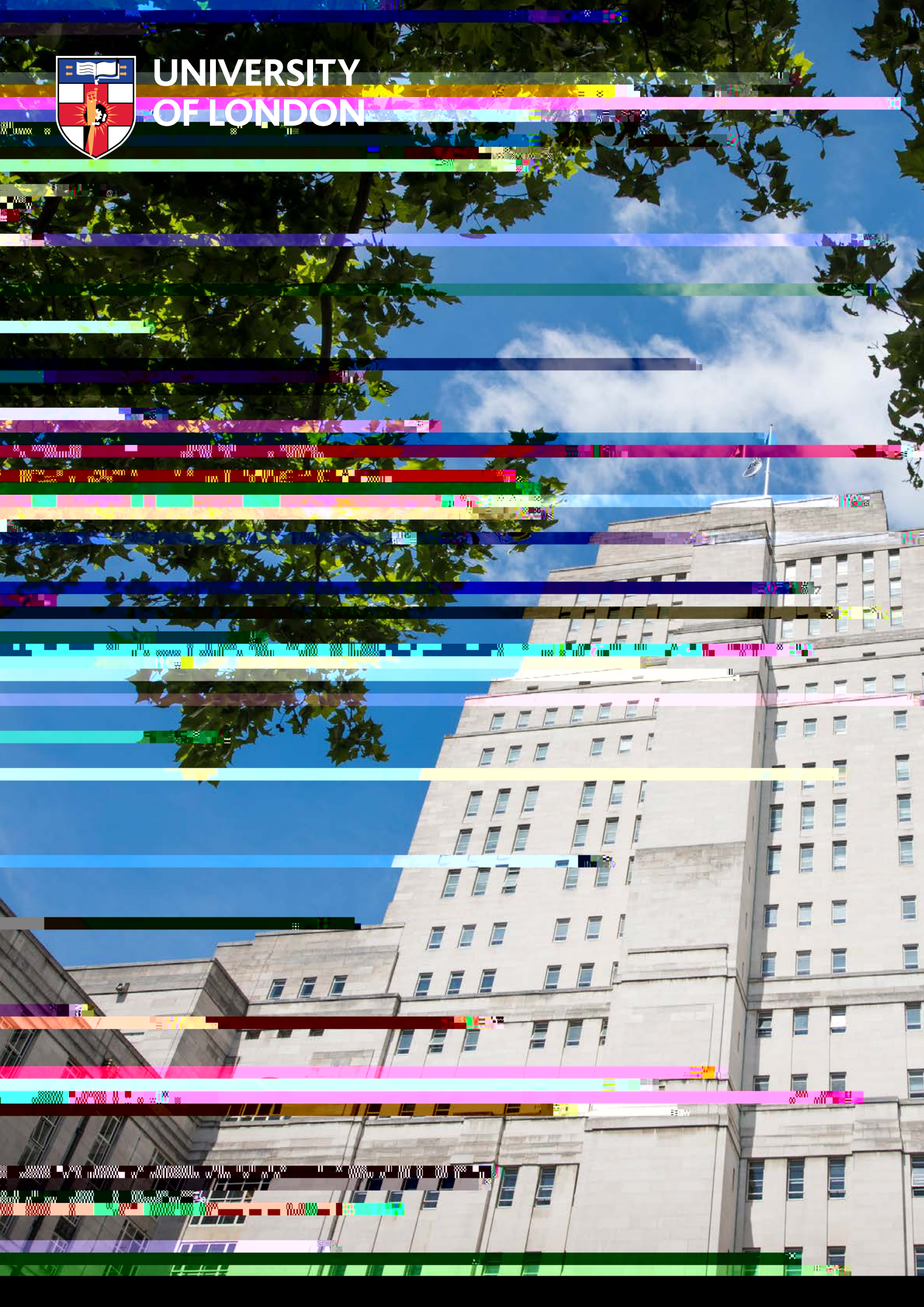




UNIVERSITY  
OF LONDON





## Important information regarding the Programme Specification

### About this document

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The Programme Specification gives a broad outline of the structure and content of the programme, the entry level qualifications, as well as the learning outcomes students will achieve as they progress. Some of the information referred to in a programme specification is included in more detail on the University of London website. Where this is the case, links to the relevant webpage are included.

<b>Optional course</b>	A course that is not named on your programme structure.
<b>Attempt</b>	You will be considered to have attempted a course if you register for a course, make an assessment entry, and submit assessment elements worth at least 70% of the overall course.
<b>Exclusion or Excluded course</b>	A course which awards credit only if not taken with other courses specified in regulations. See Appendix C for detail.
<b>Discarded course</b>	A course that you have been registered for or attempted, not available on your programme structure, which remains on your student record.
<b>MCQ</b>	Abbreviation of multiple choice question. A format of assessment.





Where credits are assigned



## English language requirements

Applicants must satisfy the English language requirements for the programme. These are set out in detail on the programme page under the Requirements tab for each programme. All teaching is in English, therefore students need to have the required level of written and spoken English to cope with their studies right from the start.

Additional information on English language proficiency tests is given on the [website](#).

Where an applicant does not meet the prescribed English language proficiency requirements but believes that they can demonstrate the requisite proficiency for admission the University may, at its discretion, consider the application.

## Internet access and computer specification

Students will require regular access to a portable computer with an internet connection to

Students must be able to download and install software to their Windows or MacOS device to include secure examination browsers for online assessment purposes (if offered on their programme of study). Depending on the security settings for each assessment students may be required to have full administrator rights on their computer to install and run the software needed to take part in the assessment. Full administration rights are likely to apply to a computer that they own but not to one provided by their employer, for example.

## Computer requirements

The portable computer must have at least the following minimum specification:

Windows: 10 and 11 on 64-bit platforms

MacOS Big Sur (version 11) and higher

CPUs newer than 2011 (Intel Sandy Bridge (Core i3, i5 and i7 or newer)

OpenGL 2.0 graphics driver

Local storage for the recording of proctored examinations (75MB per hour)

Web camera & microphone (internal or external)

A broadband internet connection capable of streaming video and a minimum of 0.15Mbps upload speed.

Minimum device requirements are subject to change and older operating systems may be subject to change





The programmes aim to:

promote independent critical and evaluative skills, and intellectual curiosity for life-long learning;

expand knowledge and understanding of the chosen discipline;

promote analytical, creative and imaginative engagement with theory, research and practice in the chosen discipline;

encourage self-development into professionally organised and interactive individuals by practicing skills of selection, assimilation and communication.

### **Graduate Diploma in Business Analytics**

The programme aims to:

provide students with a broad introduction to the techniques and subject matter of applied statistics

provide students with the knowledge to build quantitative models to analyse business problems

provide practical skills of applied data analysis to make recommendations concerning real-world commercial and policy problems.

The learning outcomes of the programme are as follows:

#### **Knowledge and understanding;**

A student will be able to:

formulate and build statistical models in a logical manner.

demonstrate a knowledge and understanding of applied modelling and prediction.

develop a grounding in the principles of management.

apply quantitative techniques to the analysis of data.

#### **Intellectual and cognitive skills;**

A student will be able to:

locate, extract, analyse and draw reasoned conclusions from multiple sources (including electronic sources) of appropriate literature and relevant data and acknowledge and reference these sources appropriately;

critically analyse data and text using quantitative and qualitative techniques;

assess the relative merits of quantitative methodologies and use them appropriately for the problem in hand.

#### **Transferable skills;**

A student will be able to:

communicate effectively in a written context;

use information technology (spreadsheets, word-processing and online databases) appropriately;

organise information, and assimilate and evaluate competing arguments and methods;

manage his or her own learning, including working effectively to deadlines;  
be open minded and have a capacity to handle ideas and scrutinise information in  
critical, evaluative and analytical ways.

## **Learning, teaching and assessment strategies**

Full details of the dates of all assessments are available on the [website](#).

## Student support and guidance

[The Virtual Learning Environment \(VLE\)](#) gives access to materials for each course, including tutorial activities, study support resources and access to the programme of EMFSS webinars.

University of London Careers Service offers tailored careers and employability support to students whatever their course, wherever they are studying, and whether they are starting, developing, or changing their career. Support includes webinars led by careers consultants, employers and alumni panel events and a range of other resources.

[Programme Handbook](#): this provides general information about the EMFSS programmes, including an overview of key policies and procedures.

[Student Guide](#): This provides information which is common to all students and gives

the University of London through to their graduation.

[Student Portal](#) for accessing student induction, study skills support, careers and employability resources, student wellbeing advice.

Online course materials for each course which introduce and develop the topics

Reading lists are provided online. Students may need to buy their own textbooks or use copies provided by their teaching centre

Online discussion areas which allow students to communicate with each other.

Past examination papers and examinees' commentaries. These provide an insight into the format of examinations and course-level feedback on completed assessments.

**Programme Regulations:** These are a set of rules which apply to your programme. Students are responsible for ensuring they are familiar with the regulations for their programme.

[The Online Library](#) provides a range of e-books, along with full-text and multidisciplinary databases where journal articles, book reviews and reports can be found. The Online Library also has a dedicated homepage for EMFSS students.

[University of London library](#): Registered students may use the resources located within the Senate House library (for a small additional fee).

A University of London email account and web page for personal information management.

Students must make their own arrangements to study with teaching centres which may provide full-time or part-time classes.

Attendance at a teaching centre is a requirement for students first registering on the degree or Graduate Diplomas from 2020 2021.

## Quality evaluation and enhancement

The University of London delivers the majority of its online and distance learning programmes through a collaboration between the University of London Worldwide and University of London federation members. However, some of the flexible and distance learning programmes draw solely on academic input from the University of London and are delivered without academic lead by a federation member. The policies, partnerships (where applicable) and quality assurance mechanisms applicable for the programmes are defined in the following key documents: The [Quality Assurance Schedules, Guidelines for Examinations, General Regulations](#) and, for each programme, programme specific regulations.

### Awards standards

[Conditions of Registration](#) relating to quality and standards, which includes condition B5 ([sector-recognised standards](#)). This is to ensure appropriate standards for each qualification. In addition, every online and distance learning programme that is developed by a federation member of the University of London (or a consortium with representation by more than one federation member) will be developed to the same standard as would be applied within the institution concerned. Proportionate and robust approval procedures, including external scrutiny and student engagement, are in place for all programmes. Learning materials are written and all assessments are set and marked by academic staff who are required to apply

### Review and evaluation mechanisms

Some of the key mechanisms in place to assure the standards of all University of London qualifications and the quality of the student experience, include:

Annual programme reports: produced for all programmes in order to review and enhance the provision and to plan ahead;

Independent external examiners: submit reports every year to confirm that a programme has been assessed properly and meets the appropriate academic standards;

Annual student performance, progression and completion statistics

Periodic programme reviews: carried out every 4-6 years to review how a programme has developed over time and to make sure that it remains current and continues to provide a good student experience.

Enhancements are made as necessary to ensure that systems remain effective and rigorous.

### Student feedback and engagement

The principal channel for collecting feedback from students is the Student Experience Survey. Carried out every year, this collects feedback from the student body on a range of topics relating to the student lifecycle. The results are analysed external4 0. nBT/F3 10.98 TPwgw1 72 242.2

There are also opportunities for students to get involved in governance. An undergraduate and postgraduate student member is appointed by the University to the majority of committees through an annual appointment round. Some programmes also recruit student members at the programme level. Students are frequently invited to take part in quality review processes such as Periodic Programme Reviews, Programme approval, Thematic Reviews, MOOC review panels and ad hoc focus groups. Opportunities such as these are