**PORTFOLIO SUBMISSION GUIDELINES

1st Semester: 4 May 2024**

**2nd Semester: 14 September 2024**

**Cover page.**

When submitting your portfolio, it is crucial to complete the cover page accurately.

The information on your cover page determines how your portfolio is handled and influences the assessment process.

*Please ensure that*:

* Your student number is correct.
* The module code is accurate.
* The return address is correct and up to date.

**Binding**

* Please use ring-binding or metal file binders to bind portfolio.
* Each portfolio should be bound separately with its own cover page.
* Avoid the use of flip files.
* Ensure that the portfolio binding is secure with no loose pages.

**Submission method**

Portfolios can be submitted at the Windhoek office on the due date.

If you choose to use a courier service, ensure that it is **couriered/dispatched 4 days before the due date.**

The courier address for Windhoek office as follows:

**Unit 24, Armstrong Street**

**Old Power Station Complex**

**Southern Industrial**

**Windhoek**

**Namibia**