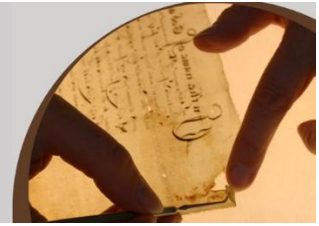


AWARD IN ARCHIVE UP-KEEPING AND DOCUMENTS' CONSERVATION



Course Level

MQF Level 4

Credits

3 ECTS

Course Description

This course provides students with basic knowledge on general and ecclesiastical archives in relation to the new guidelines and digital context of today.

Target Group

The course is aimed primarily at individuals interested in gaining knowledge or strengthening their personal basic skills regarding Archive Up-keeping and Documents' Conservation.

Course Objectives

Participants will be able to:

- a) understand the basic definitions of an archive, the differences between archives and libraries, and how to start an archival program.
- b) describe the fundamental concepts of the nature of the archivist as a profession, the code of ethics for archivists and management of an archive.
- c) understand the concepts of acquisitions and accessioning.
- d) understand the differences between physical custody and legal title.
- g) share the skills and knowledge acquired with the congregation

Final Award

Award in Archive Up-keeping and Documents' Conservation.

Duration

9 lectures – on Saturdays between the 5th of April and the 21st of June 2025
(20 hours in total)

Lecture Dates

5 th April 2025	12 th April 2025	26 th April 2025
3 rd May 2025	10 th May 2025	17 th May 2025
24 th May 2025	14 th June 2025	21 st June 2025

Assessment

Written assignment (80%) and class participation and class group work (20%)

Certification

After the successful completion of the course, participants will receive an Award issued by the Institute of Pastoral Ministry authorized by the Malta Further & Higher Education Authority.

Venue

Sacred Heart Major Seminary, Victoria, Gozo

Applications and Course Fee

Online and manual applications are accepted until Wednesday 26th March 2025

Registration fee: €80

Entry Requirements

The course is open for all people who are interested in gaining knowledge regarding Archive Up-keeping and Documents' Conservation. Every application will be considered on its own merits. Participants should have a school leaving certificate and be proficient in English and/or Maltese

Contact Us

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