



Academy of Banking Namibia

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TUTORIAL LETTER 02

2024

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1. INTRODUCTION

Welcome to Academy of Banking Namibia (ABN) semester 2 academic year 2024! We trust that you will enjoy the exciting challenges at ABN. We look forward to accompany you on this meaningful and positive learning journey to develop a better understanding and appreciation of banking studies.

1.1 THE PURPOSE OF TUTORIAL LETTER 02

This Tutorial Letter 02 of 2024 is a core document in your study programme and the purpose is to provide you with essential information about different aspects of your study programme. ABN wants you to experience a problem free, efficient and stimulating learning environment and to achieve this, it is necessary that you are kept informed about your responsibilities and ABN's expectations and responsibilities in terms of your studies. It is imperative that you read this Tutorial Letter thoroughly to achieve the purpose stated.

2. GENERAL MATTERS

2.1 LEARNING MATERIAL

The learning material for each subject consists of two absolutely essential resources namely:

- i. **THE PRESCRIBED TEXTBOOK BY THE TUTORS** - It is **compulsory** to obtain the prescribed textbook. It is the **primary source of the learning material** and all the other learning materials are subordinate to the textbooks.
- ii. **THE STUDY GUIDE** - The study guide supports the prescribed textbook. **On its own, it is totally insufficient as a learning resource** and students who use only the study guides for purposes of learning, will be poorly prepared for any assessment and will not achieve success in their studies. The course outline also provides students with references to additional sources, which should be accessed to improve the depth of learning. These resources include recommended textbooks (which are not compulsory to obtain), Internet reference sources and articles from journals, magazines and other relevant knowledge sources.

2.2. INTERNET ACCESS

It is **essential** that students have unrestricted access to the Internet. The teaching and learning strategy is also electronically orientated. ABN will make use of the website as a platform of information sharing with its students, please keep on checking the website and student portal regularly for updates.

2.3. MODE OF DELIVERY

Distance learning, i.e. a study guide, tutoring plus compulsory assignments. Vacation School in Windhoek for each semester and students from centres outside Windhoek are encouraged to make use of these opportunity.

2.4. TUTORING SESSIONS

Face-to-face day and evening tutoring sessions are conducted in Windhoek. During the registration **PLEASE INDICATE THE MODE OF STUDIES YOU WILL UNDERTAKE**, it's very important for ABN to know which modules to offer classes. Modules where students are not turning up for classes, **OR CLASSES WITH LESS THAN 6 STUDENTS** will be withdrawn from the timetable. Please indicate if you will be attending classes, it's compulsory for all full-time and part-time students to attend classes. The Classes will resume on the **20th February 2024**. The timetable is available on the PORTAL, under the folder **TIMETABLE**.

2.5. Library Service

ABN students has a privilege to make use on any library facilities , however there is a small books rooms at the office where students can borrow books for a period of time and return them. In additional to that students have access to the online Library. The library name is BUKU Online Streaming services, students can use this link to create their accounts (<https://buku.io/na/>) or alternatively as for help from the office.

2.6. TIMETABLES

All the timetables (tutoring, vacation school and examinations) can be obtained from our portal, under the folder **TIMETABLE**.

2.7. EXAMINATIONS

Examinations are written in **May and October** each year. A sub-minimum mark of 40% is required to pass the examinations in each module. Students need to obtain an overall mark of 50% in order to pass a module.

Examination Venues

Examination venues are as follow: Windhoek; Otjiwarongo; Walvis Bay; Ongwediva; Rundu; Katima Mulilo; Oranjemund; Karasburg and Mariental.

However it is very important that you indicate the correct examination centre during registration. ABN will only book examination venues based on those for which the students registered for. Students registered to write examinations at the centres indicated. If you intend to change the examination venue at a later stage, you need to apply through the Head of Examination, **NOT later than 31th August 2024**.

3. ASSESSMENT TASKS: ASSIGNMENTS

Compulsory assessment tasks in the form of assignments are set for every module to assist students in mastering the study material. In all subjects, **students must submit two assignments to gain admission to the examination**.

The assignments for semester 02, 2024 will be uploaded on the ABN student (<http://elearning-abn.com/>), as from **Friday, 19 July 2024**, a week before the commencement of the classes. Assignment number 1 & 2 will be for semester one, on

the portal all the assignments are found under assessment within each module. All assignment can be found under the module name, which in each module there is two files labelled assignment 3 and assignment 4.

3.1. COMPLETION OF ASSIGNMENTS

The instructions on how to structure, complete and submit an assignment is clearly set out in every tutorial letter that comes with every assignment. These instructions must be strictly adhered to. Non-compliance to the instructions and requirements will result in assignments not being accepted.

Note the following **important requirements**:

The submission date for assignments are as follow:

Semester 1

Assignment 1: Due date 23 August 2024

Assignment 2: Due date 26 September 2024

- All assignments should be typed neatly and should be submitted in the cover page provided by ABN at registration.
- Late submission assignments are unacceptable, therefore these assignments will not be marked.
- **Submission of wrong** assignments will be nullified.
- Assignments posted after the due date are considered late assignments, so please make sure that you submit your assignments on time.
- ALL assignments MUST be typed in MS WORD format, font type Calibri, size 12 and the whole documents should be justified.
- Complete the cover page of your assignment in full and correctly.
- Sign the section where you declare that the assignment is your own work.
- Keep a copy of your assignment.

3.2. SUBMISSION OF ASSIGNMENTS

Academy of Banking Namibia accepts no responsibility for assignments being lost or destroyed during the submission process. There are only two (2) acceptable ways for the submission of assignments:

i. **Personal Delivery**

Personal deliveries can be made to **ABN office, Erf 2580, 13 Guthenberg Stree, Windhoek. Submission at the gate or by security guards are unacceptable.**

ii. Courier Delivery Services

Deliveries by courier can be made to ABN office, **ABN office, Erf 2580, 13 Guthenberg Stree, Windhoek**. Students must courier their assignments to reach ABN office, on or before the due date of the assignment. The due dates are indicated in the paragraph 3.1 and must be strictly adhered to.

3.3. LAYOUT AND PRESENTATION OF ASSIGNMENTS

- The assignment should consist of ALL the following components:
- Answers to the questions should be numbered correctly and clearly marked.
- A List of References, i.e. a list of all the sources that you have consulted for your assignment must be included at the end of your assignment. It must be listed in alphabetical order for the assignment as a whole and NOT for each question. (NB! Make sure that you use the correct referencing methods as mentioned in paragraph 5). **See the Referencing and citation manuals on the website under the folder DOWNLOADS**

4. PLAGIARISM

Plagiarism is copying other people's work without acknowledgement. It is stealing other people's work and pretending that it is your own. This is fraud. (Fielding, 2009: 363)

There are two fundamental reasons why you should not make yourself guilty of plagiarism:

- Plagiarism is simply stealing and unethical: stealing other people's work, words and ideas. It is morally no better than stealing money or anything else. If someone stole your words and ideas, think how you would feel.
- Plagiarism represents information illiteracy. It means if you have to plagiarise, clearly, you are incapable of research and assimilating your own thoughts and ideas. You are effectively illiterate when it comes to handling information.

Not to be found guilty of this serious offence, ensure that you list all the relevant sources used as research for an assignment. If you doubt the severity of the consequences of plagiarism, consider the following:

- Plagiarism can get you expelled from your course.
- Plagiarism can result in your work being destroyed.

- Plagiarism can result in expulsion from ABN.
- Plagiarism can result in legal action.

Source: <http://www.scanmyessay.com>. Date of access 01 February 2021

Assignments that are copied from another student's assignments WILL NOT BE MARKED and the student who copied from other students whose assignments are the same will receive a zero mark for such assignments.

5. GENERAL GUIDELINES

- The checking of spelling must be performed before submitting your assignments. Submitting documents containing spelling errors, incorrect language structures and lack of appropriate punctuation shows a lack of professionalism and disrespect for the reader.
- Assignments that consist of photocopies from a textbook or study guide will not be assessed.
- Assignments that have not reached ABN by the due date will NOT be assessed.
- Your answer must cover the specific question. Do not write a general discussion on a topic if you have been asked to solve a specific problem. You will only be able to give an exact answer if you first read the question carefully.
- Your assignments must be neat and carefully planned, e.g. do not begin to answer a question on **page one** and then continue the answer on **page five** of the assignment. The correct sequence must be used.
- It is in the interest of students to regularly contact their tutors. It is almost impossible for anyone to study in isolation.
- It is also recommended to maintain contact with other students studying the same course, but this contact can never replace the professional contact with one's tutor.

If you apply the information on assignments given in this section, when doing your assignment, you will be assured of a better success rate. Should there be any other problems or queries please contact the tutor of the specific subject.

6. CALCULATION OF FINAL MARKS

A FINAL MARK consists of:

- The year mark (two assignments).
- The examination mark.
- **The pass mark for all subjects is 50%, unless clearly indicated for a specific subject.**
- **Please read the following scenario carefully to understand the mark calculation.**

How final marks are calculated:

A Student should obtain a year mark of 60% and an examination mark of 40%. The final mark of Student A is 50% to pass.

CONCLUSION

We trust that you have gained valuable information from this document to assist you with your studies throughout this semester.

We wish you well with your studies!