

Postgraduate Certificate in Archival Studies (20 April – 9 May 2009, 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.

The program 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.

Archivists or those engaged in records management who wish to update their professional knowledge and skills, widen their international exposure and obtain an academic qualification for the profession will find this course most useful and relevant.

Applicants should have a bachelor's degree and have archives or records related work experience. Language of instruction will be in English. Students are expected to have a basic proficiency in spoken and written English.

Certificate will be awarded when participants achieve a pass in class exercises and assignments, and a pass in a written report to be submitted within ONE month after the end of lectures. Participants are required to have at least 80% of attendance.

Tuition Fees

Overseas Students HK\$ 10,800 (US\$ 1 = HK\$ 7.8 approximately)

Hong Kong Students HK\$ 8,500

Accommodation

On request, students will be assisted in making accommodation arrangements during their stay in Hong Kong. Room rate may be HK\$680 per day (single/double occupancy), subject to 10% service charge. Please note that room rates depends on individual hotel/guest house.

Course details :

<http://hkuspace.hk/clst> click Library and Information Science OR <http://www.eastica.org>

档案学深造证书 (2009年4月20日-5月9日, 香港)

主办机构

本课程由香港大学专业进修学院(School of Professional and Continuing Education, the University of Hong Kong (HKU SPACE))及国际档案理事会东亚地区分会(International Council on Archives - East Asian Regional Branch (EASTICA))联合举办。

课程

本课程为期三周, 全日上课。

课程内容:

- i) 最新的档案管理理论与实务守则;
- ii) 档案鉴定、整理、着录理论与实践办法;
- iii) 档案的运用及其社会和文化意义;
- iv) 纸本及电子档案在其生命周期(life-cycle)中的管理。

本课程专为东亚地区从事档案管理有关工作, 有志于学习最新的专业知识及技能; 扩阔国际视野; 或取得档案专业学术资格的从业员而设。

申请者需具备学士学位及处理历史档案或档案的相关经验。课程以英语授课。学员需具基本的英语会话及书写能力。本院将会安排专业英语先修课堂与有需要的学员。

学员需于课堂作业取得合格成绩, 课程完毕后一个月内须提交书面研究报告并取得合格成绩, 及出席率不少于百分之八十 (80%)者; 方获颁发证书。

学费

海外学员: 港币\$10,800* (HK\$ 7.8 约对换 US\$ 1)

香港学员: 港币\$8,500

住宿

如有需要, 课程期间, 本院可协助安排住宿与海外学员。住宿费每天约为港币\$680 (单人/双人房); 另每天加百分之十 (10%) 服务费。请注意:住宿费会因应住宿类别而有所更改。

查看详尽课程资料:

<http://hkuspace.hk/clst> 点击 图书馆学及资讯科学 或 <http://www.eastica.org>

Application Procedures

Interested applicants please fill out :

- i) HKU SPACE Application for Enrolment (SF26) and
Downloaded from http://hkuspace.hk/web_course/show_course.php?code=2016
- ii) Application Form for Admission to Postgraduate Certificate in Archival Studies (AS 1)
Downloaded from <http://www.eastica.org>

Please mail or fax the two completed forms to the **EASTICA Secretariat** (shown below) on or before **1 March 2009**. Each application has to be accompanied by photocopies of academic certificates, evidences of past studies in English, and employer's recommendations. Successful candidates will be notified before **21 March 2009**.

Application forms could also be obtained by writing to the EASTICA Secretariat:

EASTICA Secretariat,
c/o Ms Anita HUNG
HKU SPACE, College of Life Sciences and Technology
Units 402 – 403, Cyberport 1, 100 Cyberport Road, Pokfulam, HONG KONG
Tel: (852) 2587 3222 Faxline: (852) 2807 2054

**Enquiries could be directed to Mr. Simon F.K CHU (Secretary General EASTICA) at
Tel : (852) 9729 3681 e-mail : simonfkchu@gmail.com**

申请手续

請填写下列表格:

- i) 香港大学专业进修学院報名表 (SF 26)
可於 http://hkuspace.hk/web_course/show_course.php?code=2016 下載
- ii) 档案学深造证书申请表 (AS1)
可於 <http://www.eastica.org> 下載

申請人需填妥上述两份表格, 连同学历证明文件、证书、修读英语证明及雇主推荐书副本, 于2009年3月1日或之前郵寄或传真予国际档案理事会东亚地区分会秘书处(下述)。获取录者将于**2009年3月21日**前通知。

国际档案理事会东亚地区分会 秘书处
香港大学专业进修学院 生命科學及科技學院
香港薄扶林数码港道100号数码港第一期402-403室
洪小姐代為辦理
电话: (852) 2587 3222 传真: (852) 2807 2054

任何查詢請聯絡国际档案理事会东亚地区分会秘书长朱福强先生
电话 : (852) 9729 3681; 电邮: simonfkchu@gmail.com