

## **Postgraduate Certificate in Archival Studies**

**Programme/Course Code: (LB009 / IT 18-803-00)**

**Application Code: 1660-LB009A**

**(12 November 2018 – 1 December 2018, HONG KONG)**

### **Organizers**

The program is jointly organized by the **School of Professional and Continuing Education, the University of Hong Kong (HKU SPACE)** and the **International Council on Archives - East Asian Regional Branch (EASTICA)**.

### **The Program**

This is a 3-week full-time intensive course designed for archivists or those engaging in records management related functions who wish to update their professional knowledge and skills, widen their international exposure and obtain an academic qualification for the profession. The programme aims to guide students to plan, establish and manage archives in their organization to meet business, legal, fiscal, public relations and cultural needs.

The programme introduces:

- i) the most updated theories and practices in archival administration;
- ii) theories and practices in records appraisal, arrangement, description and conservation;
- iii) the use of archives and its social and cultural significance
- iv) the management of paper and electronic record throughout their life-cycle.

### **Programme Structure**

Fundamentals of Archives

Records in Office System: Management of Records throughout their life cycle

Appraisal and Acquisition

Arrangement and Description

Management of Electronic Records

Seminars and Site Visits

### **Lecturers**

All lectures and seminars are conducted by academics, archives specialists and leading experts from Europe, North America, Australia and Asia.

### **Admission**

Applicants shall hold a bachelor's degree awarded by a recognized university; preferably with 2 years records, archives or relevant work experience and possess English proficiency at a score of 550 in the paper-based TOEFL.

Applicants with other qualifications and relevant work experience will be considered on individual merits.

### **Assessment**

The Postgraduate Certificate in Archival Studies is jointly issued by EASTICA and HKU SPACE, and awarded to students who have achieved a pass in assignment and the written report; and have 80% of attendance.

### **Tuition Fees**

Local Students: HK\$14,300

Overseas Students HK\$14,300 (US\$1 = HK\$7.8 approximately)\*

### **Accommodation**

On request, students will be assisted in making accommodation arrangements during their stay in Hong Kong. Room rate may vary.

### **Application Procedures**

Please complete:

- i) HKU SPACE Application for Enrolment Form (SF26) and
- ii) Application Form for Admission to Postgraduate Certificate in Archival Studies (AS 1)  
(forms can be download from <http://hkuspace.hku.hk/prog/postgrad-cert-in-archival-studies>  
OR <http://www.eastica.org>)

Please mail, fax or email the two completed forms to the **EASTICA Secretariat** (address shown below) on or before 10 September 2018. Each application has to be accompanied by photocopies of academic certificates.

EASTICA Secretariat  
c/o Ms Alice Wong  
HKU SPACE, College of Life Sciences and Technology  
13/F, Fortress Tower, 250 King's Road, North Point, Hong Kong.  
Fax : (852) 2571 8480      email: [alice.wong@hkuspace.hku.hk](mailto:alice.wong@hkuspace.hku.hk)

### **Enquiries**

**Mr. Simon F.K. CHU (Secretary General EASTICA)**  
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Course details:

<http://hkuspace.hku.hk/prog/postgrad-cert-in-archival-studies> OR <http://www.eastica.org>