



Postgraduate Certificate in Archival Studies 6

檔案學深造證書

Enquiries

Ms Stephanie Leung

Tel: 2587 3223

Email: stephanie.ny.leung@hkuspace.hku.hk



HKU School of Professional and Continuing Education



Programme Overview

The programme aims to guide students to plan, establish and manage archives in their organisation to meet business, legal, fiscal, and cultural purposes. It is designed for archivists and records managers who wish to update their professional knowledge and skills, increase their international exposure and obtain professional training for the archival profession.

On completion of the programme, students should be able to

- i) Apply the most updated theories and practice in archives and records administration;
- ii) Critically analyse the issues, methods and problems in managing office documents and business records;
- iii) Analyse the importance of an archive and its role within an organisation;
- iv) Synthesise the major concepts of archives especially in areas of acquisition, description, access and use;
- v) Manage electronic records and archives effectively and efficiently within an organisation.

Programme Structure / Module Objectives

Introduction: the universe of archives and archivists	Assist students learn and apply English archival terminologies, gain knowledge and skills in managing archives, understand archive administration principles, and learn about records-related laws and professional standards
Current records management: fundamental principles and theories	Provide students with an understanding of the principles, procedures, rules, and techniques involved in current records management. Covers the record life cycle, records continuum, the role of records managers in various industries, institutions, and government
Archival appraisal: principles and methodology	Focuses on teaching students the principles and techniques of appraisal, weeding, and sampling in the context of archives and records management. Covers the revisiting of appraisal and selection criteria, methodology, and practice
Archives administration: accession, arrangement and description	Provide students with an understanding of the principles underlying archival description and the applicable national and international standards. It covers the influence of information technology on archival description and the electronic dissemination of archival information
Introduction to electronic records and archives management	Aims to equip students with the knowledge and skills required for the long-term management of organizational and personal records using electronic records management systems
Project	Provide students with the knowledge and skills necessary to identify an archival issue topic and conduct an archival project. It emphasizes the standards for producing a well-structured technical report

Date / Time
Mon – Fri / 9:00am – 6:00pm

Start Date
11 Jan 2027 (Monday)

Duration
3 weeks (100 hours)

Tuition Fees
HK\$16,000 (subject to annual revision without prior notice)



Student Visa

To study in Hong Kong, all non-local applicants are required to obtain a student visa issued by the Immigration Department of the HKSAR Government, except for those admitted to Hong Kong for employment or as dependants, who do not need prior approval before taking up part-time studies. It is the responsibility of individual applicants to make appropriate visa arrangements. Holding an acceptance letter to a HKU SPACE academic programme/course does not guarantee the issue of a student visa. Applicants may wish to note that part-time courses are generally not considered by the Immigration Department for visa purposes except for self-financed, locally accredited taught postgraduate programmes.

Entry Requirements

Applicants shall:

1. hold a bachelor’s degree awarded by a recognized university;
- AND
2. preferably have 2 years records, archives or relevant work experience;

If the degree or equivalent qualification is from an institution where the language of teaching and assessment is not English, applicants shall provide evidence of English proficiency such as :

- i. an overall band of 6.0 with no subtests lower than 5.5 in the IELTS; or
- ii. a score of 550 in the paper-based TOEFL, or a score of 213 in the computer-based TOEFL, or a score of 80 in the internet-based TOEFL; or
- iii. HKALE Use of English at Grade E or above; or
- iv. HKDSE Examination English Language at Level 3 or above; or
- v. equivalent qualifications.

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

Application Procedures

1. Applicants are required to complete the application form and, either submit in person at one of the HKU SPACE Enrollment counter or by post to Ms Stephanie Leung, College of Life Sciences and Technology, HKU SPACE.
2. All applicants, either by post or in person must be accompanied with:
 - Certified photocopies of full educational certificates and transcripts.
 - HKID Card photocopy.
3. Please visit our programme website (<https://hkuspace.hku.hk/prog/postgrad-cert-in-archival-studies>), click on the “Apply Online” button and follow the instructions to complete the application as well as submitting the specified documents online. A non-refundable HK\$150 payment is required as application processing fee.

 This course has been included in the list of reimbursable courses under the Continuing Education Fund.

 This course is recognised under the Qualifications Framework (QF Level 6)

QF Level: 6 QR Registration No.: 09/000699/6 QR Registration Validity Period: 05 May 2008 - on-going