

**Institute for Sustainable
Government and
Development (ISGAD)**



**Nelson Mandela
Metropolitan
University**

f o r t o m o r r o w

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To: EDP Participants, Facilitators and Module Coordinators
From: HJ van As
Date: 4 December 2010
Re: APPLICATIONS FOR EXTENSION

We receive numerous requests for extensions and it places a heavy burden on our administration. Some requests are justified, but a host of others are not. It also results in the fact that the NMMU is not able to fulfil its obligations towards Palama. **From 6 December 2010 the EDP Service Standards will apply.** Late submissions that fall outside the scope of the EDP Service Standards will be dealt with as follows:

Submission within 48 hours (2 days) after the due date and time:	-10%
Submission within 72 hours (3 days) after the due date and time:	-20%
Submission within 96 hours (4 days) after the due date and time:	-30%
After 4 days no submission will be possible.	

Learners who submit on time must ensure that they don't re-submit after the due date as the new date and time will be considered the submission date and the penalties will apply.

The following is an extract from the EDP Service Standards:

- All Assignments are submitted on-line via the e-learning platform.
- Formative or Summative Assignment submitted after the deadlines stipulated above will be accepted in only the following cases:
 - Personal sickness: a valid sick note should be submitted electronically to the Project Office of the Lead Institution within three working days following the assignment (formative or summative) submission due date. The assignment must then be

submitted not later than 13h00 on the third day following the day indicated in the sick note as the date on which the learner will be able to resume work.

- Death in the immediate family: the learner must submit *an affidavit* electronically to the Project Office prior to or on the due date for submission. The assignment must then be submitted by 13h00 within 5 calendar days after the due date for submission
- Learners who will be abroad for work related purposes must ensure that they adhere to the due dates and times as stipulated.
- Learners who will be abroad for work related purposes and therefore need to attend a session different from the group to which the learner has been allocated: the immediate supervisor of the learner must attest to this in a formal letter which must reach the Project Office 7 working days prior to the scheduled contact session date. The Project Office will then in due course communicate to the learner a new date and venue for the module missed. The learner will then have an opportunity to attend the contact session for the module missed on a different date (as communicated by the Project Office). The responsibility remains that of the learner to ensure that he / she attends a contact session for that module missed within a period of two months after the original date scheduled for that module.

Yours sincerely

Hennie van As
Prof of Law
NMMU