

# Course Information Sheet for entry in 2026–27

## 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.

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. 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.

## Participation

All students are expected to participate in the group discussions, forums and activities, which are an essential part of the course.

## 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 33 to 39) in the [Terms and Conditions for non-matriculated students](#)

## Expected length of course

1 year

## Annual fees for entry in 2026–27

| Fee Status | Annual Course Fees |
|------------|--------------------|
| Home       | £4,095             |
| Overseas   | £7,025             |

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 [Changes to fees and charges | University of Oxford](#)

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 2026-27 and later, 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 need a computer which meets our minimum specification, with access to the internet and various other software programmes, **in particular MS Access**. Please see the [system requirements webpage](#) for full details. Please also read the [Advanced Diploma in Local History System Requirements](#), which provides further details of the specific equipment and software you will need to study this course.

For most Oxford students and alumni, the [eDocuments](#) service provides electronic versions of your academic documents. These can be downloaded in support of employment or further study applications and shared via with third parties (e.g. verification companies, prospective employers, and other Higher Education Institutions). You will need to register for this service to access your final transcript

- The **eDocuments registration fee for students completing in 2025-26 is £17**. Please be aware that this fee will usually increase annually.
- This fee provides unlimited access to all available documents, and will include any further documents that are issued to you in the future. The service can also be used to print copies of documents at home. Please note that available documents depend on when you commenced your studies and/or your course progression. Please visit the “For Students/Alumni” tab for further guidance.

Your award certificate will be sent to you by post, usually in the January following the ratification of your results. It is your responsibility to ensure that your address is correctly recorded in Student Self-Service when you finish your course, as this is where we will send your certificate. If you have not received your certificate by the end of the April following ratification (for example, April 2027 if you complete in 2026), you must notify [undergraduate@conted.ox.ac.uk](mailto:undergraduate@conted.ox.ac.uk) within this timeframe. Failure to do so may result in a charge for a replacement certificate.

### **Living costs (online courses and blended courses)**

In addition to your course fees and any additional course-specific costs, you will need to ensure that you have adequate funds to support your living costs for the duration of your course.

As a student on an online course, it is likely that you won't be based in Oxford during your studies. However, you will still need to cover your cost of living on a full-time basis. You should calculate your living costs to be sure that you have sufficient funding to meet these costs for the duration of your course. If your course requires a period of study in Oxford (e.g. a Summer School or Study Week) you will also need to ensure you have adequate funds to cover your travel, accommodation and subsistence costs for this period.

If your course has a duration of longer than one year, you should allow for an estimated increase in living expenses of 5% or more each year, although this rate may vary significantly depending on where you are based and changes in the worldwide economic situation.

**Document accessibility**

If you require an accessible version of this document, please contact [undergraduate@conted.ox.ac.uk](mailto:undergraduate@conted.ox.ac.uk).