

**The educational and training diplomas handbook of the Academic Administration
Qualifications & diplomas offered by the Sharjah Institute for Heritage**

The Collection, Preservation and Codification of Intangible Cultural Heritage Diploma- level 5

Objectives: This diploma aims to provide trainees with the knowledge, skills and competencies necessary to collect, codify and preserve the intangible cultural heritage in the UAE.

Intended Audience (who is eligible for this?):

High school graduates, who wish to work and join cultural heritage institutions and those who have experience in the field of cultural work

Courses:

1- The Cultural Heritage, its Arts and Ways of Safeguarding it

This course introduces the cultural heritage, the history of its evolution, its components, its importance, its tangible and intangible types, the requirements and conditions for its study and ways to preserve it.

2- The Cultural Anthropology

This course deals with anthropology, its importance, branches, topics, and the societies' culture life styles, components, fields, importance, and research methods in cultural anthropology.

3- The Forms of Oral Expression

This course introduces the methods of collecting and documenting the oral expressions forms, such as Emirati local dialects and traditional poetry and prose and their characteristics, as well as the conditions, mechanisms, requirements and stages of collection and documentation.

4- Folk Performing Arts and their Traditions

This course deals with the methods of collecting, documenting and analyzing folk performing arts, their types and importance, their fields, components and tools.

5- Traditional Crafts & Industries

This course deals with traditional crafts and industries practiced by men and women in the UAE, their tools and types, methods of collecting and documenting them, and methods of passing on and developing them.

6- Field Collection of ICH Component

This course deals with the process of collecting and documenting ICH component, in terms of methods of collection, preparing a plan for collection, carrying out and documenting the collection.

7- Applied Research

This course deals with the knowledge, skills and competencies associated with collecting, recording and preserving a cultural heritage component from the field, as well as the documenting and displaying methods.

The Courses & Academic Credit

Serial	Course	Academic Credit
1	Cultural Heritage, its Arts and Ways of Safeguarding it	3
2	The Cultural Anthropology	3
3	The Forms of Oral Expression	3
4	Folk Performing Arts & their Traditions	3
5	Traditional Crafts & Industries	3
	Field Collection of ICH Component	
7	Practical Application of Collecting, Codifying and Preserving an ICH Component in the UAE	5
8	Total Academic Credit	23

“Manuscript Restoration & Preservation” diploma – level 5

Objectives: This diploma aims to provide trainees with the knowledge, skills, and competencies for the restoration and preservation of manuscripts, its sciences, arts and characteristics.

Intended Audience (who is eligible for this?):

High school graduates, who wish to work and join cultural heritage institutions and museums and those who work in the field of manuscript restoration.

Courses:

1- Cultural Heritage, Arts and Ways of Safeguarding it

This course introduces the cultural heritage, the history of its evolution, its components, its importance, its tangible and intangible types, the requirements and conditions for its study and ways to preserve it.

2- Introduction to Manuscript Restoration

It deals with the definition of manuscript, its importance, types, sciences, main components, historical periods, types of inks and materials used in writing.

3- Manual Restoration of Manuscripts

This course deals with the manual restoration process of manuscripts that were or not previously restored, focusing on the controls that must be taken into account in the restoration and the cases of manuscripts that need restoration.

4- Chemical Treatment of Manuscripts

This course introduces the mechanism of chemical treatment of manuscripts and publications, the various chemicals used in the sterilization process, the methods of using them, the quantities to be applied, types of inks, preparation of the solutions and the adhesives used in restoration.

5- Preservation and Binding of Manuscripts

This course focuses on binding and preserving manuscripts and publications, the process of assembling paper containers as a book, binding and preserving a manuscript or a printed object, types of manuscript covers, manufacturing preservation boxes of various sizes and shapes for manuscript.

6- Digital Photography and Electronic Archiving of Manuscripts

This course introduces the mechanism of digital photography and electronic archiving of manuscripts, ways of implementation and the requirements.

7- Automatic Restoration of Manuscripts

This unit introduces the automatic restoration process of manuscripts that were or not previously restored, operation of the restoring device, the quantities and measurements required, in order to implement the process of automatic restoration.

8- Practical Application for Restoration, Maintenance and Archiving of a Manuscript

This course deals with the application and implementation of restoration and maintenance operations, chemical treatments, electronic archiving of manuscripts and documentation of them.

The Courses & Academic Credit

Serial	Course	Academic Credit
1	Cultural Heritage, its Arts and Ways of Safeguarding it	3
2	Introduction to Manuscript Restoration	3
3	Automatic Restoration of Manuscripts	3
4	Manual Restoration of Manuscripts	3
5	Chemical Treatment of Manuscripts	2
6	Preservation and Binding of Manuscripts	2
7	Digital Photography and Electronic Archiving of Manuscripts	2
8	Practical Application for Restoration, Maintenance and Archiving of a Manuscript	5
9	Total Academic Credit	23

“Administrative Business in Cultural and Heritage Institutions” diploma – level 5

Objectives: This diploma aims to provide trainees with the knowledge, skills, and competencies for performing the major administrative business in cultural and heritage institutions.

Intended Audience (who is eligible for this?):

High school graduates, who wish to work and join cultural heritage institutions and those who have experience in the cultural field.

Courses:

1- Cultural Heritage, its Arts and Ways of Safeguarding it

This course introduces the cultural heritage, the history of its evolution, its components, its importance, its tangible and intangible types, the requirements and conditions for its study and ways to preserve it.

2- Basics, Administrative Jobs and Cultural Policies of Cultural and Heritage Institutions

This course deals with the basics, administrative jobs and cultural policies of cultural and heritage institutions, as well as manager and leader skills and leadership styles.

3- Human Resources of Cultural and Heritage Institutions

This course deals with HR management in cultural and heritage institutions, in terms of the role, basics and functions, and skills of employees and methods of developing their performance.

4- Marketing of Cultural Heritage Resources

This course deals with the concept of marketing a cultural product in cultural, heritage and art institutions, its forms and advantages, as well as ways of marketing, its importance, aspects, characteristics and dimensions.

5- Cultural Tourism

This course focuses on the concept of cultural tourism, its importance, characteristics, types, components, determinants, international standards, and regulative mechanisms in the UAE.

6- Heritage Festivals and Events Management

This course introduces heritage festivals and events management, protocol of organisation, planning and implementing basics, the tasks of the operating committees, and the mechanism of organization.

7- Funding of Cultural Heritage Projects

This course deals with the financial management of cultural and heritage institutions, the importance and methods of providing and diversifying financial source, support and patronage, modern trends in financing, ways of saving, diversifying and justifying, and the relationship with donors.

8- Applied Research (Simple Cultural Project Management)

This course deals with the knowledge, skills and competencies necessary to plan and manage a cultural and heritage project. Trainees will be required to implement, manage and document a cultural and heritage project, based on an action plan.

The Courses & Academic Credit

Serial	Course	Academic Credit
1	Cultural Heritage, its Arts and Ways of Safeguarding it	3
2	Basics, Administrative Jobs and Cultural Policies of Cultural and Heritage Institutions	3
3	Human Resources of Cultural and Heritage Institutions	2
4	Marketing of Cultural Heritage Resources	3
5	Cultural Tourism	3
6	Heritage Festivals and Events Management	2
7	Funding of Cultural Heritage Projects	2
8	Applied Research (Simple Cultural Project Management)	5
9	Total Academic Credit	23

“Museum Management” diploma

Objectives: This diploma aims to provide trainees with the knowledge, skills and competencies necessary for documenting and displaying museum holdings and marketing museums, assigning tasks and responsibilities of museum departments, acquiring tourism and museum guidance skills, organizing museum activities, and committing to ethics of the profession. It also enhances their knowledge of the types of museums and the importance of tourism.

Intended Audience (who is eligible for this?):

High school graduates, who wish to work and join cultural heritage institutions and those who have experience in the cultural field.

Courses:

1- Museum Management

This course aims to provide trainees with the knowledge, skills and competencies necessary to perform administrative tasks based on principles of management science, tasks and responsibilities of the various departments of museum’s organizational structure. It also introduces types of museum activities, the visiting rules and security and safety procedures.

2- Principles of Tourism Science

This course aims to provide trainees with the knowledge and skills necessary to enhance their knowledge of the basics of tourism science, the components of cultural tourism, the diverse influences of the tourism industry, and tourist supply and demand.

3- Museum Science and its Reality in the UAE

This course aims to provide trainees with the knowledge, skills, and competencies necessary to differentiate between the types of museums and the types of international organizations concerned with museum work as applied to the UAE.

4- Tourist and Museum Guide

This course aims to provide trainees with the knowledge, skills and competencies necessary to practice tasks of tourist and museum guide, and commitment to profession ethics and the rules governing it.

5- Documenting & Displaying Museum Holdings

This course aims to provide trainees with the knowledge and skills necessary to document and display museum holdings, through a mix of traditional presentation methods and modern technological methods.

6- Museum Marketing

This course aims to provide trainees with the knowledge and practical skills necessary to effectively market various types of museums inside and outside the UAE.

7- Practical Application

This course aims to provide trainees with the knowledge, skills and competencies necessary to apply skills of museum guide, organize museum activities and events. It also focuses on the technical aspects and museum display through internship in a museum.

The Courses & Academic Credit

Serial	Course	Academic Credit
1	Museum Management	3
2	Principles of Tourism Science	3
3	Museum Science and its Reality in the UAE	3
4	Tourist and Museum Guide	3
5	Documenting & Displaying Museum Holdings	3
6	Museum Marketing	3
7	Practical Application	7
8	Total Academic Credit	25

“Architectural Heritage” diploma

Objectives: This diploma aims to provide trainees with the knowledge and skills for introductory study of architectural heritage, including common terms and concepts, as well as classifying architectural heritage based on scientific criteria.

Intended audience (who is eligible for this?)

High school graduates, who wish to work and join cultural heritage institutions and those who have experience in the field work in archaeological sites.

Courses:

1- Introduction to Architectural Heritage

This course introduces architectural heritage, in terms of its basic and current concepts, components, topics, values and plans to work in its fields, monitoring sources of information on architecture in our Arab and Islamic world, and the scientific standards in classifying architectural heritage.

2- Principles of Architecture Art

This course introduces the principles of the contemporary architecture, in terms of the basics, principles, concepts, philosophical foundations and historical trends

3- International Organizations & Conventions

This course introduces the world heritage from international and regional organizations concerned with safeguarding architectural heritage, in terms of their tasks and roles. It also focuses on key international conventions in the field of architectural heritage restoration and preservation.

4- Approaches in Maintenance & Restoration

This course introduces the practical and field applications in heritage sites, highlights the importance of combining the theoretical and practical aspects in the fields of restoration and the need for specialized workshops in restoration and maintenance, and identifies challenges facing the field.

5- Sustainability of Heritage Sites

The course introduces the concept of preserving architectural heritage and heritage sites and their sustainability, and the ways to preserve the landmarks of the past for future generations.

6- History of Sustainable Urban Planning

This course introduces a comprehensive view of urban planning with all its natural, economic, social and environmental aspects to ensure a balanced residential environment for the population and to maintain the process of sustainable local and economic development in the future.

7- Field Research

This course deals with the application of field operations in heritage and historical sites and identification of the potential challenges in the restoration and maintenance of archaeological sites.

The Courses & Academic Credit

Serial	Course	Academic Credit
1	Introduction to Architectural Heritage	3
2	Principles of Architecture Art	3
3	International Organizations & Conventions	3
4	Approaches in Maintenance & Restoration	3
5	Sustainability of Heritage Sites	3
6	History of Sustainable Urban Planning	3
7	Field Research	7
8	Total Academic Credit	25

Tuition Fees

Names	Feels
Registration Fees	100 AED
Book Fees	200 AED
Logistics Fee	100 AED
Basic Tuition Fee	2,100 AED
Total (5% VAT included)	2,625 AED

Tuition Discounts

Categories	Discount
Sharjah government employees	%30
Employees of local / federal government entities in other emirates	%15
Public university students in the UAE	%30
People of determination, the elderly and holders of Homat Al Watan card	%15
GCC citizens	%15