**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 nearest active center 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 is as follows:

**The Unit for Distance Learning (Assignment office)**

**North-West University**

**Cnr Esselen and Malherbe Street**

**Building B6**

**Room G10**

**Potchefstroom**

**2520**