



LLOYD'S

Southampton Data Science Academy (SDSA)

Candidate information pack and policies (inhouse training, short courses, Lloyd's of London)

 <https://southamptondata.science/>

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Essential information

SDSA Data Science and Artificial intelligence inhouse short courses are assessed, part-time, online courses, typically requiring between 4-5 hours of study per week, delivered across a 6-10-week term (dependant on which course and associated course term your employer, professional body or course partner has opted for). SDSA courses are supported by regular group and periodic individual 1:1 tutorials delivered online by leading university academics.

We strongly advise candidates to plan to attend, participate and revisit these opportunities (the group tutorials can be accessed after delivery). SDSA courses are intended to be challenging and rewarding, with flexible support in place to help guide you when you most need it.

Course prerequisites

SDSA offers technical (requiring computer programming and statistical skills) and non-technical courses (generally targeted at everyone, although some experience in basic data processing tools such as Excel is strongly advised).

It is a candidate's responsibility to check at the time of registration that they are registering for the appropriate course.

Certification

Candidates need to achieve an overall pass mark of 50% or more, across all of the assignments and a pass mark of 40% for each assignment, to receive a formal SDSA certification, including a digital certificate signed by Southampton Data Science Academy Cofounder, Regius Professor Dame Wendy Hall of The Web Science Institute at the University of Southampton.

Certificate of attendance

Candidates submitting all assignments and scoring less than 50% overall, can only reference that they 'attended' the course.

Canvas Virtual Learning Environment (VLE)

All SDSA learning, tutorials and assignments are managed, scheduled and delivered via SDSA's Canvas Virtual Learning Environment (VLE). Candidates will have access to the VLE within three business days of the course start date.

We highly recommend candidates verify that their basic computer system requirements meets the VLE minimum requirements outlined here:

<https://community.canvaslms.com/docs/DOC-10721-what-are-the-basic-computer-specifications-for-canvas>

Enrolment

Course candidates will receive an enrolment email notification from SDSA within three business days of the appropriate course start date. This notification will provide access to Canvas VLE and allow navigation of the course syllabus.

Candidates are, strongly advised to accept the course invitation within 48hrs of receiving the email to ensure confirmation and to verify course attendance.

Tuition Fees

Candidates can pay tuition fees any time from the receipt of an offer to no later than the beginning of the course. If fees are not received by the course start date, the candidate will be unable to take up their place.

Course cancellation

All candidates have the right to cancel, without reason, within 14 days of the date on which they accept the offer of a place on the course. Cancellations made within the 14 days will receive a full refund.

We advise all candidates to familiarise themselves with the full details of our cancellation policy and payment of refunds, available in [Terms and Conditions](#) section of our website.

Cancellations made during the 14 day period, but after the course start date, will be refunded minus a proportion of the fee(s) paid (typically 10%), to cover administrative and educational work already undertaken in order to deliver the course to the candidate.

Requests for course cancellations after the 14 day period, but before the start of the course, may receive a discretionary proportion of the funds paid. This will be evaluated on a case by case basis.

Candidates may choose to cancel course attendance at any time but will not be eligible for a refund once the course start date has passed.

All requests for cancellation should be made to lloyds@southampton.science or by post to the registered office of the Southampton Data Science Academy.

Course deferral

Candidates wishing to request deferral to another course or to a different start date must email lloyds@southamptondata.science. They should reference DEFERRAL REQUEST in the email subject title, list the course and course start date they wish to defer to, and provide a short summary (no more than 100 words) of the reason for the deferral request. Deferrals are subject to SDSA approval and will consider mitigating circumstances, course availability, and typically require payment of a deferral fee of 10% of the course booking fee.

Course tutorials

Throughout this course participants have the opportunity to attend group and 1:1 individual tutorials, delivered via web conferences and hosted by SDSA tutors. The individual 1:1 tutorial complements group tutorials and gives the tutor the opportunity to provide in-depth feedback to participants, detailing how marks have been awarded and ways in which future marks may be improved.

SDSA strongly encourages candidates to book (via Canvas VLE) their 1:1 tutorial after the first course assignment. Experience with previous courses has shown timing of this feedback provides both the tutor and the candidate with an opportunity to identify progress in the assessed side of the course, and to maximise their opportunity to pass and gain accreditation.

Group tutorials and discussion threads

These tutorials will provide an opportunity for candidates to engage with and learn from their course peers, as well as directly interact with course tutors. Group tutorial chat and collaboration threads will also be available to candidates for ongoing reference during the course, if they are unable to attend the 'live' group tutorial.

Purchasing additional tutorials

Candidates may purchase additional 1:1 tutorial support directly from SDSA by emailing lloyds@southamptondatascience.com. Tutoring must be purchased in hourly blocks, with fees from £160 per hour. Additional 1:1 tutorial support is subject to tutor availability.

Assignments

SDSA courses include 3 - 4 assignments – this varies according to the course and syllabus developed.

Assignment extensions

Subject to mitigating circumstances and considered on a case-by-case basis, candidates may request an extension to their assignments. Extensions are subject to a fee calculated at 10% of the course fee. The decision to grant an extension is entirely at the discretion of SDSA's tutor and head tutor, as appropriate. Any decision to waive the extension fee requires approval by SDSA's production team lead.

To request an extension, candidates must email lloyds@southamptondata.science. They should reference EXTENSION REQUEST in the email subject title, include the Assignment number (1,2 or 3) and provide a short summary (no more than 100 words) of the reason for the request. In instances where extensions have been agreed, candidates may experience a longer delay in receiving marks (up to seven business days).

Once the final response to the extension request has been communicated to the candidate, the head tutor or wider representatives of SDSA will not enter into any further correspondence regarding the extension. The decision of the head tutor is final and no further appeals are permitted.

Appealing or challenging assignment marks

The SDSA is committed to providing a fair and transparent learning journey. This procedure is intended to provide a formal means for appealing the outcome of an assignment result(s). An appeal is distinct from a complaint, which seeks to raise concerns about the quality or delivery of a service received from the SDSA. The policy set out below is designed to ensure that such requests are dealt with in a fair and consistent manner.

SDSA aims:

- Deal with any requests in a fair and timely manner and keep candidates appropriately informed of the progress of an investigation.
- Notify candidates of the outcome reached, and where appropriate, what further action is to be taken.
- Tutors aim to respond to candidate requests made through Canvas VLE within 24 hours.
- SDSA administrative team aims to respond to student requests made to lloyds@southamptondata.science within 36 hours.

Acceptable grounds for appeal

The appeal will ONLY be considered where at least one of the following grounds applies:

- Extenuating personal circumstances affecting a candidate's assignment performance, which they could not reasonably disclose under the mitigating circumstances policy. An explanation for earlier non-disclosure is always required.
- Marking variances – clear inconsistency in marking of the assignments.

It is important to note that appeals based on or arising from the following circumstances, will be deemed invalid and not upheld:

- Practical issues in the candidate's learning environment – noise / heating etc.
- Challenging the academic judgement because candidate believes they deserve a different outcome.
- Issue with assignment timelines.
- Lack of understanding of the assignment regulations and procedures.
- Lack of understanding of the marking guidelines / policy.
- Retrospective reporting of mitigating circumstances.
- Not being aware of timings i.e. time zones for tutoring.
- Situation or incident with no direct impact on the candidate.
- Completing an assignment against the advice of a medical professional.

To clarify, the SDSA will not consider an appeal that does nothing more than question the academic judgement exercised, or one based on a situation that did not directly affect a candidate's assignment performance. For example, candidates cannot appeal using the procedures and request a remark of the paper, simply because they are unhappy with the mark given.

The SDSA is committed to promoting equality and diversity in all its activities. By submitting an appeal, the candidate's privacy and confidentiality will be respected at all stages of the process. In submitting an appeal, candidates must accept that limited disclosure of all or part of their submission will be required, to enable investigation of the case to proceed.

Candidates have the right to expect that everyone who responds to, investigates or adjudicates upon an appeal will do so impartially. No individual, including assessors, will be permitted to act in any manner in a case in which they have a material interest, or in which any actual or potential conflict of interest may arise.

Lodging an appeal

Any appeal must be submitted by email within seven days of the receipt of the assignment result. Appeals require a payment of 10% of the course booking fee to be made.

Candidates will need to summarise (in no more than 100 words) the reasons why they believe the grounds of appeal apply, and include evidence to substantiate their claim. On receipt of the form, an email will be sent to the candidate within 48 hours. This is an automatic response which acknowledges successful receipt.

The appeals team will contact the candidate requesting that the 10% payment is made within two working days. Failure to make payment when requested will mean the appeal application will be withdrawn.

Candidates should ensure they have read and understood the appeal policy before submitting an appeal and making the relevant payment. No refunds will be given if a candidate makes an appeal for an invalid reason, as given above.

If the appeal is successful, the fee is refundable. If the candidate has booked an extension for the same assignment and the appeal results in a pass, the extension fee will be refunded to them.

Consideration of the appeal

SDSA's head tutor will oversee the appeal and take all appropriate steps to ascertain the relevant facts. This can include checking that no administrative, numerical, data transcription, computing or procedural errors have taken place. It will involve consulting where necessary with wider SDSA tutors.

The outcome of the appeal, with reasons, will be communicated to the candidate via the VLE within 30 days from the receipt of the appeal fee, wherever possible. Any delays will be communicated to the candidate. In the event the appeal is upheld, this does not necessarily mean the candidate is entitled to an amendment of their mark or pass / fail decision.

By way of an example, and not intended to be an exhaustive list, the following are available, if the appeal is upheld:

- An explanation or apology.
- An undertaking to review the relevant administrative procedures.
- A remark of the assignment.
- Correction of the mark previously awarded.

If it is felt that a remark is appropriate, and the candidate agrees to this, the mark previously awarded may be corrected either up or down from the original outcome. If the corrected mark meets the required standard of the assignment, then the candidate will receive a pass.

Where the outcome of this process indicates a failure in assignment processes that might affect other candidates, the SDSA will take steps to correct or mitigate the effect as far as possible.

Once the final outcome has been communicated to the candidate, the head tutor or wider representatives of SDSA will not enter into any further correspondence regarding the appeal. The decision of the head tutor is final and no further appeals are permitted.

Mitigating circumstances policy

The Southampton Data Science Academy is committed to providing candidates a fair and transparent learning journey. This procedure is intended to provide candidates of the SDSA assignments with a formal means for applying for mitigating circumstances, to be taken into account in relation to their performance in an assignment. This policy applies to all candidates of the SDSA assignments. If there is a discrepancy between this policy and other regulations or handbooks in respect of procedures for the consideration of mitigating circumstances relating to assignments, this policy takes precedence.

SDSA's head tutor is authorised to consider and make judgement in any cases of doubt or where clarification is needed concerning these regulations. The SDSA aims to:

- Treat all candidates equally and fairly in the consideration of their mitigating circumstances.
- Provide candidates with a consistent experience of the mitigating circumstances process.
- Fulfil its commitment to delivering a seamless candidate service.
- Deal with any requests in a timely manner.

The SDSA recognises it can be difficult to disclose sensitive, personal information to other parties. As such, please note that all information and documentation provided in support of an application will be treated sensitively and will remain confidential to the relevant Mitigating Circumstances Panel.

Definition of mitigating circumstances

The SDSA considers a mitigating circumstance to be a recognisably unexpected serious or major event, beyond the candidate's control, which might have a significant and adverse effect on their performance in an SDSA assignment, or on their ability to complete the SDSA course on time, and that they therefore require an extension.

Ongoing conditions and other disabilities that affect candidates do not fall in this definition. The SDSA offers access arrangements for mitigating the effect of such conditions.

Where allowance has been made for a continuing condition, a further allowance should not be made through the consideration of mitigating circumstances, except as described below. Some candidates affected by ongoing conditions may encounter specific difficulties related to their condition that impact upon an assignment. Such circumstances may be legitimately considered as meeting the definition of mitigating circumstances above. For example, a candidate who suffers from MS, rheumatoid arthritis, or Crohn's disease, may or may not need constant 'reasonable adjustments' in assignments, but if they had a 'flare-up' around the time of an assignment, they may also need to be considered under these mitigating circumstances procedures.

In such situations, the SDSA course administration and tutoring team will need to receive information concerning any 'reasonable adjustments' that are in place. The important principle is no candidate should receive a double compensation through both an ongoing 'reasonable adjustment' and an allowance through mitigating circumstances.

Criteria for submitting a claim

The claim submitted should demonstrate that it meets all of the following criteria:

Beyond the control of the candidate

The candidate must demonstrate they could not have done anything to prevent the circumstance arising; that they were unforeseen and unpreventable.

Effect on assignment

The claim must demonstrate a significant impact on the candidate's ability to complete the assignment. It must make clear the duration of the circumstances and have appropriate documentary evidence to support the claim.

Have timely relevance

Typically, the circumstance must have occurred within five days of the assignment submission date. Where the event falls before this time, the candidate should be able to demonstrate the impact it had can be linked to the assignment being claimed for.

SDSA may use its sole discretion to accept or reject applications for mitigating circumstances.

Submitting a claim

Applications for claiming mitigating circumstances must be completed by emailing lloyds@southamptondata.science, within seven calendar days from the assignment submission date. The email subject line must be marked CLAIM / MITIGATING CIRCUMSTANCES. Applications received after this deadline will not be considered.

Candidates must provide outline evidence with their submission, in no more than 250 words. This must be submitted no later than seven calendar days from the assignment due date. If the candidate is unable to obtain the necessary evidence within seven calendar days, they must submit the application form within seven calendar days – they can then submit the evidence separately, within 28 calendar days of the assignment.

If a candidate is applying for more than one assignment in their application, it is 28 calendar days from the date of the last assignment taken. However, a decision cannot be made until the evidence is received and if it is not received in time, the application will be rejected and the candidate informed by email.

Candidates should include as much detail as possible in their application to explain how their assignment performance was affected. SDSA will only be able to consider the information and supporting evidence candidates provide and will not generally ask for anything further.

Only evidence written in English can be considered. It is the candidate's responsibility to obtain and submit a verified translation, if the original evidence is in another language, while adhering to the deadlines laid out above. Applicants will receive a confirmation email informing them of receipt.

Guidance on evidence required to support mitigating circumstances

The following table provides examples of the type of situations normally considered acceptable mitigating circumstances, with information on what evidence would be required in each case. This list of required evidence is provided as a guide and is not exhaustive; each application will be assessed on its own merits taking into account the specific circumstances and the evidence presented.

The information presented will be subject to the SDSA's data retention schedule for assignments. Please note that any form of photographic evidence, medical documentation providing detailed information, such as haemoglobin levels, or medications taken, is not required unless requested.

Appendix 1: Example mitigating circumstances

Throughout this course participants have the opportunity to attend group and 1:1 individual tutorials, delivered via web conferences and hosted by SDSA tutors. The individual 1:1 tutorial complements group tutorials and gives the tutor the opportunity to provide in-depth feedback to participants, detailing how marks have been awarded and ways in which future marks may be improved.

SDSA strongly encourages candidates to book (via Canvas VLE) their 1:1 tutorial after the first course assignment. Experience with previous courses has shown timing of this feedback provides both the tutor and the candidate with an opportunity to identify progress in the assessed side of the course, and to maximise their opportunity to pass and gain accreditation.

Mitigating Circumstance

What is likely to be accepted and what evidence is required?

Serious illness

Confirmation of the illness, the impact it has had on the affected assignment(s) and the dates concerned. There should be a confirmed diagnosis by a registered doctor specifying the nature of the illness. If currently undergoing assignment and no diagnosis has been reached, documentation by a registered doctor specifying symptoms will be considered. Letters stating that the candidate informed SDSA they were unwell will not be accepted. Minor illnesses, such as colds, sore throats, headaches, digestive problems etc, would not normally be acceptable grounds.

Long-standing medical condition or disability

Diagnosed condition, normally supported through reasonable adjustments (access arrangements), which flares up unexpectedly close to the assignment, meaning the reasonable adjustments are not sufficient for the candidate to fairly attempt the assignment. Or a previously undiagnosed / recently diagnosed condition, for which adjustments have not yet been put in place to make it possible to fairly undertake the assignment. This will normally only be permitted for the first assignment period after the diagnosis – it is expected support would be sought for future assignment periods. There should be a confirmed diagnosis by a registered doctor specifying the nature of the illness. Letters stating the candidate informed SDSA they were unwell, will not be accepted.

Hospitalisation

Confirmation of the reason for hospitalisation, the impact it has had on the affected assignment(s) and the dates concerned. Candidates should also provide an original medical certificate / letter.

Serious illness (as described above) or death of a member of the candidate's immediate family (e.g. parent, sibling, child, grandparent, spouse, guardian)

Where an immediate family member has a serious illness, independent confirmation of both the illness and how it affected the candidate's assignment(s) should be provided. A diagnosis of the family member is not required, the situation and specific symptoms of the immediate family member will be considered. It is more important that the SDSA receive independent confirmation of the effect of the situation on the assignment(s).

A medical report from a qualified medical practitioner or a copy of a death certificate, coroner's report or letter from medical professional may be requested by SDSA, as may formal documentation confirming the candidate's relationship with the ill / or deceased. While a death certificate is a sensitive and often difficult document to obtain, it is required to prevent fraudulent claims.

Other relationships may be considered subject to sufficient evidence of the closeness and impact.

Severe adverse personal / family difficulties

Confirmation of the circumstances, the impact these had on the affected assignment(s) and the dates concerned. This can include a range of issues, such as separation from spouse / partner, conflict with others, caring duties that could not be done by anyone else, etc.

Examination stress is a common experience and not normally considered a personal mitigating circumstance – some level of sleep disturbance or feeling nauseous can be usual (unless in a serious form, which can be documented either by a counsellor or doctor). Should candidates be requesting deferrals or extensions due to stress, they may be required to obtain a report from a suitable qualified professional, such as a GP or counsellor.

Pregnancy-related illness

The requirements for illness, hospitalisation etc should be followed if there is a specific incident during pregnancy.

SDSA VLE issues

Candidates who experience a significant issue with our online VLE, should email lloyds@southamptondata.science with the subject title MITIGATING CIRCUMSTANCES, within seven calendar days of the assignment date and with appropriate evidence (e.g. screenshots) highlighting and explaining the issues. Evidence should be kept in the event this is requested by the SDSA e.g. time / impact as a result of the issue with the online platform.

The SDSA will contact the candidate within seven calendar days of receiving this email to advise if a mitigating circumstances application is appropriate.

Victim of crime

Candidate's should submit a crime reference number). If the incident has resulted in the candidate seeking medical attention, the requirements for illness should be followed.

Legal proceedings requiring attendance at court as a witness or jury service

Documentary evidence from the court or a solicitor, including the dates of the legal proceedings and the requirement for the candidate to attend, should be submitted.

Road traffic incident

If the candidate has been involved in a road traffic incident, either as a passenger or as the driver / rider, evidence must be provided detailing the time and place the incident occurred. This should include a police report (with crime reference number), or an insurance reference number / record of the event.

Hospitalisation

Confirmation of the reason for hospitalisation, the impact is had on the affected assignment(s) and the dates concerned. Candidates should also provide an original medical certificate / letter.

Situations not considered mitigating circumstances

The following are examples of the kind of circumstances that will not be considered to fulfil the definition of mitigating. This list is not exhaustive.

Mitigating Circumstance

Medical circumstances

Medical circumstances that do not relate directly to the assignment date in question, or cannot be attributed to having an effect on the assignment. Minor illnesses that could be treated with over the counter remedies (colds, coughs, sore throats etc.)

Transport issues

It is the candidate's responsibility to arrive at the assignment on time, irrespective of the form of transport used or relied upon. Exceptions to this might be industrial action or other significant disruption that is beyond the candidate's control. Evidence of any significant disruption would be required.

Holidays / family events

All holidays and vacations should take place at a time that will not impact on the candidate's availability to study or undertake / prepare for an assignment(s).

Misreading the assignment timetable / deadlines

It is the candidate's responsibility to ensure they have an accurate understanding of the due date of all assignments.

Paid employment or voluntary work

The candidate is responsible for managing other commitments to ensure they do not adversely interfere with their studies.

IT and/or computer failure

The candidate must ensure all work which is electronically stored, generated and/or submitted is sufficiently backed up, and the correct piece of work is submitted.

**Foreseeable / preventable
circumstances**

Where the circumstances are within the candidate's control.

**Scheduling of assignments /
deadline**

Deadlines or exams close together.

Only candidates who have applied for mitigating circumstances and are within three marks of the pass mark will be considered further. SDSA does not guarantee an adjustment will be made. It reviews each case individually and considers the severity, duration and timing of the circumstances, and whether an allocation of extra marks would allow the candidate to reach the pass level. If this is the case, then the candidate will be awarded a mark equal to the pass mark.

Candidates who are more than three marks away from the pass mark and have applied for mitigating circumstances will not be considered – the initial result is too far away from the pass mark to be mitigated. The original mark awarded will remain.

Candidates should be aware that only factors deemed to have a serious effect on performance (as outlined above) will result in changes to marks. SDSA has limited options when it receives an application – its responsibility is to review what it sees; it cannot accurately or fairly award marks for a level of performance it does not see.

Where SDSA believes the mitigating circumstances affects a larger cohort (e.g. a VLE outage for a prolonged period of time), it will agree on the fairest way to deal with the error to minimise the effect on all relevant candidates. This will involve escalation to SDSA's head tutor and managing director.

Outcome

The final result awarded is therefore a reflection of the mitigating circumstances process as stated in this policy. It is assumed a candidate's mitigating circumstances will be taken into account as part of the results process, as long as the criteria outlined in this policy have been met.

This process will be undertaken during the timescales normally set for the release of final marks. Should the panel seek further information from the applicant or the relevant examining team, and a delay is expected, the applicant will be informed accordingly and another due date for release of their results given. Candidates who have been considered at the Mitigating Circumstances Panel will be informed of the outcome of their application within five working days of the results being released. The decision of the panel is final and no further correspondence will be entered into. Candidates cannot contest the outcome of the panel on the grounds of academic judgement. If a candidate wishes to pursue the matter and can evidence that a procedural irregularity has occurred during the mitigating circumstances process, they can consider applying through the appeals process.

Appendix 2: Technical courses supporting information

Python and Data Science

The chosen coding language for SDSA courses is Python, for several reasons. It is versatile, flexible, powerful, easy to use and open source (see [Manuel Leon's article](#)¹ for more details).

Created in the early nineties, Python is a widely used, object-oriented and general-purpose language, which has experienced a steep growth in popularity since its inception, becoming one of the most popular languages worldwide.

The current Python version we use is 3.5.2 – it is still totally compatible with the latest version, 3.8.

Jupyter Notebooks

With Python as the language, we need to choose an environment in which to develop our Data Science scripts. Jupyter Notebooks is an interactive environment that allows combining of code, rich text, plots, maps, interactive figures and widgets, and graphical user interfaces, into a single 'notebook', or document.

We have chosen it for the following reasons:

- It is a widely recognised open source tool for teaching code to learners of a range of abilities, from beginners to experts.
- Jupyter notebooks are easy to share – they are saved in structured text files in JSON format.
- Jupyter notebooks are easy to convert into HTML and PDF formats, which will facilitate the interactions with tutors and peers.
- The Jupyter environment is accessible and easy to customise: prefer coding with a black background? Jupyter allows it.

Prerequisite knowledge

To use these materials comfortably, a basic understanding of object oriented programming and programming for Data Science is recommended.

- For the basics of programming for Data Science with Python, the 'Introduction to Python' free course with Data Camp (4 hours) is recommended: <https://www.datacamp.com/courses/intro-to-python-for-data-science>
- For the basics of object oriented programming with Python, the free 'Learn Python 2' course in Code Academy (25 hours) is recommended: <https://www.codecademy.com/learn/learn-python>

¹ Leon, M. (2019) 5 reasons why Python is the best choice for data driven SMEs, *DMS*, 13 August. Available at: <https://www.datamarketservices.eu/5-reasons-why-python-is-the-best-choice-for-data-driven-smes/> [accessed 12 May 2020]

Minimum system specifications

It is recommended each candidate has Jupyter Notebooks on their local machine. To achieve this, install Anaconda. The system minimum requirements are usually met by most computers today, and are the following:

- Licence: Free use and redistribution under the terms of the End User Licence Agreement.
- Operating system: Windows 7 or newer, 64-bit macOS 10.13+, or Linux, including Ubuntu, RedHat, CentOS 6+ and others.
- If the operating system is older than what is currently supported, older versions of the Anaconda installers in our archive might work. See 'Using Anaconda on older operating systems' for version recommendations.
- System architecture: Windows- 64-bit x86, 32-bit x86; MacOS- 64-bit x86; Linux- 64-bit x86, 64-bit Power8 / Power9.
- Minimum 5 GB disk space to download and install.

There is also an option to download Anaconda into older operating systems. More details:

<https://docs.anaconda.com/anaconda/install/>

Course candidates will receive an enrolment email notification from SDSA within five business days of the appropriate course start date. This notification will provide access to Canvas VLE and allow navigation of the course syllabus. Once the course is accessed, full instructions will be provided to install Anaconda into the candidate's local machine.

Advice on setup

Although Anaconda is likely to work in the candidate's computer, it is advisable to double check it in advance. **For this, visit Anaconda's installation page, choose the appropriate operating system (Windows, Mac, Linux), and install the software:** <https://docs.anaconda.com/anaconda/install/>

Disclaimer

Python, Jupyter Notebooks and all the other tools mentioned here are open source software – they are free and open to use. It also means they are not the responsibility of SDSA to support. Our team is of course open to helping and supporting candidates where possible and when time permits. Candidates are welcome to make any enquiries, which we will address to the best of our capacity.