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**MODE OF DELIVERY: DISTANCE LEARNING – ONLINE<sup>1</sup>**

(not applicable to MBA – refer to MBA DLO Fact Sheet)

Milpark Education offers a selection of its higher education qualifications via distance education, in a distance learning online (DLO) format. The focus of this approach is high-engagement learning in a flexible, accessible format.

**What are the benefits of online learning?**

First and foremost, this option guarantees a student-to-lecturer ratio of no more than 1:50. You will be allocated to an online class of maximum 50 students and each class will have an online lecturer who will lead the discussions and assess your formative contributions. You will receive individualised feedback on your participation contributions and you can interact with your fellow students online.

The focus of this model is high engagement with structured, asynchronous learning. By taking part in well-designed group discussions, the lecturer will develop your understanding of the subject matter in a practical and relevant manner.

The model is designed for students to complete one module at a time over a period of eight weeks. This gives you the opportunity to focus all your efforts in one subject area in order to achieve success. With continuous lecturer feedback and support, you will be able to identify problems in time to take corrective action before the final summative examination.

Milpark offers six module cycles per year, and you will be able to plan your qualification journey around these cycles. Our dedicated Programme Manager will be available to advise you on the best possible learning path. We believe that this focused approach will enable you to achieve success in the most efficient manner, given your work and life commitments.

**Who should consider this option?**

This mode of delivery makes it possible for students to obtain a qualification from wherever they live or work, anywhere in the world. Students who are interested in high-quality tuition, but who need flexibility in how and when they interact with fellow students, the lecturer and the institution, will find this option very attractive.

<sup>1</sup> The Postgraduate Diploma in Financial Planning is offered in a different online learning model – kindly refer to the PGDFP factsheet for information.

## What you can expect from Milpark

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

Student support has been maximised in every possible way in order to deliver an optimal learning experience. Your accredited online lecturer will answer all your question within 24 hours. You will also be able to learn from your fellow students through their contributions to discussions.

Formative assessments will be due by 12 midnight on Monday nights, after which you will receive your marks and individualised feedback online no later than Saturday of that same week – in time to inform your formative assessment task for the next week.

Milpark will also offer *live @Milpark* sessions, 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 and posted online, technology permitting.

Milpark study guides will all be available online. 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.

Our dedicated Programme Manager is only an email or phone-call away to assist you with any academic query or concern. Our Student Services Advisers will also make contact with you regularly to check on your progress and assist with any administrative queries.

If you are enrolling for one of our online qualifications, one of the two dedicated online student support staff members will contact you to explain the online navigation and formative requirements for the course. You can also contact these support staff should have any non-academic questions relating to your course.

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.

## 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.

Given the fact that you will be focusing on one module at a time, we need you to follow the study plan very closely for the tuition period. The tuition methodology was designed to assist you to achieve success, but it needs focus and dedication. It would require you to do your bit every week and therefore we recommend that you allocate dedicated study hours in your weekly schedule in a manner that fits your life.

Success on this model is maximised if you take part in class discussions. These discussions will be led by your knowledgeable lecturer on contemporary challenges related to the subject matter. You will learn from the contributions of fellow students who will in turn expect to benefit from your experience.

You are expected to follow the correct channels for queries, namely the Student Services Department for any administrative query relating to your registration, your online lecturer 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, assignments (uploaded and marked online) and graded participation in the discussion forums. 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 <sup>1</sup>	2 GB <sup>1</sup>	2 GB <sup>1</sup>	1 GB <sup>1</sup>
Upload Speed	0.092 Mbps - 0.244 Mbps <sup>2</sup>			
Microphone	Any Microphone, either internal or external <sup>3</sup>			
Webcam	320x240 VGA resolution (minimum) internal or external <sup>3</sup>			

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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