



Dear

**Name of Applicant:**

**Address of Applicant:**

The above named has applied for admission to our **Undergraduate Advanced Diploma in Data and Systems Analysis**, and has given your name as a referee. You will find more details of the course on the attached.

We should be most grateful for your opinion on this applicant's suitability for the course. In particular we would value your comments with respect to the following points:

1. How long have you known the applicant?
2. In what capacity do you know the applicant (employer, tutor etc.)?
3. What is the extent and level of his/her current experience of computing, and in particular programming?
4. Will he/she be able to cope with the intellectual level of the course, which is approximately up to the third year of UK undergraduate study?
5. If the applicant's first language is not English, please indicate whether, in your opinion, his/her command of English is sufficient for the study level of the course.
6. Any comment on motivation and commitment to pursue this course.
7. Are you able to support his/her application without reservation?

Since we do not conduct face-to-face interviews for entrants to this course, we do rely heavily on the assessments of referees. For this reason we would appreciate as full and as accurate a response as you are able.

**You can send your reference letter to us by post, as an email attachment, or by fax.** Please note that the application is not considered until your reference is received by us.

Thank you for your assistance,

Yours sincerely,

Claire Kelly

Manager of Online Courses

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## **The University of Oxford Department for Continuing Education**

### ***Undergraduate Advanced Diploma in Data and Systems Analysis***

The Advanced Diploma in Data and Systems Analysis is a one-year part-time distance learning course delivered over the Internet. It provides participants with a comprehensive understanding of systems analysis, design and management. The theme of the course follows through the analysis and design of practical real-life computing applications, using powerful modern development tools.

The course is pitched at the level of third year undergraduate study at a UK University.

Although students have considerable flexibility in their study regime, the course does demand sustained work over the one-year period to meet regular assignment commitments. Students are supported by an on-line tutor, and are expected to communicate with their tutor and other students via an Internet conferencing system.

The entry requirements are:

There are no formal entry qualifications but applicants should already have some programming experience and must provide evidence in their application that they will be able to understand the concepts involved in this course. A suitable background for the course is the completion of the Department's FHEQ Level 5 Undergraduate Diploma in Computing (or its equivalent). Applicants should also:

- have demonstrated a prior level of intellectual achievement compatible with undergraduate study
- have access to the required computing facilities (these are compatible with most home PC's)
- be competent in the use of English compatible with academic study at undergraduate level.

Full information about the course is available on the website:

<http://datasystemsanalysis.conted.ox.ac.uk/>