



**Centre for Communication Technology
Division of Library & Information Studies
University of Malta**

Programme of Studies
Commencing October 2009

Bachelor of Library, Information & Archive Studies
Diploma in Library & Information Studies
Diploma in Archives & Records Management

Division of Library & Information Studies Programme of Studies

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Bachelor of Library, Information & Archive Studies (B.LIAS) (5 years part-time)

B.LIAS students follow the same study units as the Diploma students (either Dip.LIS or Dip.ARM), depending on whether they start in the LIS or the ARM stream.

First Year (2009-2010) Library & Information Studies (LIS) Stream

Every student is expected to complete all the following **32 ECTS** from the following:

Semester 1

Compulsory Units: (all students must register for these units)

LIS1010 Introduction to Library, Information & Archive Studies	4 ECTS	Ms. M. Paris	PGS Standard
LIS1320 Reference & Information Sources & Subject-based Sources	4 ECTS	Ms. M. Paris	PGS Standard
LIS1210 Int. to Management & Human Resources	4 ECTS	Mr. E. Cachia	PGS Standard
LIS1230 Libraries & Collections Development	4 ECTS	Ms.M. Paris/ Dr.W. Zammit/ Mr.J. Boffa	PGS Standard

Semester 2

Compulsory Units: (all students must register for these units)

LIS1330 Inf. Services Management & Bibliographical Control	4 ECTS	Ms. M. Paris/ Dr. W. Zammit	PGS Standard
LIS1410 Cataloguing & Bibliographical Management-I	4 ECTS	Mr. M. Camilleri	PGS Standard
LIS1430 Introduction to Classification & Subject Indexing-I	4 ECTS	Mr. R. Mizzi	PGS Standard
LIS1510 Library & Archives Automation Issues	4 ECTS	Mr. A. Dawson	PGS Standard

First Year (2009-2010) Archives & Records Management (ARM) Stream

Every student is expected to complete all the following **32 ECTS** from the following:

Semester 1

Compulsory Units: (all students must register for these units)

LIS1010 Introduction to Library, Information & Archive Studies	4 ECTS	Ms. M. Paris	PGS Standard
LIS1320 Reference & Information Sources & Subject-based Sources	4 ECTS	Ms. M. Paris	PGS Standard

LIS1211 Recordkeeping Theory, Principles & Processes	4 ECTS	Mr. C. Farrugia	PGS Standard
LIS1231 Archives Management	4 ECTS	Mr. C. Farrugia	PGS Standard

Semester 2

Compulsory Units: (all students must register for these units)

LIS1510 Library & Archives Automation Issues	4 ECTS	Mr. A. Dawson	PGS Standard
LIS1331 Specialized Archives	4 ECTS	Mr. C. Farrugia	PGS Standard
LIS1411 Intellectual Control of Records	4 ECTS	Mr. C. Farrugia	PGS Standard
LIS1431 Introduction to Archival Description	4 ECTS	Mr. C. Farrugia	PGS Standard

**Second Year (2010-2011)
Library & Information Studies (LIS) Stream**

Every student is expected to complete a total of **38 ECTS** (including the compulsory study units) during the second year:

Semester 1

Elective Study Units: (No Compulsory Units for this semester. Students to choose a total of **5 study units** (of 6 ECTS each) from electives of Sem. 1 and Sem. 2)

LIS2210 Publishing & the Book Trades	6 ECTS	Ms. Martes Paris/Dr. Gorg Mallia	PGS Standard
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LIS2310 Records & Archives	6 ECTS	Dr. W. Zammit/ Mr. C. Farrugia	PGS Standard
LIS2410 School Librarianship	6 ECTS	Mr. C. Cilia	PGS Standard
LIS2510 Library Service to Persons with Special Needs	6 ECTS	Mr. C. Cilia	PGS Standard

Semester 2

Compulsory Units: (all students must register for these units)

LIS2961 Synoptic Exam Paper I	4 ECTS		PGS Standard
LIS2971 Synoptic Exam Paper II	4 ECTS		PGS Standard

Elective Study Units:

LIS2610 Preservation Studies*	6 ECTS	Mr. J. Schiro	PGS Standard
LIS2110 Cataloguing & Bibliographical Management II	6 ECTS	Mr. M. Camilleri/Mr. J. Boffa	PGS Standard
LIS2710 Aspects of Melitensia	6 ECTS	Dr. W. Zammit	PGS Standard
LIS2810 Internet & Society	6 ECTS	Ms. M. Paris	PGS Standard

Students are to cover **5 elective study units** during the year as the Diploma students in year 2 (either Dip.LIS or Dip.ARM) except for LIS2910, LIS2950, LIS2960 and LIS2970 (namely: Diploma Practicum, Long Assignment and Synoptics).

*Offered to both LIS & ARM stream students.

Second Year (2010-2011)
Archives & Records Management (ARM) Stream

Every student is expected to complete a total of **38 ECTS** (including the compulsory study units) during the second year:

Semester 1

Elective Study Units (No compulsory units for this semester. Students to choose a total of **5 study-units** (of 6 ECTS each) from electives of Sem. 1 and Sem. 2)

LIS2311 Legal Issues in Archives	6 ECTS	Dr. R. Mangion	PGS Standard
LIS2411 Archives, History & Society	6 ECTS	Dr. W. Zammit	PGS Standard
LIS2511 Managing Electronic Records*	6 ECTS	Dr. T. Vann	PGS Standard
LIS2711 Palaeography & Diplomatics	6 ECTS	Mr. J. Amodio	PGS Standard

* To be held during Sem. 1 or 2

Semester 2

Compulsory Units: (all students must register for these units)

LIS2961 Synoptic Exam Paper I	4 ECTS	PGS Standard
LIS2971 Synoptic Exam Paper II	4 ECTS	PGS Standard

Elective Study Units:

LIS2111 Advanced Archival Description	6 ECTS	Mr. C. Farrugia	PGS Standard
LIS2211 Maltese Administrative History	6 ECTS	Mr. G. Pirotta	PGS Standard
LIS2610 Preservation Studies	6 ECTS	Mr. J. Schiro	PGS Standard
LIS2811 Managing Audio-Visual & Digital Archives	6 ECTS	Mr. C. Farrugia/various, Including 2 lectures by Mr. K. Scicluna	PGS Standard
LIS2511 Managing Electronic Records	6 ECTS	Dr. T. Vann	PGS Standard

Students are to cover **5 study units** as the Diploma students in year 2 (either Dip.LIS or Dip.ARM) except for LIS2910, LIS2950, LIS2960 and LIS2970 (namely: Diploma Practicum, Long Assignment and Synoptics).

Third Year (2011-12) Library & Information Studies (LIS) Stream

Every student is expected to complete a total of **36 ECTS** from the following:

Semester 1

Compulsory Units: (all students must register for these units)

LIS1210 Introduction to Management & Human Resources	4 ECTS	Mr. E. Cachia	PGS Standard
LIS1230 Libraries & Collections Development	4 ECTS	Ms. M. Paris/ Dr. W.Zammit Mr. J. Boffa	PGS Standard

Semester 2

Compulsory Units: (all students must register for these units)

LIS1330 Information Services Management & Bibliographical Control	4 ECTS	Ms. M. Paris/Dr. W. Zammit	PGS Standard
LIS1410 Cataloguing & Bibliographic Management I	4 ECTS	Mr. M. Camilleri	PGS Standard
LIS1430 Introduction to Classification & Subject Indexing	4 ECTS	Mr. R. Mizzi	PGS Standard
LIS2951 Practicum Work Experience I	8 ECTS		PGS Prac.

IN ADDITION students have to follow study units totalling **8 ECTS** from other UOM Faculties, Institutes & Centres, lectured on a day or evening capacity, depending on student's possibilities.

Same study units as the Diploma students in year 1 (either Dip.LIS or Dip.ARM, now switching over to the stream not followed in years 1 and 2 of the B.LIAS). LIS1010, LIS1320 and LIS1510 would have been covered in Year 1 of the B.LIAS.

**Thir Year (2011-12)
Archive & Records Management (ARM) Stream**

Every student is expected to complete a total of **36 ECTS** from the following:

Semester 1

Compulsory Units: (all students must register for these units)

LIS1211 Recordskeeping Theory, Principles & Processes	4 ECTS	Mr. C. Farrugia	PGS Standard
LIS1231 Archives Management	4 ECTS	Mr. C. Farrugia	PGS Standard

Semester 2

Compulsory Units: (all students must register for these units)

LIS1331 Specialized Archives	4 ECTS	Mr. C. Farrugia	PGS Standard
LIS1411 Intellectual Control of Records	4 ECTS	Mr. C. Farrugia	PGS Standard
LIS1431 Introduction to Archival Description	4 ECTS	Mr. C. Farrugia	PGS Standard
LIS2951 Practicum Work Experience I	8 ECTS		PGS Prac.

IN ADDITION students would have to follow study units totalling **8 ECTS** from other UOM Faculties, Institutes & Centres, lectured on a day or evening capacity, depending on student's possibilities.

Same study units as the Diploma students in year 1 (either Dip.LIS or Dip.ARM, now switching over to the stream not followed in years 1 and 2 of the B.LIAS). LIS1010, LIS1320 and LIS1510 would have been covered in Year 1 of the B.LIAS.

**Fourth Year (2012-2013)
Library & Information Studies (LIS) Stream**

Every student is expected to complete a total of **38 ECTS** from the following:

Semester 1

Elective Units: (No compulsory units for this semester, students must choose a total of **5 study-units** (of 6 ECTS each) from electives of Sem. 1 & Sem. 2)

LIS2210 Publishing & the Book Trades	6 ECTS	Ms.Martes Paris/Dr. Gorg Mallia	PGS Standard
LIS2310 Records & Archives	6 ECTS	Dr. W. Zammit/Mr. C. Farrugia	PGS Standard
LIS2410 School Librarianship	6 ECTS	Mr. C. Cilia	PGS Standard
LIS2510 Library Service to Persons with Special Needs	6 ECTS	Mr. C. Cilia	PGS Standard

Semester 2

Compulsory Units: (all students must register for these units)

LIS2962 Synoptic Exam Paper I	4 ECTS		PGS Standard
LIS2972 Synoptic Exam Paper II	4 ECTS		PGS Standard

Elective Units:

LIS2610 Preservation Studies	6 ECTS	Mr. J. Schiro	PGS Standard
LIS2110 Cataloguing & Bibliographic Management II	6 ECTS	Mr. M. Camilleri/Mr. J. Boffa	PGS Standard
LIS2710 Aspects of Melitensia	6 ECTS	Dr. W. Zammit	PGS Standard
LIS2810 Internet & Society	6 ECTS	Ms. M. Paris	PGS Standard

Students are to cover **5 study units** as the Diploma students in year 2 (either Dip.LIS or Dip.ARM) except for LIS2910, LIS2950, LIS2960 and LIS2970 (namely: Diploma Practicum, Long Assignment and Synoptics).

Fourth Year (2012-2013) Archives & Records Studies (ARM) Stream

Every student is expected to complete a total of **38 ECTS** from the following:

Semester 1

Elective Units: (No compulsory units for this semester, students must choose a total of **5 study-units** (of 6 ECTS each) from electives of Sem. 1 & Sem. 2)

LIS2311 Legal Issues in Archives	6 ECTS	Dr. R. Mangion	PGS Standard
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LIS2411 Archives, History & Society	6 ECTS	Dr. W. Zammit	PGS Standard
LIS2511 Managing Electronic Records*	6 ECTS	Dr. T. Vann	PGS Standard
LIS2711 Palaeography & Diplomatics	6 ECTS	Mr. J. Amodio	PGS Standard

*To be held during Sem. 1 or 2

Semester 2

Compulsory Units: (all students must register for these units)

LIS2962 Synoptic Exam Paper I	4 ECTS		PGS Standard
LIS2972 Synoptic Exam Paper II	4 ECTS		PGS Standard

Elective Units:

LIS2610 Preservation Studies	6 ECTS	Mr. J. Schiro	PGS Standard
LIS2111 Advanced Archival Description	6 ECTS	Mr. C. Farrugia	PGS Standard
LIS2211 Maltese Administrative History	6 ECTS	Prof. G. Pirotta	PGS Standard
LIS2811 Managing Audio-Visual & Digital Archives	6 ECTS	Mr. C. Farrugia/various, including 2 lectures by Mr. K. Scicluna	PGS Standard
LIS2511 Managing Electronic Records*	6 ECTS	Dr. T.Vann	PGS Standard

* To be held during Sem. 1 or 2

Students are to cover **5 study units** as the Diploma students in year 2 (either Dip.LIS or Dip.ARM) except for LIS2910, LIS2950, LIS2960 and LIS2970 (namely: Diploma Practicum, Long Assignment and Synoptics).

Fifth Year (2013-2014)
Both LIS & ARM Streams

Every student is expected to complete a total of **36 ECTS** from the following:

Semester 1 & Semester 2

Students are to cover **2 study-units**, from either LIS or ARM streams (**12 ECTS** during the whole academic year) and which were not covered during the second and fourth year of the course. Alternatively, a special project may be assigned.

Semester 2

Compulsory Units: (all students must register for these units)

LIS2981 Dissertation	16 ECTS	PGS Standard
LIS2991 Practicum Work Experience II	8 ECTS	PGS Standard

Bachelor in Library, Information & Archive Studies (3 years part-time for graduates with a Dip.LIS)

First Year (2009-2010)

Every student is expected to complete a total of **40 ECTS** from the following:

Semester 1

Compulsory Units: (all students must register for these units)

LIS1211 Recordkeeping Theory, Principles & Processes	4 ECTS	Mr. C. Farrugia	PGS Standard
LIS1231 Archives Management	4 ECTS	Mr. C. Farrugia	PGS Standard

Semester 2

Compulsory Units: (all students must register for these units)

LIS1331 Specialised Archives	4 ECTS	Mr. C. Farrugia	PGS Standard
LIS1411 Intellectual Control of Records	4 ECTS	Mr. C. Farrugia	PGS Standard
LIS1431 Introduction to Archival Description	4 ECTS	Mr. C. Farrugia	PGS Standard

Same study units as the Dip. ARM students in year 1, namely **5 study-units**. LIS1010, LIS1320 and LIS1510 would already have been covered during their Dip.LIS course.

IN ADDITION, students will have to follow study units totalling **20 ECTS** from other UOM Faculties, Institutes or Centres, lectured in a day or evening capacity, depending on the student's possibilities.

Second Year (2010-2011)

Every student is expected to complete a total of **38 ECTS**:

Semester 1

Elective Units: (No compulsory units for this semester, students must choose a total of **5 study-units** from electives offered Sem. 1 & Sem. 2)

LIS2311 Legal Issues in Archives	6 ECTS	Dr. R. Mangion	PGS Standard
LIS2411 Archives, History & Society	6 ECTS	Dr. W. Zammit	PGS Standard
LIS2511 Managing Electronic Records*	6 ECTS	Dr. T. Vann	PGS Standard
LIS2711 Palaeography & Diplomatics	6 ECTS	Mr. J. Amodio	PGS Standard

*To be held during Sem. 1 or 2

Semester 2

Compulsory Units: (all students must register for these units)

LIS2962 Synoptic Exam Paper I	4 ECTS	PGS Standard
LIS2972 Synoptic Exam Paper II	4 ECTS	PGS Standard

Elective Units:

LIS2610 Preservation Studies	6 ECTS	Mr. J. Schiro	PGS Standard
LIS2511 Managing Electronic Records*	6 ECTS	Dr. T. Vann	PGS Standard
LIS2111 Advanced Archival Description	6 ECTS	Mr. C. Farrugia	PGS Standard
LIS2211 Maltese Administrative History	6 ECTS	Prof. G. Pirota	PGS Standard
LIS2811 Managing Audio-Visual & Digital Archives	6 ECTS	Mr. C. Farrugia/various, including 2 lectures by Mr. K. Scicluna	PGS Standard

*to be held during Sem. 1 or 2

Students are to cover **5 study-units** as the Dip.Arm students in year 2, except for LIS2910, LIS2950, LIS2960 and LIS2970.

Third Year (2011-2012)

Every student is expected to complete a total of **42 ECTS**:

Semester 1 & Semester 2:

Elective Units:

Students need to cover **3 study units (18 ECTS)** during semester 1 and semester 2 from the second year Dip.ARM stream, which they would not have covered in year 2 of their B.LIAS course.

Semester 2

Compulsory Units: (all students must register for these units)

LIS2981 Dissertation	16 ECTS	PGS Standard
LIS2991 Practicum Work Experience	8 ECTS	PGS Prac.

Diploma in Library & Information Studies (Dip. LIS)

First Year (2009-2010)

Every student is expected to complete a total of **32 ECTS** from the following:

Semester 1

Compulsory Units: (all students must register for these units)

LIS1010 Introduction to Library, Information & Archive Studies	4 ECTS	Ms. M. Paris	PGS Standard
LIS1320 Reference & Information Sources & Subject-based Sources	4 ECTS	Ms. M. Paris	PGS Standard
LIS1210 Int. to Management & Human Resources	4 ECTS	Mr. E. Cachia	PGS Standard
LIS1230 Libraries & Collections Development	4 ECTS	Ms. M. Paris/ Dr. W. Zammit/ Mr. J. Boffa	PGS Standard

Semester 2

Compulsory Units: (all students must register for these units)

LIS1510 Library & Archives Automation Issues	4 ECTS	Mr. A. Dawson	PGS Standard
LIS1330 Inf. Services Management & Bibliographical Control	4 ECTS	Ms. M. Paris/ Dr. W. Zammit	PGS Standard
LIS1410 Cataloguing & Bibliographical Management-I	4 ECTS	Mr. M. Camilleri	PGS Standard
LIS1430 Introduction to Classification & Subject Indexing-I	4 ECTS	Mr. R. Mizzi	PGS Standard

Second Year (2010-2011)

Every student is expected to complete a total of **30 ECTS** from the following:

Semester 1

Elective Units: (All students must register for **2 study-units** from semester 1 and semester 2 totalling a number of **12 ECTS** in all)

LIS2210 Publishing & the Book Trades	6 ECTS	Ms. Martes Paris/Dr. Gorg Mallia	PGS Standard
LIS2310 Records & Archives	6 ECTS	Dr. W.Zammit/ Mr. C.Farrugia	PGS Standard
LIS2410 School Librarianship	6 ECTS	Mr. C.Cilia	PGS Standard
LIS2510 Library Service to Persons with Special Needs	6 ECTS	Mr. C.Cilia	PGS Standard

Semester 2

Compulsory Units: (all students must register for these units)

LIS2950 Practicum Work Experience	4 ECTS		PGS Prac.
LIS2910 Long Assignment	8 ECTS		PGS Diss.
LIS2960 Synoptic Exam Paper I	3 ECTS		PGS Standard
LIS2970 Synoptic Exam Paper II	3 ECTS		PGS Standard

Elective Units:

LIS2610 Preservation Studies	6 ECTS	Mr. J. Schiro	PGS Standard
LIS2110 Cataloguing & Bibliographical Management II	6 ECTS	Mr. M. Camilleri/Mr. J. Boffa	PGS Standard
LIS2710 Aspects of Melitensia	6 ECTS	Dr. W. Zammit	PGS Standard
LIS2810 Internet & Society	6 ECTS	Ms. M. Paris	PGS Standard

Diploma in Archives & Records Management (Dip. ARM)

First Year (2009-2010)

Every student is expected to complete a total of **32 ECTS**:

Semester 1

Compulsory Units: (all students must register for these units)

LIS1010 Introduction to Library, Information & Archive Studies	4 ECTS	Ms. M. Paris	PGS Standard
LIS1320 Reference & Information Sources & Subject-based Sources	4 ECTS	Ms. M. Paris	PGS Standard
LIS1211 Recordkeeping Theory, Principles & Processes	4 ECTS	Mr. C. Farrugia	PGS Standard
LIS1231 Archives Management	4 ECTS	Mr. C. Farrugia	PGS Standard

Semester 2

Compulsory Units: (all students must register for these units)

LIS1510 Library & Archives Automation Issues	4 ECTS	Mr. A. Dawson	PGS Standard
LIS1331 Specialized Archives	4 ECTS	Mr. C. Farrugia	PGS Standard
LIS1411 Intellectual Control of Records	4 ECTS	Mr. C. Farrugia	PGS Standard
LIS1431 Introduction to Archival Description	4 ECTS	Mr. C. Farrugia	PGS Standard

Second Year (2010-2011)

Every student is expected to complete a total of **30 ECTS** from the following:

Semester 1

Elective Units: (All students must register for **2 study-units** from semester 1 and semester 2 totalling **12 ECTS** in all)

LIS2311 Legal Issues in Archives	6 ECTS	Dr. R. Mangion	PGS Standard
LIS2411 Archives, History & Society	6 ECTS	Dr. W. Zammit	PGS Standard
LIS2711 Palaeography & Diplomatics	6 ECTS	Mr. J. Amodio	PGS Standard
LIS2511 Managing Electronic Records*	6 ECTS	Dr. T. Vann	PGS Standard

* To be held during Sem. 1 or 2

Semester 2

Compulsory Units: (all students must register for these units)

LIS2950 Practicum Work Experience	4 ECTS		PGS Prac.
LIS2910 Long Assignment	8 ECTS		PGS Diss.
LIS2960 Synoptic Exam Paper I	3 ECTS		PGS Standard
LIS2970 Synoptic Exam Paper II	3 ECTS		PGS Standard

Elective Units:

LIS2511 Managing Electronic Records*	6 ECTS	Dr. T. Vann	PGS Standard
LIS2610 Preservation Studies	6 ECTS	Mr. J. Schiro	PGS Standard
LIS2111 Advanced Archival Description	6 ECTS	Mr. C. Farrugia	PGS Standard
LIS2211 Maltese Administrative History	6 ECTS	Prof. G. Pirota	PGS Standard
LIS2811 Managing Audio-Visual Digital Archives	6 ECTS	Mr. C. Farrugia/various, including 2 lectures by Mr. K.Sciicluna	PGS Standard

* To be held during Sem. 1 or 2

Every attempt has been to provide the most recent and accurate information before going to print. Should there be any changes in the programme, students will be advised accordingly.