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MODE OF DELIVERY: DISTANCE LEARNING

The majority of Milpark Education's higher education qualifications are available in distance education mode. The focus of this approach is self-paced learning in a flexible, accessible format from anywhere in the world. Milpark uses its online learning platform, *myMilpark*, to lead students through their course material and to provide support.

What are the benefits of distance learning?

For many reasons, it is not always possible or feasible for students to attend classes on campus. Many students are employed and have families and some live far from the big centres. First and foremost, distance learning allows students to study from wherever they are, whenever it suits them. You will access study material, support material and assessments online on *myMilpark*. You will also have access to a study plan that will guide you through the semester and that will assist you with timing and planning your study activities.

There are two semesters per year for distance students and most part-time students complete two modules per semester.

Who should consider this option?

This mode of delivery makes it possible for students to obtain a degree from wherever they live or work, anywhere in the world, without attending classes at a campus. Furthermore, students who cannot or do not want to commit to weekly deliverables but who still want excellent support that will enable them to achieve a qualification, will find this option attractive. The fees for distance education are lower than those for contact learning or distance learning online.

What to expect from Milpark

Milpark offers a high-quality learning experience designed to enable you to achieve a degree that is relevant to the contemporary world.

On registration, Milpark study guides will become available online. On most modules, you will also receive your study guide in hard copy, delivered to you by courier service. In addition, you may be required to acquire a textbook. Additional study material in the form of videos and articles, for example, will all be available online.

Also online, you will find a study plan that will guide you through the semester, as well as Assessment Guidelines per module that indicate exactly how you will be assessed on that particular module. All critical dates, such as assignment hand-in dates, will be shown on a calendar. Formative assessments (with the exception of invigilated tests) are completed or uploaded online and detailed “How to” documents are available online to guide you through the processes. Feedback on formative assessments will be available online.

Your lecturer will upload a past exam paper with suggested answers online and on some of the more challenging modules, additional practice questions will be uploaded. All students have access to Milpark’s Tutor line, which can be accessed via *myCourses* for content-related queries. Students will receive a response to their queries from the tutor within two business days.

Milpark offers a full online library service and students have access to online journal databases and an eBook library on *myCourses*. You can contact our librarian should you require any assistance.

Milpark also offers *live @Milpark* sessions on specified dates for many modules, where you can connect to a live classroom session presented by one of the lecturers. You can join the session from the convenience of your office or home. In addition, all sessions will be recorded, technology permitting.

The Student Support Department is available for all queries telephonically. Our dedicated Programme Manager is only an email or a phone call away to assist you with any other academic query or concern.

What Milpark expects from you

A stable internet connection is required to give you access to study material, assignments and discussions. The Milpark *myCourses* site can also be accessed via mobile devices.

While you can work through the study plan in your own time, it is important to take careful note of the assignment and online test dates, as these are non-negotiable. Other than these formal dates, you are free to structure your study plan as it suits your circumstances.

You are expected to follow the correct channels for queries, namely the Student Support Department for any administrative query relating to your registration, the tutor line for any content-related queries, and finally the Programme Manager for issues pertaining to module choice, exemptions, articulation, etc.

How will I be assessed?

Formative assessment consists of online tests and assignments uploaded online. All formative assessments contribute to your overall formative mark. While all these assessments contribute to your overall formative mark, only the submission of assignments is required for examination entrance.

Summative assessments (exams) and selected formative assessments will be invigilated remotely with well-proven online proctoring services. Students will need to use their own device and ensure that they have the minimum system requirements in place.

Minimum system requirements

1. Reliable broadband internet access
2. Firefox/Chrome/Edge web browser
3. Microsoft Word
4. PDF Viewer
5. Ability to scan and upload documents
6. Email/cellphone for notification and communication.
7. Access to video-conferencing technology, such as Skype/Zoom.

For remotely proctored exams, students need their own device (laptop, Mac or desktop) with the following minimum system requirements in place:

Windows		Mac	Linux	Chrome OS
Operating System	Windows 7+	macOS 10.11+	Ubuntu 18.04+	Chrome 58+
Processor	Intel Pentium or better	Intel	Intel Pentium or better	Intel or ARM
Free Disk Space	250 MB	250 MB	250 MB	250 MB
Free RAM	2 GB ¹	2 GB ¹	2 GB ¹	1 GB ¹
Upload Speed	0.092 Mbps - 0.244 Mbps ²			
Microphone	Any Microphone, either internal or external ³			
Webcam	320x240 VGA resolution (minimum) internal or external ³			

1. Free RAM is the minimum amount of memory that is not in use by other applications.
2. Depends on the exam settings, secure browser has no upload speed requirement.
3. Only required for proctoring, secure browser functionality does not require audio/visual recording.

Disclaimer

The content of this brochure is accurate at the time of going to print. Milpark Education reserves the right to change the programme content due to changes in legislation, market requirements and other reasons. Notice of such changes will be published on our website.

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