

University of Cambridge: Programme Specifications

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ADVANCED DIPLOMA IN LOCAL HISTORY

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| 1 | Awarding body | University of Cambridge |
| 2 | Teaching institution | University of Cambridge Institute of Continuing Education |
| 3 | Accreditation details | History Faculty |
| 4 | Name of final award | Advanced Diploma |
| 5 | Programme title | Local History |
| 6 | UCAS code | None |
| 7 | JACS code(s) | V321 |
| 8 | Relevant QAA benchmark statement(s) | History |
| 9 | Qualifications framework level | FHEQ Level 6 |
| 10 | Date specification produced/ last revised | February 2009 |
| 11 | Date specification last reviewed | May 2010 |

This Advanced Diploma will be delivered by the University of Cambridge Institute of Continuing Education (ICE), as part of its programme of credit-bearing, modular and non-modular courses at CATS Levels 1, 2 and 3 (FHEQ levels 4, 5 and 6) offered to part-time adult students.

ICE is a General Board, non-School institution whose purpose can be defined in two complementary ways. It is a conduit both for transmission of the University's knowledge and research on the one hand and for enabling members of the public to access higher education courses, whether for personal interest or professional development, on the other. In these ways it contributes significantly to the University's public engagement and widening participation commitments.

Applicants seeking entry to Public Programmes courses at FHEQ Level 6 should normally be able to demonstrate significant previous study in disciplines cognate to the course to which they have applied. Academic experience up to and including the second year of undergraduate study in a cognate discipline, for example, the Diploma of Higher Education or an equivalent qualification, will normally be regarded as a minimum requirement. Applicants who have undertaken significant work at an appropriate level in this field, but who lack the appropriate academic qualifications may, however, also be considered, and may be asked to submit a piece of written work as part of conditions for their entry to the course.

The Advanced Diploma will be directed by Dr Samantha Williams, University Lecturer with responsibility for Local History (UTO), assisted where required by supervisors chosen from ICE's Tutor Panel, all of whom are assessed under quality assurance procedures approved by the General Board. It is a requirement of Panel membership that tutors should have academic qualifications and specialised expertise in their discipline appropriate to the supervision that they are invited to undertake. Academic responsibility for monitoring the performance of individual supervisors working

Public Programmes Courses at FHEQ Level 6 rests with the appropriate member of academic staff.

Aims of the Programme

The course aims to

- develop a range of research skills to a high standard;
- to write a significant piece of original research in a well-informed, fluent style, with correct referencing, in a 10-12,000-word dissertation;
- to place their research in the wider national context;
- extend students' awareness of the range of approaches to local history;
- encourage student to engage critically with the wider historiography;
- significantly develop students' critical awareness of primary sources;
- provide opportunities for progression to further study in the area of local history, particularly the Master of Studies degree (MSt) in Local and Regional History.

Learning outcomes

By the end of the Advanced Diploma, within the constraints of the course, students should be able to demonstrate the following learning outcomes:

Knowledge and understanding

- an in-depth knowledge of a particular theme, place and historical period;
- the ability to place such knowledge within its wider national and international context;
- an appreciation of the complexity of reconstructing the past, the problematic and varied nature of historical evidence;
- appreciation of the range of problems involved in the interpretation of complex, ambiguous, conflicting and often incomplete material;
- a feeling for the limitations of knowledge and the dangers of simplistic explanations;
- an in-depth knowledge of and critical appreciation of relevant primary sources;
- an understanding of the varieties of approaches to understanding, constructing, and interpreting the past; and, where relevant, a knowledge of concepts and theories derived from the humanities and social sciences;
- an awareness of different historical methodologies.

Critical skills

- the ability to conceive and execute a research proposal;
- the ability to research largely independently;
- the ability to locate relevant primary sources;
- the ability to read and analyse texts and other primary sources, both critically and contextually, while addressing questions of genre, content, perspective and purpose;
- critical awareness of a variety of approaches and methodologies within the historiography;
- the ability to develop and sustain historical arguments in a variety of literary forms, formulating appropriate questions and utilizing evidence;

- an ability to design, research, and present a sustained, substantial and independently-conceived piece of historical writing, following academic conventions;
- clarity, fluency, and coherence in written expression;
- competence in specialist skills which are necessary for some areas of historical analysis and understanding.

Teaching and learning methods

Teaching and learning on the course will be delivered through a combination of one-on-one supervision, progression through the written assignments and the group teaching on the day-school (see also Assessment Methods, below).

Assessment methods

The course will be assessed on the basis of

- 10,000 - 12,000 word dissertation;
- Students are expected to submit four other assignments, but this work is not assessed (see below).

Programme structure: overview

The course will be an Advanced Diploma, a nationally recognised qualification which is equivalent to 120 credits at FHEQ Level 6, the third year of an undergraduate degree.

Programme structure: detail

The timetable runs for 36 weeks from the first supervision to the submission of the dissertation. During this period the student receives five individual supervisions, written comments from the supervisor, and invitation to one Saturday Day-School (providing there are two or more students on the course). At this day-school there will be sessions on undertaking research in Cambridge and the resources of the University Library, using primary sources, and preparing your dissertation. The course is structured so that the student undertakes the groundwork of research methods before writing the dissertation. The supervisor will give assistance in this by advice on formulating a research proposal, finding and interpreting primary and secondary sources, asking questions and engaging in historical debates as well as making sure that the student keeps to a manageable timetable.

Assignments

There are five assignments during the course. These are compulsory but carry no marks. 100% of the marks are allocated to the final dissertation.

- Assignment 1: Draft Plan, including a survey of original primary sources, no more than 3 sides of A4;
- Assignment 2: Literature Review, including a bibliography, no more than 2,000 words;
- Assignment 3: Draft of Main Chapters, no more than 5,000 words;
- Assignment 4: Final Draft of the whole dissertation, not more than 12,000 words.
- Assignment 5: Submission of final dissertation, no more than 12,000 words inclusive of references but excluding the bibliography.

Delivery

This course is offered over nine months but has the possibility of up to six months' extension, if there are mitigating circumstances.

Programme Requirements

The course is targeted at:

- Students with an appropriate research proposal;
- Previous experience of studying at degree level;
- Students seeking to acquire a significant body of research skills;
- Students seeking to progress to postgraduate level.

Progression

Successful completion of the Advanced Diploma will require the achievement against the learning outcomes and of the minimum criteria for achieving a pass at FHEQ Level 6 as outlined in the ICE *Students' Handbook*.

Students who have completed the Advanced Diploma will be able to apply to the MSt in Local and Regional History if they achieve a pass at 60 per cent or above. Credit awarded by the Institute can be transferred into the degree programmes of other higher education providers. The amount of credit which can be transferred into degree programmes varies from institution to institution and is always at the discretion of the receiving institution.

Employability

Students completing this Advanced Diploma will have demonstrated high levels of motivation and personal commitment through part-time study. They will also have gained and demonstrated a number of valuable transferable skills, including:

- Self-discipline and self-direction;
- Independence of mind and initiative;
- An ability to gather, organise and deploy evidence, data and information at a high level; and familiarity with appropriate means of identifying, finding, retrieving, sorting and exchanging information, also at a high level;
- Analytical ability, and the capability to consider and solve problems, including complex problems to which there is no single solution;
- Structure, coherence, clarity and fluency in written expression.

Managing Teaching Quality and Standards

The teaching quality and standards of the course will be monitored throughout by the appropriate member of academic staff who will report annually to the Subject Moderation Panel, consisting of the internal, university and external moderators and other Faculty and ICE members as agreed by the Education Committee.

Student Support

Academic advice to students taking Public Programmes courses is available both before and after they have registered for a course: first, from the appropriate member of the academic staff and, once the course has begun, from the course director and/or the course tutor.

Administrative enquiries are dealt with by Academic Programme Managers.

All students are provided at the start of a course with the ICE Students' Handbook.