Course Information Sheet for entry in 2024~25

Undergraduate Advanced Diploma in Local History

About the course

The Advanced Diploma in Local History is a one-year part-time course providing training in key concepts and methods of historical studies. It is delivered entirely online, so you can work at home with access to the course material, your tutor and fellow students.

This course will help you improve the key skills you need for historical research, especially the manipulation of information using spreadsheets and databases, and it will teach you how to use what you have learned to produce good, scholarly historical writing. With the help of your tutor, you will produce your own piece of local historical research. Some of our past students' projects have been developed into articles for scholarly journals.

The Advanced Diploma is a rewarding and challenging course demanding a sustained commitment over one year. You must be sure that you will be able to devote enough time to studying alongside all your other commitments. The time needed will vary, but you should be prepared to commit at least 15 hours a week for the length of the course.

Course syllabus

The course begins with a short preparatory unit to familiarise you with study and discussion online. There are two main modules:

Module 1: Concepts and Methods of Local History

This module consists of eight units, making extensive use of original sources and case studies. There will be four written assignments, allowing you to practise historical skills and to write some local history. The units cover approaches to local history, finding primary and secondary sources, the critical use of evidence, personal testimony as a source, a practical guide to the use of statistics for history and the use of Excel, record linkage, and effective writing and publication.

Module 2: Databases for Historians

The second module consists of six units and uses data sets for two contrasting communities, the Lancashire port of Liverpool 1650-1750 and the Oxfordshire market town of Woodstock in the 17th century, as well as criminal records for London from the Old Bailey online database. Students will practise methods for querying existing databases, then move on to learn how to design, create and use their own database for the analysis of historical data. Two further units introduce some of the exciting ways in which historians are now using databases, with up-to-date examples. There will be two assignments, the first to design a database to answer an historical question, based on data supplied. The final project is a longer piece of historical writing using data analysis.

Assessment

The award of the Advanced Diploma is based on successfully completing the five written assignments and the final project. There is no written examination. All students are strongly

encouraged to participate in the group discussions and activities, which are an essential part of the course.

Participation
Students are expected to take an active part on the online forum.

Changes to courses
The University will seek to deliver this course in accordance with the description set out in this course information sheet. However, there may be situations in which it is desirable or necessary for the University to make changes in course provision, either before or after registration. The safety of students, staff and visitors is paramount and major changes to delivery or services may have to be made in circumstances of a pandemic (including Covid-19), epidemic or local health emergency. In addition, in certain circumstances, for example due to visa difficulties or because the health needs of students cannot be met, it may be necessary to make adjustments to course requirements for international study.

You can find full information under "Changes to Courses" (sections 30 to 39) in the Terms and Conditions for this course (https://www.conted.ox.ac.uk/mnt/attachments/2023-09-20-final-non-matric-cont-ed-ts-and-cs-for-2024-5-entry.pdf).

Expected length of course
1 year

Annual fees for entry in 2024~25

Fee Status	Annual Course Fees
Home (UK/Republic of Ireland/ Channel Islands & Isle of Man)	£3,620
Overseas	£6,210

Course fees are payable each year, for the duration of your fee liability (your fee liability is the length of time for which you are required to pay course fees). For courses lasting longer than one year, please be aware that fees will usually increase annually. For details, please see our guidance on likely increases to fees and charges.

Course fees cover your teaching as well as other academic services and facilities provided to support your studies. Unless specified in the additional cost information (below), course fees do not cover accommodation, residential costs or other living costs. They also do not cover any additional costs and charges that are outlined in the additional cost information.

Fee status
Broadly speaking, your fee status depends on your nationality, your immigration status in the UK, where you have been living and what you have been doing for the three years prior to the start of your course. Please refer to the Undergraduate fee status pages for more information.

Information for applicants from the EU, EEA and Switzerland

On 11 May 2021 the UK Council for International Student Affairs published new regulations and guidance to be used in assessing the fee status of students commencing courses in August 2021 and later. We will be using this guidance to carry out fee status assessments for students commencing courses in 2024~25, including students from the EU, EEA and Switzerland.

If you are an EU national and do not live in the UK then you are likely to be charged Overseas fees. Students with settled and pre-settled status in the UK and some other categories of students who work in the UK can qualify for Home fee status as long as they meet the residence criteria.

Additional cost information

You will also need a computer which meets our minimum specification, with access to the internet and various other software programmes. Please see the system requirements webpage for full details.

Document accessibility

If you require an accessible version of this document please contact undergraduate@conted.ox.ac.uk.