

THE SCHOOL OF FAMILY HISTORY



SYLLABUS OF STUDY

IHGS QUALIFICATIONS

DISTANCE LEARNING COURSES

- Trace YOUR family history as you learn
- Flexible - no fixed timetable
- Study at your own pace
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THE INSTITUTE OF HERALDIC AND GENEALOGICAL STUDIES

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**THE INSTITUTE OF HERALDIC AND
GENEALOGICAL STUDIES**

School of Family History 1957
The Institute established in Canterbury 1961
Registered Educational Charity 1964 No. 313304 Incorporated in England
1982, No. 1629916.

Patron: The Lord Colgrain, DL

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IHGS ~ THE SCHOOL OF FAMILY HISTORY

The Institute of Heraldic and Genealogical Studies is an independent educational charitable trust established to provide full academic facilities for training and research in the study of family history. It was founded in Northgate, Canterbury, in 1961.

Set in its own grounds in a property dating from the thirteenth and sixteenth centuries, the Institute arranges courses of instruction leading to qualifications in genealogy and related subjects. There are several levels of award, of which the highest is the Licentiate of the Institute of Heraldic and Genealogical Studies (LHG). This is awarded to those who have demonstrated by examination, by dissertation and by practice their specialist ability at a high professional and academic standard.

Universities and government bodies recognise The Institute's standards and qualifications for several purposes. Graduates of the IHGS Higher Certificate and Diploma in Genealogy are granted differing exemptions for some elements of the Association of Genealogists & Researchers in Archives (AGRA) membership application process.

The IHGS Higher Certificate and Diploma in Genealogy awards are recognised by the Register of Qualified Genealogists.

All of our distance learning courses are accredited by the Open and Distance Learning Quality Council (ODLQC) which was set up by the government in 1968 to monitor and enhance quality in training and education. The ODLQC is the guardian of quality in open and distance learning and is now independent.



We offer a range of Distance Learning courses in both genealogy and heraldry. From elementary level, *Awaken Your Ancestors*, to Intermediate, *Broadening Your Family Tree*, on to advanced, *Completing Your Ancestral Journey*, and the Higher Certificate course *The Correspondence Course in Genealogy*. Our Heraldry course is a six module elementary to intermediate course. We also offer *Tracing Your British Ancestors from Overseas*, a course design from those researching from abroad. Students may also take a course at the Institute by attending day and residential courses. We maintain a presence on Facebook TheIHGS, and Twitter @IHGS and offer a free monthly newsletter to anyone who wishes to subscribe.

THE CORRESPONDENCE COURSE IN GENEALOGY

The Correspondence Course in Genealogy was launched in 1961 and has been growing in popularity ever since. Students tell us that they find the course to be great value for money, being significantly less expensive than other distance learning courses with comparable academic content. The lecture material is excellent and the individual tutorial guidance is first rate. The course modules are under continuous review to ensure that they are both accurate and up to date. Unlike other courses that have come and gone during the last five decades, the Correspondence Course in Genealogy encourages the student to apply the subject material to his or her own personal research. Our students also speak of the fun and enjoyment of following the course and how it has helped them to get over apparently insurmountable problems in their own research.

The course, which is suitable both for beginners and for reasonably experienced genealogists, is designed to prepare students for professional genealogical practice. As such it covers the full range of genealogically useful sources in considerable depth. This also makes it the best available course for those simply tracing their own families as a hobby, ensuring that they have the fullest knowledge base so that their research is as good as it can be. The Correspondence Course is both challenging and demanding, but the principal qualifications for embarking on it are enthusiasm and dedication.

DIRECT ENROLMENT

Students may enrol at any time by completing the enclosed Enrolment Form and paying the full fee or first instalment as set out in the accompanying Schedule of Fees form. Correspondence Course students enjoy the benefits of a web-based Student Forum, which allows them to discuss the course, research problems, exchange books and also to contact their Tutors. A number of relevant textbooks are also supplied free of charge. All students are entitled to reduced fees for attending Institute courses and seminars, and free access to the library

AIMS OF THE COURSE

- 1 To provide the opportunity for students from a wide range of backgrounds to gain the necessary resources and skills to develop and write up their own research interests in selected aspects of family and community history in a systematic and contextualised form.
- 2 To develop students' interests onwards from individual-based study towards an appreciation of social, scientific and historical debates, resources, skills and insights.



- 3 To encourage students to extend, and reflect critically on the research skills and aims that they have been developing in their project work.
- 4 To facilitate the above by introducing concepts of research in family and community history and related topics, such as migration, demography, family structure, occupations, religious affiliation.
- 5 To act both as a stand-alone course in its own right and as preparation for related post-graduate research in the same area.
- 6 To prepare the student for examination at the level of Higher Certificate in Genealogy, with continuous assessment counting towards 50% of the total marks (taking the Higher Certificate examination is optional).

COURSE STRUCTURE

The Course comprises 24 lecture modules, which may either be downloaded from our dedicated website as Adobe Acrobat PDF files or delivered as paper copies. These lecture modules will enable the student to cover in full the syllabus required for the Institute's Higher Certificate in Genealogy.

THE LECTURES

Each lecture module contains, along with the lecture itself, copies of relevant documents, an introductory sheet summarising the topic to be covered, and the reasoning behind the set assignments. A select bibliography, around which a programme of supplementary reading can be built is also provided. We do not recommend that the student should buy or even attempt to read every book listed, but we would encourage students to read around the subject as much as possible.

Because genealogy is essentially a practical endeavour, each lecture is accompanied by two or more assignments designed to give the student knowledge and experience of record sources and repositories. Students are encouraged to apply their own family history research in their assignments thereby enabling their family tree to grow as they are studying.

Completed assignments should be returned to the registrar either by post or by email. Receipt of assignments will trigger the despatch/download of the next module. Each student will be allocated a personal tutor, who should normally assess submitted assignments and return them within four weeks.

TIMESCALE

The pace of instruction will be determined by the time available to the individual student. There is no set time limit; students may complete the assignments at their own pace. However, a student is unlikely to gain full benefit from the course if it is completed in less than two years.

WITHDRAWAL

A student may withdraw from the course before submitting any assignments and within 12 months of enrolment, in which case a refund of fees paid will be made, less the Registration Fee. Once the first assignments have been submitted, the student is deemed to have commenced the course and no refunds can be made in the case of withdrawal from the course.



One of the Library Rooms

QUALIFICATIONS

The Correspondence Course in Genealogy prepares those students who wish to gain qualifications for examination at the level of Higher Certificate in Genealogy. Correspondence Course students who choose to enrol as candidates for the Higher Certificate in Genealogy examination may opt to have their assignment assessments considered in lieu of sitting the second paper. Students who wish to proceed to further qualifications must first obtain the Higher Certificate in Genealogy.

Progress through practical assignments and academic study leads to the Diploma in Genealogy which is an internationally recognised professional qualification. Further practical experience and the submission of a thesis or dissertation can lead to the Licentiatehip of the Institute. Further details concerning examinations are given at the end of the booklet.

*A successful
candidate receives his
Diploma in
Genealogy, presented
by the
Earl of Lytton*



SYLLABUS OF STUDY

In both the theoretical and practical aspects of the course full consideration is given to all resources including original documents and printed and online sources.

Introduction

- The relationship between genealogy and family history
- Pedigree lay-out, terms, symbols and abbreviations
- What constitutes proof?
- Overview of genealogical sources

Family Records

- The family's collections - What can be found amongst family papers and what they can tell you?
- Interviewing relatives
- Setting people in their historical perspective

The Records of General Registration in England and Wales

- Civil Registration in context
- The indexes, their contents and use
- Records of Birth, Marriage and Death
- Records of Divorce and Adoption
- What to do if the relevant entry is not found
- Other UK and Ireland civil registration

The Census Returns 1801-1911

- A brief history of their inception
- The process of compiling the returns
- Critical analysis of the information contained in the returns and its veracity
- Search techniques
- The use of the indexes and internet resources
- Methods of obtaining census addresses

Parish Registers and Bishops' Transcripts

- Their history and the principal dates and statutes which affected their keeping
- The form and content of records
- Double dating
- Dade registers
- The Commonwealth Gap
- Research techniques and the correct recording of results
- Marriage allegations, bonds and licences
- Indexes and finding aids

The Parish Chest

- Origins of the parish
- The chest, its contents and its history
- The parish and its officers



- vestry minutes
- churchwardens' accounts
- overseers of poor accounts
- constables' accounts
- The poor laws and their record
- settlement examination
- removal
- bastardy bonds
- poor law apprenticeship

Parish rates

Glebe Terriers

Wills and Probate

- History and format of wills
- Administrations
- Inventories
- Act Books
- Ecclesiastical Probate Courts
- Civil Jurisdiction
- Searching for Wills

Palaeography

- History of handwriting styles
- Court hand
- Italic hand
- Secretary hand
- Writing materials
- Latin
- Abbreviations
- Examples of palaeographic styles and practice in reading documents
- Formulae and identification of documents

Service Records

- Army
 - A brief history of the army
 - Identifying a Regiment
 - Location of, and access to
 - army lists
 - service records
 - muster rolls
 - description books
 - discharge papers
 - monthly returns
 - medal rolls

- casualty lists
- pensions records

Royal Air Force

- A brief history of the RAF
- service papers of the RFC, RNAS and RAF
- Operational Records
- casualty lists
- medal rolls

Navy Records

- A brief history of the Royal Navy and Royal Marines

- Location of, and access to:

- navy lists
- ships' musters
- description books
- certificates of service
- casualty lists
- medal rolls

Merchant Navy and coastguards

Miscellaneous births, marriages and deaths records held by the Registrar General

Education and Occupations

- History of education
- Printed school and university registers, alumni, admission registers, etc.
- Masters, apprenticeships, guild records and livery companies,
- Freemen of guilds, cities and towns
- Clergy lists, law lists and other occupational and professional directories
- Records of occupations, trades and professions
- Railway records
- Trades union records
- Police records
- Specialist indexes
- Biographical dictionaries

Nonconformity

- Identification of nonconformists
- A brief history of the main nonconformist bodies and the statutes which affected their ability to meet, worship and maintain their records
- Records of nonconformist Protestants, Roman Catholics, Quakers, Jews, Huguenots and others
- Records in which nonconformists can be found
 - parish registers
 - protestation returns
 - quarter sessions and assize
 - recusant rolls

presentments
association oath rolls
Salvation Army

Names

Origins and history of names
Types of surname - locative, patronymic, occupational and nicknames
Frequency and localisation of surnames
Etymological and orthographic variations
Aliases

Migration

The difficulties in tracing the movement of a family or individual
Immigration into Britain
Migration within Britain
Emigration from Britain
Consular records of birth, marriage and death
Passenger lists and indexes
Naturalizations and Denizations
Aliens and Internment

Census Substitutes

Miscellaneous tax lists
Pre 1841 censuses
Militia Lists
Marriage Duty Act
Window Tax
Land Tax
Association Oath rolls
Compton's census 1676
Hearth Tax
Free and Voluntary Gift
Collection in Aid of Distressed Protestants in Ireland
Protestation Returns
Parliamentary Assessments
1522 Musters
Solemn League and Covenant
Poll taxes
Lay and clerical subsidies

Miscellany

Local and national newspapers
Coroners' records
Poll books
Electoral registers

Workhouses and hospitals
Board of Guardians - after 1834
Poor Law Unions
Monumental Inscriptions
Municipal cemeteries and crematoria
Hospital records
Friendly Societies
Businesses, commerce, insolvency
Tontines

Quarter Sessions

Justices of the Peace
Petty Sessions
Courts of Assize
Quarter Session records
Criminal Records
 transportation
 gaol records
 newspaper reports
 prisoners' diaries

Manorial Records

A brief history of the manorial system and its principal officers.
Types of manorial records and the family history information contained in court rolls and books
View of frankpledge, court leet and court baron
Surveys
Accounts
Rent rolls and books
Surrender and admission in copyhold tenure
Enrolment of wills in manorial court records

Title Deeds

The history of land holding in England and Wales
Freehold, leasehold, copyhold
Documents and forms of conveyance
 bargain and sale
 common recoveries
 lease and release
 trusts and settlements
 mortgages
 fines/final concords
Genealogical Value of Deeds
Deed Registries

National Land Registration

Use of formulae to identify such documents and to highlight where the useful information is to be found

Maps and Associated Records

Estate Maps

Fire Insurance Maps

The Ordnance Survey

Enclosure

Tithe records and their location

Inland Revenue Valuation Survey

National Farm Survey

Heraldry

A brief history of its origins and the distinction between coat of arms, crest, badge and motto

Heralds and their functions

The College of Arms

The Heralds' Visitations and pedigree recording

Rolls of Arms

Armorial

Ordinaries

Simple blazonry

Inheritance of coats of arms - cadency, impalement, quartering

Marshalling

Hatchments and funeral certificates

Printed heraldic and biographical sources

Scotland and Wales

Scottish record sources

General registration

census returns

parish records

monumental inscriptions

probate records

register of deeds

sasines

land records

services of heirs

Immigration and emigration

Clan societies

Jacobites

Welsh patronymics and sources

Irish and Other British Records

- General registration
- Census returns
- Parish records
- Griffith's Primary Valuation of Ireland and tithe applotments
- Immigration and emigration
- Irish genealogical societies
- English Sources
- Manx genealogy
- Channel Islands' genealogy

Legal Records at The National Archives

- Common Law and Equity
- Court of Chancery and Exchequer
- Courts of Augmentation
- Star Chamber
- Requests
- King's / Queen's Bench
- Common Pleas
- Wards
- Liveries
- High Court of Admiralty
- Exchequer Chamber
- The Privy Council, Palatine Courts, Court of Appeal, House of Lords, Supreme Court of Judicature
- The types of records; pleadings, interrogatories, depositions etc.
- Bernau's Index and finding aids
- Funds in Chancery

Ecclesiastical Records

- Uses of their records in family history
- Types of dispute to be found there:
 - irregular marriages
 - bastardy
 - nonconformity
 - blasphemy
 - non-payment of tithes etc.
- Licences issued by ecclesiastical courts
- Probate appeals
- Estate settlement papers

The staff of the Institute will be pleased to discuss any queries about the course content.

Contact registrar@ihgs.ac.uk or 01227 768 664

EXAMINATIONS AND QUALIFICATIONS

The following diagram illustrates the various routes of study and qualifications, which are described here.

Awaken Your Ancestors Correspondence Course in Genealogy	Ten Modules - Elementary Level	
IHGS Elementary Level in Genealogy		
Broadening Your Family Tree Correspondence Course in Genealogy	Ten Modules - Intermediate Level	
IHGS Intermediate Level in Genealogy		
Completing Your Ancestral Journey Correspondence Course in Genealogy	Twenty Modules and assignments - Advanced Level	
IHGS Advanced Level in Genealogy		Direct Enrolment
IHGS Correspondence Course in Genealogy	Seventeen Lectures and Assignments – Higher Certificate Level	IHGS Correspondence Course Twenty Four Lectures & Assignments
IHGS Higher Certificate in Genealogy		
Research Task Evidence of Competence IHGS Library Assessment and Examination Paper		
IHGS Diploma in Genealogy (DipGen)		
Thesis		
Licentiatehip of The Institute of Heraldic and Genealogical Studies (L.H.G.)		

Notes:

- (1) Students who have been awarded the IHGS Advanced Level in Genealogy and enrol on the IHGS Correspondence Course in Genealogy are exempt lectures 1 - 8. Instead, students will complete a consolidated introductory lecture before advancing to lecture 9.
- (2) Students who enrol directly onto the IHGS Correspondence Course or students who do not possess the IHGS Advanced Level in Genealogy qualification will not be exempt lectures 1 to 8.



ENTRY FOR EXAMINATIONS

The four IHGS distance learning courses prepare students for the IHGS examinations. The Correspondence Course in Genealogy prepares students for the Higher Certificate in Genealogy, our three earlier level courses are:-

Awaken Your Ancestors - Elementary Course

The course consists of ten modules and will cover topics 1 to 6 of the *Syllabus of Study*. On completion of module 10 there is the option to sit the IHGS Elementary Level in Genealogy examination paper. The examination is optional and does not prohibit the student from progressing to the IHGS Intermediate and Advanced level correspondence courses.

Broadening Your Family Tree – Intermediate Course

A ten module course that covers topics 7 to 12 of the *Syllabus of Study*. On completion there is the option to sit the IHGS Intermediate Level in Genealogy examination paper. The examination is optional and does not prohibit the student from progressing to the Advanced level correspondence course.

Completing Your Ancestral Journey – Advanced Course

A twenty module assessed course dealing with topics 13 to 24 of the *Syllabus of Study*. The examination is optional and does not prohibit the student from progressing to the Higher Certificate Course, The Correspondence Course in Genealogy.

All three courses are recognised on the AGRA *Pathways to AGRA Membership* chart.

ELEMENTARY TO ADVANCED LEVEL EXAMINATIONS

The examinations are based on the content of the syllabus as follows:

Level	Syllabus Topics
IHGS Elementary Level in Genealogy	1-6
IHGS Intermediate Level in Genealogy	1-12
IHGS Advanced Level in Genealogy	1-24

The examinations for the Elementary and Intermediate Level will comprise short multiple choice questions and will also include a practical exercise in abstracting and assimilating information from original documentation for compilation into an accurate family tree. No essay writing will be required. These two tests will be of one hour's duration each.

The Advanced Level will have a test of two hours' duration, and in addition to multiple choice questions and a practical exercise some elementary skills in palaeography will be tested. Candidates will also be expected to show evidence of a more detailed knowledge of the genealogical uses made of sources and to express this knowledge in one or two paragraphs. A short essay, demonstrating the ability to link various genealogical sources to describe an ordered programme of research into the investigation of a given problem, is expected

CONDUCT

A short written report will be prepared on the performance of each student and returned to the individual. The Institute will issue certificates to those students who reach the required standard in each test. It is hoped that those students who are successful in attaining an examination pass may feel encouraged to proceed to the next level and submit themselves for further examinations.



HIGHER CERTIFICATE IN GENEALOGY

The *Higher Certificate in Genealogy* is required for a candidate to proceed to higher professional qualifications. Candidates do not have to have submitted themselves for examination at the Certificate level in order to be eligible to sit the Higher Certificate.

The Correspondence Course in Genealogy prepares students for The Higher Certificate Examination. The chief requirement for this and later steps in the Institute's examination scheme is a good measure of practical experience and

methodology. A basic understanding of social and economic history at local and national levels, historical geography and demography will be required. Students should have a good knowledge of the main record offices and principal record sources, and should have developed a sound technique in genealogical research. At this stage the student must be capable of accurate extraction of data from original documentation from a wide range of record sources. This will require a knowledge of palaeographic hands as well as awareness of basic Latin as found in record sources, and the ability to read documents quickly and accurately to abstract the relevant material. To enrol for this level of assessment, the candidate must complete the appropriate form available from the Institute and submit the required fee.

Assessment

The candidate will be required to sit a further examination at the end of this stage of his or her studies. This examination, which comprises two three-hour papers, will usually be held at the Institute. Paper 1 will assess advanced knowledge of genealogical sources and research techniques. Candidates will be expected to demonstrate advanced palaeographic skills and to be able to interpret coats of arms genealogically. For Paper 2, candidates will receive a quantity of genealogical information two weeks before the examination, from which they are required to prepare a pedigree about which they will be questioned. Both Papers must be passed to satisfy the Examiners. Those who have completed the Correspondence Course in Genealogy to a satisfactory standard will have to sit only Paper 1; assessment of their assignments will replace Paper 2.

Further Training

After achieving the *Higher Certificate in Genealogy*, students who wish to advance further in genealogy may proceed to a higher level of qualification by examination for the *Diploma in Genealogy*.

DIPLOMA IN GENEALOGY (DipGen)

Students who have been successful at the Higher Certificate in Genealogy examination or the University of Strathclyde Postgraduate Certificate in Genealogy, Palaeographic and Heraldic Studies are eligible for admittance to the Diploma in Genealogy examination.

Students at this stage will be training to obtain a standard of knowledge and competence sufficient to enable them to manage a successful genealogical practice and to provide a professional standard of research performance for their clients. Consequently, besides demonstrating a deep and thorough knowledge of sources and techniques, the candidate must also have the ability to plan and conduct a logical programme of genealogical research, to analyse data and to report the results to the



client. The successful candidate is advised to acquire a thorough knowledge of the basic methods of running a genealogical business.

Diploma Mentoring Course

This is specifically designed to prepare students for the assessment. The student will be assigned a personal mentor who will aid the student throughout the course, helping them to adhere to the timetable and to offer advice on portfolio and report writing. It is available annually and culminates in June. For more details contact registrar@ihgs.ac.uk.

Assessment

The examination for the Diploma in Genealogy comprises three Assignments, which are detailed below. All assignments will be assessed by the Examiners appointed by the Council of the Institute; a member of the Association of Genealogists and Researchers in Archives (AGRA) may be invited to moderate.

The Task

Candidates will be set an actual piece of genealogical research, on behalf of an imaginary client, conducted in their own area of the country; the assignment is to be completed in a timeframe as directed by the Principal of the Institute. The starting point for research will be supplied to the candidate, who will then be required to undertake up to 25 hours research, using the relevant sources available nationally and locally. Candidates should submit the results of their findings in the form of a client report.

The report should include a description of the research sources which have been searched, the results of all searches, both positive and negative, conclusions reached and suggestions for further research. In particular the report should include where the source was viewed and its catalogue reference/call number, whether the candidate viewed the original manuscript, a microfiche/film copy, online source etc.; and any anomalies such as gaps in the record sequence and impaired legibility. If applicable an explanation of any surname variants also researched should be included.

The account must be illustrated with properly presented drop-line pedigree charts and images, with abstracts or transcriptions of the main documents examined. Candidates are also required to include a detailed statement of expenditure in time and costs.

The Portfolio

During the period of the Candidate's training, either through his or her work for the Higher Certificate in Genealogy, or over the several years in which experience has been



gained privately, research material will have been compiled and collected. The Portfolio should demonstrate the Candidate's breadth and depth of experience.

It is expected that the Portfolio will contain a collection of works that evidence experience in specific areas of research, such as nonconformity, the military, heraldry, occupational records, land records, manorial records, court records and records dating back at least to the sixteenth century; detailed descriptions of the use of basic records will not be necessary. The portfolio should contain a summary account of sources covered, record offices visited, fieldwork, time spent on research, collections made, families researched and examples of note-keeping and reports.

The Key Skills Assessment

The assessment is by written examination and consist of two papers which are sat over one day. Each paper is two and a half hours duration. Both papers must be passed.

For Paper1 the candidate is provided with documentary evidence from which a detailed pedigree is drawn up..

For Paper 2 the candidate will be asked short questions concerning the information obtained in Paper 1. There will also be a transcription exercise and a Will abstract exercise as well as blazoning and heraldic identification

Aims and Outcomes

Candidates will be expected to have a thorough grasp of the topics covered by this *Syllabus of Study* and to be knowledgeable in heraldry as well as in genealogy and its applications to historical studies.

Those candidates who satisfy the examining board by achieving at least 60% in each of these three Assignments, and who have obtained the Higher Certificate in Genealogy, will have demonstrated their ability to extract information from original documentation and to compile it into an accurate pedigree supplemented with a clear explanation of the evidence used to produce it. They will also have a sound knowledge of the basic genealogical sources used in research. A successful candidate who has achieved these levels will be awarded the Diploma in Genealogy, and will be one who may properly and confidently practise as a professional genealogist.

The Diploma in Genealogy (DipGen) is an acknowledged award at post-graduate level. It is also accepted for membership of RQG and, subject to regulations, AGRA.

LICENTIATESHIP OF THE INSTITUTE OF HERALDIC AND GENEALOGICAL STUDIES (L.H.G.)

Candidates shall have qualified as professional genealogists by passing the Institute's *Diploma in Genealogy* examination and are expected to have had not less than five full years of experience in research. Exceptionally, the Court of Trustees may take into consideration previous publications or worthy scholastic contributions to family historical studies when considering candidature. Regulations of the Institute require that candidates for the *Licentiate*ship should ultimately be tested on the submission of an approved thesis or research dissertation.

The candidate should submit a brief outline summary of not more than 500 words in length for approval, prior to registration. The summary should outline the proposed research programme and include a consideration of potential resources and methodology.

The thesis or dissertation must be submitted within three years of completion of the outline summary and payment of Registration Fees, or else the application must be renewed and a further fee paid. The subject matter of the thesis should be discussed with the tutorial staff of the Institute and approved by the Principal. Its content might be any which impinges upon the value, application or study of family history. A list of suitable subjects would include an introduction to the use of a novel source, genealogical applications to demographic studies, a full case study of inter-relationships in groups of families, some special local studies, migration patterns, or historical, genetic or related interpretation from genealogical, heraldic or palaeographic material. Only in exceptional circumstances will a personal family history be acceptable.

The thesis or dissertation must contain a fully referenced description of the candidate's own original research and must be prepared and written to a high academic standard. It should demonstrate the candidate's ability to organise and present material; where collaboration or other personal communications have been used, full acknowledgement must be made and clearly stated.

The text and any accompanying illustrative material should be clearly prepared. No limitation will be imposed on length, but the text is usually between 15,000 and 50,000 words. Two copies of the thesis, one to be returned to the student, should be bound and submitted to the Principal together with the Examination Fee.

After examination of the thesis, the Examiners may require the candidate to submit to further written or oral examination before recommending the award of the degree, or they may recommend the resubmission of the thesis subject to satisfactory correction and revision, or that the *Licentiate*ship should not be granted. If rejected, the candidate will receive a reasoned report from the examiners with recommendations for future submissions.



Examples of previously accepted works submitted for the Licentiate are available from the registrar and can be viewed in the library, a few examples are given below:-

The Duty on Marriages, Births and Burials, 1695-1706.

A study of the village of Tollesbury, Essex, during the 19th century

The Origins of the Inhabitants of Bexleyheath.

Insurance Company Firemen and Porters and the Records of Insurance.

Membership Records of the City of London Livery Companies, 1753-1850, and what they reveal.

The Paper Maker Journeyman in England, 1700-1900: Mobility and His Occupational and Social Situation.

An Examination of Material Relating to the Licensing of Midwives in the Diocese of Canterbury, 1615-1640 and 1660-1742.

Landholding as a Key to Genealogical Relationships in Longney, Gloucestershire.

The Heraldry of the Parishes of Marshfield, Cold Ashton, Swainswick and Woolley and Associated Locations.

CONCLUSION

We offer an enormous range of courses from something to excite a real beginner, to providing aspiring professionals with the level of knowledge and skill to begin their own practice. For further details on any of the services we offer contact registrar@ihgs.ac.uk or visit www.ihgs.ac.uk



Please use block capitals. You are advised to read the Prospectus before filling in this form.

SURNAME Title (Dr/Mr/Mrs/Ms/Miss) (*delete as applicable*)

OTHER NAMES

PERMANENT ADDRESS

.....

.....

POSTCODETELEPHONE

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Please read the Terms and Conditions and Sign and Date to indicate your acceptance thereof and return this form to: **The Registrar, I.H.G.S. 79-82 Northgate, Canterbury, Kent CT1 1BA**

Web: www.ihgs.ac.uk

email: registrar@ihgs.ac.uk

Phone 01227-768664

Terms and Conditions

The Institute of Heraldic and Genealogical Studies undertakes to provide by correspondence a structured, fully tutored course in genealogy, comprising twenty-four lecture modules together with appropriate notes, exercises, reading lists, publications.

Fees are payable in full, but a concessionary arrangement can be made for payment by instalments. A credit note for the purchase of books from Family History Bookshop will be granted to those paying full fees by a single instalment. This will be sent with the second Lecture.

The introductory lecture will be despatched upon receipt of the first instalment or full payment of the course fees. Subsequent Lecture modules will be despatched upon receipt of student assignments, to enable students to progress with their studies while awaiting tutor's assessment of their work.

Students are normally expected to complete the course over a period of three to five years. Students have the right to withdraw from the course after receipt of Lecture 1 should they so wish **within** 12 months of enrolment. A refund of fees paid may be made less the non-refundable Registration Fee. Those proceeding to modules after Lecture 1 are deemed to have accepted all conditions and to have commenced the course of study and no longer have the right to a fund.

In respect of the above, I agree to pay the full course fee as one single payment / three annual instalments / twenty-four / thirty-six monthly instalments by cheque / banker's order / credit card. (Please delete as applicable). In the case of my withdrawal from the course after submission of assignments for Lecture 1, I acknowledge the right of IHGS to recover the full fee. I have read and understand the Prospectus for the Correspondence Course in Genealogy and I accept all the Terms and Conditions set out above and in the Prospectus

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