



THE LONDON SCHOOL
OF ECONOMICS AND
POLITICAL SCIENCE ■



Studying at a distance

Diploma for Graduates in

Accounting

Banking

Development

Economics

Finance

Information Systems

International Relations

Management

Politics

Social Sciences

Sociology



The Diploma for Graduates in the fields of Economics, Management, Finance and the Social Sciences is intended:

- as a qualification attesting to students' successful extension of either the depth or the range of their previous undergraduate studies; and
- to provide students with sufficient additional knowledge to provide a suitable basis for entry to Masters level work in specialised subjects. As with all qualifications offered as entry requirements, students should take care to obtain from their chosen university an indication of whether the diploma is acceptable for entry and, if so, what level of performance in the diploma would be needed. Entry to Masters programmes is competitive, and at the discretion of each admitting university.

The Diploma for Graduates is aimed at three groups of students:

- those who wish to acquire and demonstrate knowledge in a particular field.
- those who wish to undertake postgraduate work and whose first degree is in an unrelated field.
- those who have a first degree which may not be readily acceptable as equivalent to a UK first degree, but want to undertake postgraduate work at a British university.

While every effort has been made to ensure that the information contained in this prospectus is accurate at the date of publication (January 2004) all matters that it covers may be subject to change from time to time, both before and after a student has registered. In particular, information about the structure and content of programmes is subject to confirmation in the Regulations and registered students should refer to these. All fees are subject to annual review. The University does not intend by the publication or distribution of this prospectus to create any contractual or other legal relation with applicants, registered students, their advisers or any other persons. You are strongly advised to check our website (www.londonexternal.ac.uk) for any revisions to this prospectus. This prospectus is issued free by the External Programme, University of London.

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Study for a University of London qualification without coming to London

The University of London's External Programme provides one of the most affordable ways of achieving a qualification of international standard. The External Programme was established in 1858 to make University of London qualifications accessible to students all over the world. When you enrol, you will be part of a worldwide community of over 30,000 students registered on the External Programme in over 180 countries. The programme is open to all students who are eligible – there are no quotas for entry.

Students either study independently or at a teaching institution that prepares them for the University of London External Programme examinations. For the qualifications listed in this prospectus, there are teaching institutions in Bangladesh, China, Egypt, Greece, Hong Kong SAR, India, Ireland, Malaysia, Malta, Mauritius, Pakistan, Russia, Serbia and Montenegro, Singapore, South Africa, Spain, Sri Lanka, Trinidad, Turkey, United Arab Emirates, United Kingdom, Uruguay, and the West Indies. Further information about teaching institutions is available on our website www.londonexternal.ac.uk



How the External Programme works

The academic development for each qualification is led by one of the 19 colleges or 11 institutes of the federal University of London. In the case of the qualifications listed in this prospectus the development is led by the London School of Economics and Political Science (LSE). Academic staff from the LSE plan the syllabuses, develop and write study materials, set the examination papers and mark scripts. They also ensure that External students are examined to the same high standard as students at the LSE and in the University of London as a whole. This equivalency is enshrined in Statute 66 (2) of the University which states that:

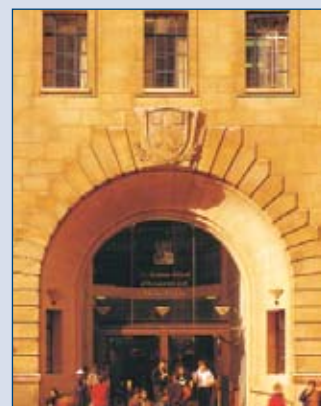
‘Candidates granted degrees and other awards shall have attained the same academic standard irrespective of mode or place of study or examination.’

About the LSE

The LSE is the world's leading social science institution for teaching and research. A 'laboratory of the social sciences', the School's academic profile spans a wide range of disciplines, from Economics, International Relations, Government and Law, to Sociology, Information Systems, and Accounting and Finance.

The LSE was founded in 1895 by Beatrice and Sidney Webb, members of the Fabian Society. They believed that social reform could be achieved through gradual and patient argument. Over the years the LSE has maintained this belief by creating an environment where ideas are developed, analysed, evaluated and disseminated around the globe. The LSE has an outstanding reputation for academic excellence across the full range of social, political and economic sciences.

The LSE alumni and former staff include 13 Nobel Prize winners and 28 past or present Heads of State.



Diploma for Graduates Structures

Each Diploma for Graduates is made up of **four units**. Students have between one and five years to complete the qualification. The full list of other Foundation and Further units can be found on page 4.

DIPLOMA FOR GRADUATES IN ACCOUNTING

One Compulsory unit

- 19 Elements of accounting and finance

Two units chosen from:

- 59 Financial management **or** 92 Corporate finance
- 91 Financial reporting
- 93 Auditing
- 97 Management accounting

And one full unit (either Foundation or Further) as listed on p.4

DIPLOMA FOR GRADUATES IN BANKING

One Compulsory unit

- 94 Principles of banking

Two units chosen from:

- 91 Financial reporting
- 59 Financial management **or** 92 Corporate finance
- 93 Auditing
- 100 Banking operations and risk analysis
- 121 International financial markets

And one full unit (either Foundation or Further) as listed on p.4

DIPLOMA FOR GRADUATES IN DEVELOPMENT

One Compulsory unit

- 109 Geographies of development

Two units chosen from:

- 44 Economics of development
- 45 Economic geography
- 55 Sociology of development
- 57 Social policy
- 58 Demography
- 68 Society and the environment

And one full unit (either Foundation or Further) as listed on p.4

DIPLOMA FOR GRADUATES IN ECONOMICS

Three Compulsory units

- 20 Elements of econometrics
- 28 Managerial economics **or** 66 Microeconomics
- 65 Macroeconomics

And one full unit (either Foundation or Further) as listed on p.4

DIPLOMA FOR GRADUATES IN FINANCE

One Compulsory unit

- 92 Corporate finance

Two units chosen from:

- 91 Financial reporting
- 93 Auditing
- 97 Management accounting
- 100 Banking operations and risk analysis
- 121 International financial markets

And one full unit (either Foundation or Further) as listed on p.4

Note: If a student does not have a background in economics they are advised to take 02 Introduction to economics

DIPLOMA FOR GRADUATES IN INFORMATION SYSTEMS

Three Compulsory units

- 62 Information systems development and management
- 63 Information systems project
- 103 Elements of information and communication technologies

And one unit chosen from:

- 37 Computer-based information systems **or** 60 Introduction to information systems
- 61 Software engineering
- 104a Information and communication technology policy (half unit)
- 104b Information systems evaluations (half unit)
- 106a Sociology of information systems (half unit)
- 106b Ethics of information systems (half unit)

DIPLOMA FOR GRADUATES IN INTERNATIONAL RELATIONS

Three units chosen from:

- 11 Introduction to international relations
- 26 Politics of international economic relations
- 83 International political theory
- 84 Nationalism and international relations
- 85 International institutions
- 89 Politics of South East Asia
- 90 International politics of East Asia

And one full unit (either Foundation or Further) as listed on p.4

DIPLOMA FOR GRADUATES IN MANAGEMENT

One compulsory unit

- 107 Introduction to business and management

Two units chosen from:

- 27 The law of business organisations
- 28 Managerial economics **or** 66 Microeconomics
- 32 Management science methods
- 33 Organisation theory
- 36 Marketing
- 37 Computer-based information systems
- 59 Financial management **or** 92 Corporate finance
- 75 Human resource management
- 76 Management mathematics
- 77 Management: international and comparative perspectives
- 78 Analysis of strategic management
- 79 Elements of social and applied psychology
- 87 Public choice and public management
- 97 Management accounting

And one full unit (either Foundation or Further) as listed on p.4

DIPLOMA FOR GRADUATES IN POLITICS

Three units chosen from:

- 80 Introduction to politics
- 81 Modern political thought
- 82 Comparative politics
- 86 Democracy and democratisation
- 87 Public choice and public management
- 88 Politics of the European Union
- 89 Politics of South East Asia

And one full unit (either Foundation or Further) as listed on p.4

DIPLOMA FOR GRADUATES IN SOCIAL SCIENCES

Any four full units, but not more than two full Foundation units.

DIPLOMA FOR GRADUATES IN SOCIOLOGY

Three units chosen from:

- 10 Introduction to sociology
- 33 Organisation theory
- 53 Sociological theory
- 54 Methods of social research
- 55 Sociology of development
- 56 Comparative social structures and institutions
- 57 Social policy
- 58 Demography
- 68 Society and the environment
- 79 Elements of social and applied psychology
- 106a Sociology of information systems (half unit) **and**
- 106b Ethics of information systems (half unit)
- 303 Criminology
- 401 Jurisprudence

And one full unit (either Foundation or Further) as listed on p.4

Entrance requirements

To be eligible to register for a Diploma for Graduates as an External student, an applicant must:

- hold a full first degree completed in a minimum of three years duration on a full-time basis (or equivalent) from a university or other institution acceptable to the University of London **and**
- demonstrate that they have reached a level of competence in Mathematics at least equivalent to a pass at GCSE/GCE 'O' Level in a Mathematical subject at Grade C or above **and**
- provide proof of competence in English which is acceptable to the University.

Please note:

Applicants holding professional qualifications and/or postgraduate qualifications **without** a full first degree cannot be considered for admission to a Diploma for Graduates.

Exemptions

Please note that there are **no** exemptions for the Diploma for Graduates.

Assessment

Each unit is assessed by one three-hour unseen written examination, and each half unit by one two-hour unseen written examination. For the following three units coursework/a project also counts towards the assessment:

- 60 Introduction to information systems
- 61 Software engineering
- 63 Information systems project

You do not have to come to London to take your examinations. Examinations are held once a year, usually at the beginning of May in local centres, in over 150 different countries as well as in London, and are arranged mainly through Ministries of Education or the British Council.

Classification: Students must pass four full units to be awarded the Diploma. One resit may be attempted for any unit failed. Diplomas will be classified as Distinction, Merit or Pass. A student who has failed a unit twice or two units once is eligible for a Pass grade only.

Student support

When you register as an External student you receive a range of study materials. These materials contain practical information to help you with your studies, introduce you to particular topics within the syllabus and show you how to use textbooks in a productive and organised manner.

As an External student, you have access to the Student-to-Student network, which enables you to exchange ideas with and benefit from the mutual support of other External students all over the world.

The External Programme website has a special area devoted to students taking programmes led by LSE which offers a growing range of online support, including booklists and reading updates, exam reports and past papers. LSE also offers students an annual study weekend in February for all subject areas.



Students on a study weekend at the LSE

Transfer within the External Programme

Students will **not** be permitted to transfer from the Diploma for Graduates to the related BSc or other degrees or other qualifications offered through the External Programme. Students may transfer between the different Diplomas for Graduates. A student who fails a unit twice may transfer to another unit, within the five-year registration period.

Full list of units available

Certain units cannot be taken with each other, such exclusions are shown in red text

Foundation units:

- 02** Introduction to economics
- 04a** Statistics 1 (half unit)
- 04b** Statistics 2 (half unit)
- 05a** Mathematics 1 (half unit)
- 05b** Mathematics 2 (half unit)
(this unit cannot be taken with 76)
- 09** Human geography
- 10** Introduction to sociology
- 11** Introduction to international relations
- 19** Elements of accounting and finance
- 34** World history since 1917
- 60** Introduction to information systems
(this unit cannot be taken with 37)
- 80** Introduction to politics
- 94** Principles of banking
- 96** Economic history in the 20th century
- 107** Introduction to business and management
- 122** Introduction to the common law

Further units:

- 14** Monetary economics
- 15** Economics of labour
- 16** International economics
- 18** Public sector economics
- 20** Elements of econometrics
- 26** Politics of international economic relations
- 27** The law of business organisations
- 28** Managerial economics
(this unit cannot be taken with 66)
- 32** Management science methods
- 33** Organisation theory
- 36** Marketing
- 37** Computer-based information systems
(this unit cannot be taken with 60)
- 44** Economics of development
- 45** Economic geography
- 53** Sociological theory
- 54** Methods of social research
- 55** Sociology of development
- 56** Comparative social structures and institutions
- 57** Social policy
- 58** Demography
- 59** Financial management
(this unit cannot be taken with 92)
- 61** Software engineering
- 62** Information systems development and management

- 63** Information systems project
- 65** Macroeconomics
- 66** Microeconomics
(this unit cannot be taken with 28)
- 68** Society and the environment
- 75** Human resource management
- 76** Management mathematics
(this unit cannot be taken with 05b)
- 77** Management: international and comparative perspectives
- 78** Analysis of strategic management
- 79** Elements of social and applied psychology
- 81** Modern political thought
- 82** Comparative politics
- 83** International political theory
- 84** Nationalism and international relations
- 85** International institutions
- 86** Democracy and democratisation
- 87** Public choice and public management
- 88** Politics of the European Union
- 89** Politics of South East Asia
- 90** International politics of East Asia
- 91** Financial reporting
- 92** Corporate finance
(this unit cannot be taken with 59)
- 93** Auditing
- 95** Further mathematics for economists
- 97** Management accounting
- 99** Industrial economics
- 100** Banking operations and risk analysis
- 103** Elements of information and communication technologies
- 104a** Information and communication technology policy (half unit)
- 104b** Information systems evaluations (half unit)
- 106a** Sociology of information systems (half unit)
- 106b** Ethics of information systems (half unit)
- 109** Geographies of development
- 121** International financial markets
- 303** Criminology
- 401** Jurisprudence

Application and registration

The application form is printed in the centre of this prospectus. Please take it out before you complete it. Do not send this prospectus with your form.

You must meet all the deadlines given below **if** you intend to sit your first examination in the year after you submit your application.

Application deadline dates

17 September (non-EU)

17 October (EU)

Applications received after the deadline date will be kept on file and processed when the new Admissions year opens in January. However, you are asked to note that you will then not be permitted to enter your first examination until the following year.

A. The process

- FILL IN THE APPLICATION FORM, carefully and in full.** List **all** your qualifications on the form.
- ENCLOSE THE APPLICATION HANDLING FEE AND THE DOCUMENTARY EVIDENCE**
 - You must supply photocopied evidence of your full name (including any change of name) and date of birth** (i.e. passport, birth certificate, marriage certificate, deed poll, statutory declaration, alien's registration certificate or national ID card). **No other evidence can be accepted.**
 - You must supply evidence of every qualification listed on your form.** This is very important. Although we may be able to start processing your application without all of the required evidence, we cannot issue the final decision until all the documentation has been received and inspected to our satisfaction.
- SEND THE APPLICATION FORM, FEE AND DOCUMENTS TO:**

**The External Admissions Office
Room 3, University of London
Senate House, Malet Street
London, WC1E 7HU, UK
Tel: +44 (0) 20 7862 8368**

Documentary evidence

Applicants living in the UK

- Enclose, where available, the **original** certificate/s showing the final award/s for each qualification. **Photocopies cannot be accepted for admission purposes.**
- If you would prefer not to send your original certificates by post, you may wish to bring your application form and all the original certificates into the Admissions office personally. We will photocopy the certificates and return them to you immediately. Your application will then be processed in the usual way and the decision sent to you by post.
- If an original certificate is unavailable for any reason, you may **either** submit any other evidence that you have relating to the qualification/s **or** await our initial response to your application. We will then advise you exactly what evidence you need to submit.
- If the evidence you submit is incomplete or unacceptable for any reason, we will ask you to contact the appropriate awarding or examining authority to arrange for them to send us direct a certified statement of your results.

Applicants living outside the UK

Enclose:

EITHER the original certificate/s showing the final award/s for each qualification

OR photocopies of these originals verified by a British Council official.

Note: We cannot accept photocopies that have been verified by anyone other than a British Council official.

If the British Council is unable to provide this service, you must submit:

EITHER the original certificate for each qualification

OR you should contact the appropriate awarding/ examining authority and arrange for them to send us direct a certified statement/ transcript of results.

All applicants

- We strongly advise you to send all original documents by Special Delivery or Recorded Delivery **and** to send us payment for their return by this method. Please note that if you do not pay the return postage we will return the documents by second class post/airmail (as applicable).
- If any evidence you submit is **either** incomplete **or** unacceptable to the University for admission purposes **or** if we need further information about a particular qualification (e.g. a transcript and/or syllabus), we may ask you to contact the appropriate awarding or examining authority to ask them to write to us direct giving further details of your qualification/s.
- You can send us your original result slip/s of any examinations for which the final certificate has yet to be issued. **Result slips from previous years cannot be accepted** – you will need to submit the original certificate.
- We must receive all documentary evidence forwarded after the application form has been submitted **within one month** of the date of our request. If you are unable to meet this deadline please let us know without delay.
- The University reserves the right to ask for further evidence of your qualification/s if required.
- It is your responsibility to arrange for all the necessary documentation to be obtained in support of your application. The University cannot undertake to do this on your behalf. (This also applies to any translation/s of documents submitted by the applicant that may be required.)

B. Your application is acknowledged

When we have received your form and fee, we will send the acknowledgement and a student number. Please note that the allocation of a student number at this stage does not constitute acceptance onto the programme.

If you have not received an acknowledgement within three weeks of sending in your form, please contact the Admissions Office with details of your full name, the qualification for which you have applied and the date you posted your form.

C. Our decision

We will write to you with one of the following responses:

Either: You are qualified.

We will send you:

- a letter offering you registration for your chosen programme (called the 'Offer letter').
- a registration form
- a fee slip **and**
- a copy of the current *Regulations*.

or: It appears that you are qualified and we are provisionally accepting you, but in order to receive a final 'Offer letter' you will need to submit further information and/or documentary evidence (as specified in our letter) that confirms the qualifications on your application form.

or: We require more information and/or documentary evidence before we can make a decision on your application.

or: We are currently unable to accept you onto the programme for which you have applied. If, however, you are eligible for registration on one of the other EMFSS programmes, we will advise you accordingly.

Hong Kong & Singapore applicants

Should return application forms to:

Hong Kong: London University Applications, School of Professional and Continuing Education (SPACE), University of Hong Kong, 3/F, Admiralty Centre, 18 Harcourt Road, Hong Kong

Singapore: RELC Examinations Bureau, 30 Orange Grove Road, Level 3 RELC Building, Singapore 258352

You are asked to note the following:

- Submit your application **even if it is incomplete** (for example: if you are waiting to sit an examination or to receive examination results). **Do not delay** – we can often begin to consider your application without all the evidence, although we will not be able to give you a final decision on your application until **all** the necessary documentation has been received and inspected to our satisfaction.
- We cannot tell you whether you are eligible until your form, the application handling fee and all the required documentation have been received.
- Once your application is received, it is kept on file for **five years**. During this time we will give you any advice and information you need about your application at no extra cost.

Registration

Once you have received an 'Offer letter' and registration form you will be able to apply to register. To do this you should complete and return the registration form and fee slip together with the registration fee. The form and fee must be received by **30 November** in the year before you wish to sit your first examination.

When we receive your registration form and fee, the Examinations Office will send you confirmation of your registration and details of how to apply for examination entry forms. The Despatch Office will also send you your study material.

Fees

The fees shown below are for 2004/2005, and will be in effect until 31 August 2005.

Application Fee (non-refundable)	£45
Initial Registration Fee	£350
Continuing Registration Fee	£221*
Examination Fee (all full units except for 303 and 401)	£130
Examination Fee (for units 303 and 401)	£133

* Students will not be required to pay the Continuing Registration Fee in their first year of registration, but this will be required to be paid in the second and each subsequent year of registration.

You will also need to budget for textbooks (approximately £300 per year) and any tuition that you arrange.

Financial assistance

No financial assistance is available from the University. Some employers in both the public and private sector may be willing to consider offering financial assistance to their employees.

Students who are resident in the UK may be able to apply for a *Part-time Student Loan* or a *Career Development Loan*.

Information can be obtained from the Department for Education and Skills (DfES) Information Line on 0800 731 9133 or from their website:

www.dfes.gov.uk/studentssupport

(for *Part-time Student Loans*) and the CDL Information Line on 0800 585 505 or from their website:

www.lifelonglearning.dfes.gov.uk/cdl

(for *Career Development Loans*).

Disabled students who are resident in the UK may also apply for a *Disabled Student Allowance* (DSA).

For a copy of the information leaflet 'Bridging the gap' (which answers most of the questions commonly asked about DSAS) please contact **either** your local LEA **or** the DfES Information line on 0800 731 9133 or on textphone 0800 210 280. 'Bridging the gap' is also available on audio tape or in braille. The guide is available on the DfES website: www.dfes.gov.uk/studentssupport

Further questions

If you have any further questions or would like information about other qualifications available, please contact:

The Information Centre (L/D4G)

Senate House, University of London
Malet Street, London WC1E 7HU,
United Kingdom

Tel: +44 (0)20 7862 8360

Fax: +44 (0)20 7862 8358

Email: enquiries@lon.ac.uk

You can also download other prospectuses and application forms from our website:

www.londonexternal.ac.uk

External Programme subject areas

The External Programme offers degrees and associated diplomas (where indicated *). Students can take a Diploma for Graduates in the following subjects: Accounting, Banking, Development, Economics, Finance, Information Systems, International Relations, Management, Politics, Social Sciences and Sociology. Short courses are also available in some subject areas.

Subjects are listed under the name of the College(s) or Institute of the University of London responsible for their academic quality and development.

Undergraduate

College consortium +

Law *

Birkbeck

Advanced Diploma in Geochemistry *

Philosophy *

Spanish and Latin American Studies

Goldsmiths College

Computing and Information Systems *

English *

Heythrop College

Divinity

Theology *

King's College London

Geography *

London School of Economics and Political Science (LSE)

Accounting and Finance

Accounting with Law

Banking and Finance

Business

Development and Economics

Economics *

Economics and Management

Information Systems

and Management

Law with Accounting

Law with Management

Management

Management with Law

Politics and International Relations

Sociology

Royal Holloway

Business Administration

Classical Studies

French

German

History

Italian

Joint Languages

Postgraduate

College consortium +

Law

Birkbeck

Applied Geographic

Information Systems *

Human Resource Management *

Organizational Psychology *

The Centre for Financial and Management Studies at SOAS

Development Finance

Economic Principles

Finance and Financial Law

Financial Economics

Financial Management

Public Policy and Management

Imperial College London

Business Administration (MBA)

Drugs and Alcohol:

Policy and Intervention *

Imperial College London, Wye Campus

Agribusiness for Development *

Agricultural Economics *

Applied Environmental Economics *

Biodiversity Conservation and Management*

Environmental Assessment *

Environmental Management *

Food Chain Management *

Managing Rural Development *

Sustainable Agriculture and Rural Development *

Institute of Education

Applied Educational Leadership and Management *

Open, Distance and Flexible Learning *

King's College London

Clinical Dentistry (Prosthodontics)

Community Dental Practice

Dental Diagnostic Radiology *

Dental Public Health

Dental Radiology

London School of Hygiene & Tropical Medicine

Epidemiology: Principles and Practice *

Health Systems Management *

Infectious Diseases *

Royal Holloway

International Management (MBA) *

Information Security

Royal Veterinary College

Livestock Health and Production *

Veterinary Epidemiology and Public Health*

University College London

International Primary Health Care *

+ King's College London, London School of Economics and Political Science, Queen Mary, School of Oriental and African Studies, University College London and Birkbeck (for Undergraduate Law only)