

Postgraduate Certificate in Archival Studies

Organizers

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

The Program

The program is custom-made for archivists or those engaged in records management related functions in the region who wish to update their professional knowledge and skills, widen their international exposure and obtain an academic qualification for the profession.

This would be a three-week intensive program comprising **not less than 100 hours** of lecturing, seminars and visits. The program introduces to students:

- 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.

Admission Requirement

To be admitted to the program, applicants must

- i) hold at least a bachelor's degree, and
- ii) preferably be in the employ of an archival institution, or
- iii) have archives or records related experience.

Assessment

The certificate will be awarded to candidates who have completed the following requirements:

- i) achieve at least 80% attendance; and
- ii) achieve a pass in class exercises and assignments; and.
- iii) achieve a pass in a written report to be submitted within ONE month after the end of lectures.

Lecturers

All lectures and seminars are conducted by academics and archives specialists from world over. All instructors are experts in the subjects they teach.

Language Requirements

The language of instruction will be English. All students are expected to have a basic proficiency in spoken and written English.

Duration

3 Weeks : 14 May – 2 June 2007

(Classes are conducted from 9.00 – 17.00 with an hour lunch break from 12.00 – 13.00)

Tuition Fees

Overseas Students HK\$ 9,950*

Local Students HK\$ 7,900

*US\$ 1 = HK\$ 7.8 (approximately). Overseas students will be offered supplementary classes in professional English.

Accommodation

On request, students will be assisted in making accommodation arrangements during their stay in Hong Kong. University hostels or guest houses will be provided at an average rate of HK\$ 520 per day (single occupancy) or HK\$ 570 per day (double occupancy). 10% service charge will also be charged each day.

Application Procedures

Interested candidates/colleagues are asked to fill out

- (i) Application for Enrolment SF26 and**
- ii) Application Form for Admission to Postgraduate Certificate in Archival Studies AS 1**

Applicants are asked to have the two forms completed and sent or faxed to the **EASTICA Secretariat** (address and number below) on or before **17 March 2007**.

Each application has to be accompanied by photocopies of academic transcripts, certificates, evidences of past studies in English, as well as recommendation from employers.

The two application forms could be obtained by writing to the EASTICA Secretariat:

EASTICA Secretariat,
C/o Ms Anita HUNG
Division of Information Technology
Hong Kong University SPACE
Units 402 – 403, Cyberport 1
100 Cyberport Road, Pokfulam
HONG KONG
Tel: (852) 2587 3222
Faxline: (852) 2807 2054

Or

downloaded from EASTICA's website:

<http://www.eastica.org>

Any other enquiries could also be directed to Mr. Simon F.K CHU (Secretary General EASTICA) at Tel : (852) 9729 3681

Successful candidates will be notified before **31 March 2007**.