Pathway towards Library and Information Studies

**Master of Information Studies**
(Charles Sturt University)

- **Fee**: HK$14,500* per 8 credit points subject
- **Duration**: 16 months to 44 months
- **Medium of Instruction**: English

Graduate Diploma of Information Studies
(Charles Sturt University)

Postgraduate Certificate in Archival Studies

Bachelor of Information Studies
(Charles Sturt University)

Postgraduate Diploma in Archival Studies

Graduate Diploma of Information Studies provides students with in-depth understanding of the creation, evaluation, collection, organisation, utilisation and dissemination of information in the contemporary information environment.

This distance learning programme, offered in collaboration with Charles Sturt University, Australia, is supplemented by local tutorials. The obtained academic qualification has full recognition by Australian Library and Information Association and internationally by other library associations.

Graduate Diploma of Information Studies is the Intermediate Exit Award of Master of Information Studies.

Credit exemption would be given to students with relevant academic qualifications in library and information management and/or working experience.

- Applicants should have a Bachelor’s degree awarded by a recognized university, or equivalent.
- Applicants with other equivalent qualifications and relevant work experience will be considered on an individual merit by Charles Sturt University, with evidence of English proficiency such as:
  - a pass in Use of English in the Hong Kong Advanced Level Examination; or
  - an overall score of 6.0 in the IELTS; or
  - a score of 550 in the paper-based TOEFL or a score of 213 in the computer-based TOEFL.

Graduates of Graduate Diploma of Information Studies or its equivalent need to complete a total of 4 subjects (32 credits)
- Graduates of Bachelor of Information Studies or its equivalent need to complete a total of 6 subjects (48 credits)
- Graduates of Diploma in Teacher Librarianship will be exempted four 8-credit subjects (or their equivalent)

Credit exemption would also be given to students with other relevant academic qualifications and/or working experience.

For Master of Information Studies: HK$14,500* per 8 credit points subject
For Graduate Diploma of Information Studies: HK$14,500* per 8 credit points subject / HK$7,250* per 4 credit points subject

* Subject to review at the time of enrolment

For more and latest programme information, please visit our website hkuspace.hku.hk

More details
Library & Information Studies
圖書館及資訊學

Graduate Diploma of Information Studies
Programme Code: LB008B
Charles Sturt University, Australia
Application Code: 1955-LB007A
info@hkuspace.hku.hk

Graduate Diploma of Information Studies (GDIS) is the Intermediate Exit Award of Master of Information Studies. It provides students with in-depth understanding of the contemporary information environment and competencies for performing in a variety of information sectors.

This distance learning programme, offered in collaboration with Charles Sturt University, is supplemented by local tutorials. The obtained qualification has full recognition by Australian Library and Information Association.

Students having Bachelor’s degree in non-library discipline choosing to exit with GDIS need to complete seven core subjects and two practical subjects.

- Applicants should have a Bachelor’s degree awarded by a recognized university, or equivalent.
- Applicants with other equivalent qualifications and relevant work experience will be considered on individual merit by Charles Sturt University, with evidence of English proficiency such as:
  - a pass in Use of English in the Hong Kong Advanced Level Examination;
  - an overall score of 6.0 in the IELTS; or
  - a score of 550 in the paper-based TOEFL or a score of 213 in the computer-based TOEFL.

Credit exemption would be given to students with relevant academic qualifications and/or working experience. (Subject to review by CSU)

Exemption will be granted to graduates of Higher Diploma in Library and Information Management (HDLIM). Exemption may also be granted to graduates of Associate Degree or Higher Diploma not from Library and Information Science discipline. Request for exemption should be made at the time of application.

Application Fee: HK$150

Validity Period: 05 May 2008 – on-going

For Master of Information Studies: HK$14,500* per 8 credit points subject
For Graduate Diploma of Information Studies (i.e. MIS core subjects): HK$14,000* per 8 credit points subject / HK$13,750* per 4 credit points subject
- Subject to review by CSU

The tuition fee is paid by subjects per session (3 sessions in a year).

HK$14,500* per 8 credit points subject / HK$7,250* per 4 credit points subject
- Subject to review by CSU

Elective subjects:
- Content and Design of Information Services
- Social Impact of Information Technology
- Other elective subjects

The tuition fee will be assessed on the number of subjects required.

Certificate for Library Assistants (English)
Programme Code: LB001A
HK Library Association
Application Code: 1945-LB001A
info@hkuspace.hku.hk

This programme aims to provide vocational training for library assistants and those working in children's and/or school libraries.

This English class shares a common examination with the Chinese class.

Contents of the programme:
PART 1 Library Services and Procedures
PART 2 General Library Principles and Practice
PART 3 Children’s and School Libraries
PART 4 Practical Lessons and Visits to Libraries

Applicants should:
- have completed the HKDSE with an aggregate score of 13*
- hold a teacher certificate; AND
- have a minimum of two years teaching experience, or their equivalence.

Term Fee: HK$30000 per instalment (1st instalment for Year 1; subject to review; 2nd instalment for Year 2; subject to review)

Actual course fee will be assessed on the number of subjects required.

HK Library Association
Application Code: 1945-LB001A
info@hkuspace.hku.hk

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HK$14,500* per 8 credit points subject / HK$7,250* per 4 credit points subject
- Subject to review by CSU

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The tuition fee is paid by subjects per session (3 sessions in a year).

HK$14,500* per 8 credit points subject / HK$7,250* per 4 credit points subject
- Subject to review by CSU

Elective subjects:
- Content and Design of Information Services
- Social Impact of Information Technology
- Other elective subjects

The tuition fee will be assessed on the number of subjects required.
Certificate for Module (Records Management, Archives and Digitization)

Programme Code: LB023A

Application Code: 1935-LB023A

This programme aims to introduce students the nature, functions and techniques used in records management, the principles of transferring records to archives and the current practices of digitization of different media in various industrial and commercial sectors as well as in government departments.

HK$7,500

4 months

English

Level 5 (Reg. No.: 19/000653/L5) Validity Period: 01 Jun 2019 - on-going

Certificate for Module (Records Management, Archives and Digitization)

Programme Code: LB023A

Application Code: 1935-LB023A

This programme aims to introduce students the nature, functions and techniques used in records management, the principles of transferring records to archives and the current practices of digitization of different media in various industrial and commercial sectors as well as in government departments.

HK$7,500

4 months

English

Level 5 (Reg. No.: 19/000653/L5) Validity Period: 01 Jun 2019 - on-going

Certificate for Module (Records Management, Archives and Digitization)

Programme Code: LB023A

Application Code: 1935-LB023A

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HK$7,500

4 months

English

Level 5 (Reg. No.: 19/000653/L5) Validity Period: 01 Jun 2019 - on-going
Executive Certificate in Archives Management
Programme Code: EP042A

Application Code: 1970-EP042A

A properly set up and managed archives ensures that authentic and reliable historical records are preserved to document the major development and history of an organization.

Applicants should hold:
- a bachelor’s degree awarded by a recognized university or equivalent; or
- an Associate Degree / a Higher Diploma or equivalent, and have at least 2 years of work experience; or
- professional qualifications / relevant professional qualifications.

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

- HK$11,000
- 6 months
- English

Executive Certificate in Knowledge Management
Programme Code: EP046A

Application Code: 1935-EP046A

The programme is suited to prepare professionals or administrators who have to take their leadership in preparing and continuing the implementation of Knowledge Management in the areas of organizing and improving knowledge capturing, creation, application and sharing in their organisations. Various aspects of knowledge management as well as the application of technology in this field will be covered.

Participants will experience the use of tools in knowledge management, such as After Action Review, Action Learning and Knowledge Creation. Current practices of various KM Models will be discussed. Case studies will be used and examples of local organisations will be shared.

- HK$10,000
- 4 months
- English, supplemented with Cantonese

Executive Certificate in Records Management
Programme Code: EP045A

Application Code: 1945-EP045A

Records are an essential tool and valuable resources for good business and efficient administration.

Applicants should hold:
- a bachelor’s degree; or
- a bachelor’s degree awarded by a recognized university or equivalent; or
- an Associate Degree / a Higher Diploma or equivalent, and have at least 2 years of work experience.

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

- HK$11,000
- 6 months
- English

Postgraduate Diploma in Archival Studies
Programme Code: LB022A

Application Code: 1965-LB022A

The programme aims to train students to become professional archivists by providing them with a broad and enriched learning experience covering a full spectrum of principles and methodology in managing records and archives throughout their life-cycle and in setting up and managing an archival institution.

Applicants shall hold a bachelor’s degree awarded by a recognized university.

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:
- an overall band of 6.0 with no subtests lower than 5.5 in the IELTS; or
- 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
- HKALE Use of English at Grade E or above; or
- HKOSSE English Language at Level 3 or above; or
- equivalent qualifications.

Preference will be given to those who have work experience in record-keeping, management of archives or library services.

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

- HK$36,000
- Application Fee: HK$150
- 12 months
- English

Level 6 (Reg. No.: 190000492/L6) Validity Period: 15 Jul 2019 - on-going

Postgraduate Certificate in Archival Studies
Programme Code: LB009A

Application Code: 1955-LB009A

The programme is designed for archivists or those engaging in records management related functions who wish to update their professional knowledge and skills, widen their international exposure and obtain an academic qualification for their profession. All lectures and seminars are conducted by academicians and archives specialists that are prominent experts in the subjects they teach.

Applicants shall:
- hold a bachelor’s degree awarded by a recognized university; AND
- have 2 years records, archives or relevant work experience preferred; AND
- provide English proficiency.

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

- Overseas students: HK$15,000
- Local students: HK$15,000
- 3 weeks
- English

Level 6 (Reg. No.: 090000699/L6) Validity Period: 05 May 2008 - on-going

Executive Certificate in Records Management
Programme Code: EP042A

Application Code: 1970-EP042A

A properly set up and managed archives ensures that authentic and reliable historical records are preserved to document the major development and history of an organization.

Applicants should hold:
- a bachelor’s degree awarded by a recognized university or equivalent; or
- an Associate Degree / a Higher Diploma or equivalent, and have at least 2 years of work experience; or
- professional qualifications / relevant professional qualifications.

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

- HK$11,000
- 6 months
- English

Executive Certificate in Knowledge Management
Programme Code: EP046A

Application Code: 1935-EP046A

The programme is suited to prepare professionals or administrators who have to take their leadership in preparing and continuing the implementation of Knowledge Management in the areas of organizing and improving knowledge capturing, creation, application and sharing in their organisations. Various aspects of knowledge management as well as the application of technology in this field will be covered.

Participants will experience the use of tools in knowledge management, such as After Action Review, Action Learning and Knowledge Creation. Current practices of various KM Models will be discussed. Case studies will be used and examples of local organisations will be shared.

- HK$10,000
- 4 months
- English, supplemented with Cantonese

Executive Certificate in Records Management
Programme Code: EP045A

Application Code: 1945-EP045A

Records are an essential tool and valuable resources for good business and efficient administration.

Applicants should hold:
- a bachelor’s degree; or
- a bachelor’s degree awarded by a recognized university or equivalent; or
- an Associate Degree / a Higher Diploma or equivalent, and have at least 2 years of work experience.

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

- HK$11,000
- 6 months
- English

This is an exempted course under the Non-Local Higher and Professional Education (Regulation) Ordinance. It is a matter of discretion for individual employers to recognize any qualification to which this course may lead.

External programmes are exempted courses under the Non-Local Higher and Professional Education (Regulation) Ordinance. They are exempted courses under the Non-Local Higher and Professional Education (Regulation) Ordinance. These are exempted courses under the Non-Local Higher and Professional Education (Regulation) Ordinance. These are exempted courses under the Non-Local Higher and Professional Education (Regulation) Ordinance.

Level 6 (Reg. No.: 090000699/L6) Validity Period: 05 May 2008 - on-going