

# Kingston University Centre for GIS Distance Learning Programme

## Frequently Asked Questions about the GIS distance learning modules/course.

### 1. What is the GIS

#### Professional Training Programme?

This is a non-accredited programme of study offered by Kingston University. It was established in 1989 and some 1000 students have participated in the Programme. The modules are offered via distance learning and currently are marketed, on behalf of Kingston University, by The GeoInformation Group (TGG), Cambridge. TGG also include the Training4GIS division.

### 2. Course – modules: what's the difference?

Currently there are eight distance learning GIS modules on offer from Kingston University. You may choose to study one or more modules. Each individual will be different in their choices, however, most students choose either to study one or more modules.

A distance learning module comprises 10 units with notes, exercises and assignments.

### 3. Who is eligible to enrol on the GIS Distance Learning modules?

There are no pre-requisites for these modules. You do not need either A levels or a degree to enrol on this Programme. It is helpful if you are working in a GIS environment but it will not preclude you from starting the course if you do not.

A number of people have enrolled on the course who either have little, or no IT, or GIS experience. Full instructions are included with each module for any associated software.

Many students have been able to gain employment in the GIS industry after completing the Distance Learning GIS modules as well as developing their GIS hands-on experience. Some have also chosen to study for the MSc Applied GIS offered by Kingston University or the MSc offered by the UNIGIS Programme (there is a separate question/answer about this later).

### 4. How do I enrol?

It is necessary to complete an enrolment form and send it to [The GeoInformation Group](#) with the correct payment. Payment can be by invoice or a cheque made payable to The GeoInformation Group. The enrolment form contains full details of all payment methods.

Enquiries about the GIS distance learning modules can be posted or emailed to:

[The Training Administrator](#), Training4GIS, The GeoInformation Group, Telford House, Fulbourn, Cambridge CB21 5HB 01223 880077

GIS Distance Learning Tutor, School of Earth Sciences and Geography, Kingston University, Penrhyn Road, Kingston upon Thames KT1 2EE 0208 547 7508

### 5. When does the course start?

The course can be started at any time during the year. It is not tied to academic terms. It is deemed to have started as soon as full payment has been received for the course and the student has received the Module text, course book and associated software (if applicable).

There is, however, a time limit of one year for completion of each Module, starting at the date of registration. Some people complete two or three modules during one year, others take one to four years to complete the remaining modules. It will depend very much on your commitment to study and your associated work load.

### 6. How long does it take to complete a module?

This will depend on each individual; their effort and their commitment. Each module is estimated, nonetheless, to take a minimum of 35 hours to complete. This time is for guidance only and will vary from individual to individual. Some people have spent up to 60 hours completing a module. Again it depends upon your own study pattern.

### 7. What is the cost?

Each module is priced at £449 plus VAT and P & P.

### **8. Are there any discounts?**

If you enrol for three or more modules at once you are eligible for a discount. For example if you enrol for three modules you pay £1317 (plus VAT and P&P). If you enrol for four modules, you pay £1740 (plus VAT and P&P).

Each year there are also limited promotional offers - please contact The GeoInformation Group for further details about these special offers.

### **9. Are there different rates for foreign students?**

If you apply to enrol on the GIS Distance Learning Programme via The GeoInformation Group, there is no fee difference for overseas students. As a foreign student, however, you do not have to pay VAT on the course fee.

### **10. What about VAT?**

Value Added Tax is a government levied tax on sale of all goods in the UK. As the Distance Learning GIS modules are being marketed by a commercial company, they must charge VAT on all sales. As mentioned previously, however, if you are an overseas student you do not have to pay VAT.

### **11. How do I pay? Whom do I pay?**

Payment may be per module or for all modules at once (this attracts a discount). Payment is made direct to The GeoInformation Group, Cambridge.

### **12. What is the role of the GeoInformation Group?**

The GeoInformation Group market the Distance Learning GIS modules of the GIS Professional Training Programme on behalf of Kingston University. Their role is to place advertising, deal with subsequent enquiries and administer the initial delivery of the course text, associated books and software. Once these materials have been received by the student, all subsequent correspondence then takes place with the GIS Distance Learning Tutor in Kingston University.

The Training Administrator in the GeoInformation Group will be notified when a student nears completion of a module and may, therefore, contact the student to enquire whether they wish to enrol on another module. In addition they may collect information from the individual student regarding their experience of the module or course. All this information is collated and used to help, both develop and, improve the module/course. The information remains confidential to the GeoInformation Group and Kingston University.

### **13. Who do I need to contact for which questions?**

That rather depends on the question! Having read this FAQ list you may now be clearer as to whom to direct your questions. In brief here are some summary questions:

I want information about the GIS modules/course  
Contact The GeoInformation Group or Kingston University

The brochure does not contain information about . . .  
Contact The GeoInformation Group

I want to speak to the GIS Tutor  
Contact Kingston University

I would like to speak to other students who have completed a module or course  
Contact Kingston University

Are there other people in my organisation who have completed the course?  
Contact The GeoInformation Group

### **14. What about further study: an MSc for example?**

Kingston University also offers an MSc in Applied GIS. A number of students who have completed one or more distance learning modules have progressed onto the MSc Applied GIS course in Kingston. The MSc is delivered by a combination of distance learning and one week face to face modules. Some students have also enrolled onto the BSc GIS on a full or part-time basis.

There is also an informal agreement between Kingston University and the UNIGIS programme based in Manchester Metropolitan, Huddersfield and Salford Universities. This allows those students who successfully complete three Kingston University GIS modules to enrol onto the UNIGIS diploma. This is, of course, also subject to academic and personal references.