

AWARD IN ARCHIVE UP-KEEPING AND DOCUMENTS' CONSERVATION



Course Level

MQF Level 4 – EQF 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

- Competences

The learner will be able to:

- a) describe the fundamental concepts of the nature of the archivist as a profession,
- b) understand the development of archival profession,
- c) reflect on the core values of archivists,
- d) support archivists to put into practice the code of ethics, and
- e) Assist in archive operations under supervision.

- Knowledge

The learner will be able to:

- a) understand the basic definitions of an archive,
- b) describe the archival mission,
- c) know the differences between archives and libraries,
- d) explain a brief history of archives,
- e) identify how to start an archival program.

- Skills

The learner will be able to:

- a) understand the basic archival description;
- b) explain the differences between the physical custody and legal title;
- c) follow established acquisition procedures;
- d) apply basic arrangement principles;
- e) understand how to establish an accessioning policy;
- f) interact with archive users;
- g) promote archive contents;
- h) accompany those who introduce, develop and manage a security and recovery planning of an archive;
- i) learn the theory and methodology of restoration and basic preservation of manuscripts and other documents;
- j) handle under supervision a digital archive.

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)

Indication of total hours of learning (including work on assignment): 75 hours

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%)

Grading system

Grade A+: 90% - 100% : Excellent performance showing comprehensive and critical understanding and application of the course contents

Grade A: 80% - 89%: Very good performance showing comprehensive and critical understanding of the course contents

Grade B: 70% - 79% : Good performance showing above average understanding of the course contents

Grade C: 55% - 69% : Satisfactory performance showing an overall understanding of the course contents

Grade D: 45% - 54%: Sufficient performance showing basic understanding of the course contents.

Grade F: Under 45%: Unsatisfactory performance.

Pass mark: 45%

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 good level in English and Maltese especially in reading, speaking and writing skills. The level should be comparable with MQF Level 3. Very basic knowledge of Italian would help but is not compulsory.

A Secondary School Certificate and Profile, or school leaving certificate, is also acceptable.

For visa requirements for third country nationals, follow the link: <https://identita.gov.mt/>

Contact Us

<http://www.ipm.edu.mt>

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