: _____

I declare that this work is my own and that all sources have been acknowledged and the assignment contains no plagiarism. I have also read, and agree to abide by the guidelines described on the reverse of this page.

Student's Signature: **Submission Date:**

Comments /feedbacks

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ASSIGNMENT GUIDELINES

The Royal University of Bhutan, PCE Paro is responsible for the accreditation of its graduates and also has a responsibility to the government, community and to other students to ensure that students achieve success by their own efforts.

1. Submission of assignments

Submit your assignment to the module tutor in person. It is important to hand in your assignment on the due date. *Submission of assignment on time is a prerequisite for appearing your examinations.* Remember to keep a copy of the assignment for your record.

2. Resubmission of assignments

Assignment scoring marks within 30 to 39.9 will be returned with feedbacks, suggestions and comments for improvement and resubmission. Resubmission of assignment is only once. Due date for resubmission should be discussed with the module tutor. All assignments must be submitted before the examinations.

3. Collecting assignments

Marked assignments can be collected from the tutor in class or as otherwise instructed by the tutor.

4. Plagiarism

Plagiarism means appropriating or imitating other people's ideas or manner of expressing them and passing them off as one's own. If passages are quoted or ideas are used from somebody else's work in an assignment, appropriate acknowledgement must be made; otherwise it is a form of serious academic offence. *It will result in your work being disqualified.*

Students who seek to gain an advantage by unfair means such as copying another student's work and students who condone offence by allowing their work to be copied will be subject to resubmission of assignment on a new topic.

5. The American Psychological Association

Use APA Style for referencing your work (see "A Guide to Writing Term Papers: Using the American Association (APA) Style of formatting, National Institute of Education, Paro: 2003").

6. Marking Criteria:

Different modules have different marking criteria. Apart from guidelines mentioned above, your module tutor may provide specific marking criteria.