



# Charleston Management Centre Sdn Bhd

Unit B-3A-14, Megan Avenue II, No 12, Jalan Yap Kwan Seng, 50450 Kuala Lumpur, Malaysia  
Tel: (+603) 2710 0018 Fax: (+603) 2710 0028 <http://www.charleston.com.my>

## Postgraduate Diploma- Assignment Guideline

1. Assignment must be done using standard academic report format. (Font type: Times New Roman; Font size:12)
2. Should not print double side. Only ONE side of the paper should be printed.
3. A proper report must have clear separation of Table of Contents, Introduction, Content, Conclusion, Reference List and Bibliography.
4. A professional report should be impersonal. The usage of “I”, “We” or “The author” is prohibited.
5. Students should put all discussion in paragraph and not in point form.
6. Students should read carefully of the period of exam cycle indicated on the assignment to ensure you do the RIGHT topic for the session.
7. Students should understand the requirement of the assignment properly before starting.
8. Students should prepare the assignment according to the sequence of the given Tasks.
9. Students should be aware of the report word limit. The word limit for each assignment and case study differs for each term.
10. Students should read and give references to more text-books materials.
11. Students should apply focused search on the Web for any online references.
12. Data/Content used in the report MUST be supported by referenced source materials.\*

### **\* PLAGIARISM IS AN OFFENCE!**

From June 2008 onwards, students must scan the individual assignments by submitting the softcopy to Charleston Management Centre at [kathrynlee@charleston.com.my](mailto:kathrynlee@charleston.com.my)

Once you have completed your Assignment for Final Draft copy before submission deadline period, please contact Charleston Management Centre and we will have your Assignment scanned and checked for any plagiarism detection before your Final assignment submission is made.

*Note: It may take up to 48 hours to generate the Plagiarism Report*

13. Students are required to submit the Plagiarism Report in softcopy.
14. Students submit only **ONE hardcopy**, and **ONE softcopy** in WORD format.
15. **Soft copy of assignment must be saved in one file.** DO NOT save the cover page, charts and table of contents in different file. **However, kindly save the plagiarism report in separate/split file.**



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16. The “Statement and Confirmation of Own Work” must be signed and attached as cover page of hardcopy assignment.
17. “Staple + Tape binding” is preferable. Ring binding is not recommended.
18. Front and back assignment booklet should have a transparent plastic cover.
19. The attachment of the softcopy should be in CD form (with a paper envelope/plastic casing – CD Hard casing not recommended). The CD should be attached at the back page of the transparent plastic cover. Please also label the CD accordingly, e.g. Name, NCC Candidate ID, Module title, Exam cycle.
20. Submission **MUST** be made on or before the deadline as set by Charleston Management Centre. Late submission is strictly not allowed.
21. You may submit/courier your assignments to following address, not later than assignment submission deadline.

**The Academic Board**  
**Charleston Management Centre Sdn Bhd**  
**Unit B-3A-14, Megan Avenue II,**  
**No 12, Jalan Yap Kwan Seng,**  
**50450 Kuala Lumpur, Malaysia**

**Contact: +603-2710 0018 (Ms Tiffany Lee / Ms Kathryn Lee)**

## Checklist

<i>No</i>	<i>Hardcopy</i>	<i>Softcopy</i>
<i>1</i>	Statement and Confirmation of Own Work	<i>Cover page</i>
<i>2</i>	<i>Assignment Cover page</i>	<i>Assignment</i>
<i>3</i>	<i>Assignment Submission Paper</i>	<i>Plagiarism Report</i>
<i>4</i>	<i>CD, which contains your softcopy assignment</i>	

**Note:** The above checklist should be submitted in the Order of Sequence as above mentioned.