

# THE SCHOOL OF FAMILY HISTORY



THE INSTITUTE OF HERALDIC AND  
GENEALOGICAL STUDIES

SYLLABUS OF STUDY

CORRESPONDENCE COURSE IN GENEALOGY  
AND IHGS QUALIFICATIONS

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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.

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# IHGS ~ THE SCHOOL OF FAMILY HISTORY

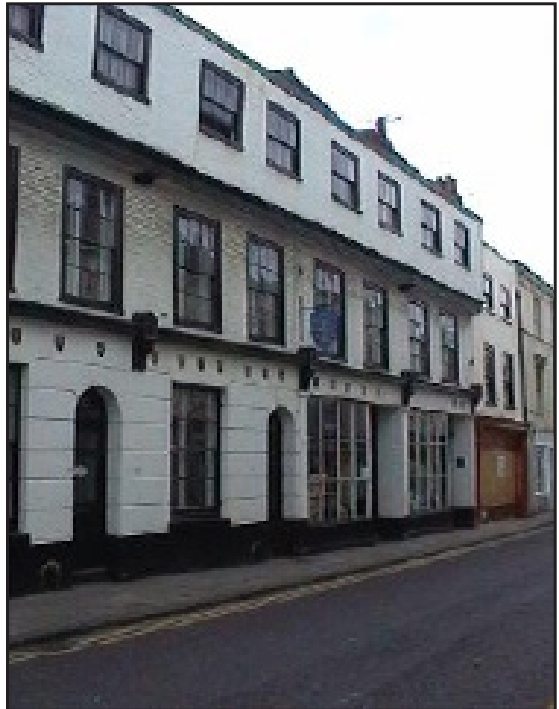
The Institute of Heraldic and Genealogical Studies is an independent educational charitable trust established to provide full academic facilities for training and research in the study of family history. It was founded in Northgate, Canterbury, in 1961.

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 Licentiatehip 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. The CNAAB, the NCVQ and other assessing bodies have acknowledged the structure of the Institute's examinations and the various levels of equivalence up to postgraduate degree level. Subject to regulations, the Association of Genealogists and Researchers in Archives (AGRA) accepts the higher awards of the Institute as qualification for membership.

Students may take a course at the Institute, attend day and residential courses. There is also a comprehensive Correspondence Course which is accredited by the Open and Distance Learning Quality Council (ODLQC).

We maintain a presence on Facebook and Twitter @IHGS and offer a free monthly newsletter to anyone who wishes to subscribe.



# CORRESPONDENCE COURSE

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.

## 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. You will be allocated a personal tutor, who should normally assess your assignments and return them to you 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.

## 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 Licentiate of the Institute. Further details concerning examinations are given at the end of the booklet.



*One of the Library Rooms*



*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  
The information contained in the returns and the reasons why erroneous information is sometimes encountered  
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 records  
  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 palaeographical 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

Miscellaneous births, marriages and deaths records held by the Registrar General for soldiers and their families

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 for sailors and their families

## **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
  - 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' Visitation 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**

The location of and access to  
    general registration  
    census returns  
    parish records  
Griffith's Primary Valuation of Ireland and tithes 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](mailto:registrar@ihgs.ac.uk) or 01227 768 664*

## TESTIMONIALS

*"... most surprising was the amount I gained from lectures dealing with topics I had thought I knew well already!"* JC of Hampshire

*"The course has made me aware of records that I would never have looked at; having Ag Lab ancestors I only thought as far as the Workhouse! It also made me visit repositories that I would not have thought of."* PD of Kent

*"... The comments of my tutor are always constructive and informative".* AF of Kent

*"... The course has been of inestimable value."* AB of Surrey.

*"... I have found the course stimulating and interesting...."* HJ of Australia.

*"... The knowledge I have gained is almost immeasurable."* SM of Lincolnshire

*"... Every lecture has been a challenge in some way.... Each acts as a catalyst for the student who wishes to know more"* GS of Northamptonshire.

*"... each subject has been dealt with expertly.....I would certainly recommend the course to anyone. I eagerly look forward to the next lecture.."* BM of Co Durham.

*"I started this course in January and submitted my work for Lecture 1 just shy of two weeks ago. Today I received my grades and I am so pleased, my grades were much better than I could have ever expected. It has given me a new found confidence, especially when I was feeling a little weighed down with my choice of reading in Lecture 2. I work full time and was concerned that I couldn't find or couldn't fit enough information into an assignment without it dragging on for months, now I know better and I know I can do it."* LN of Warwickshire

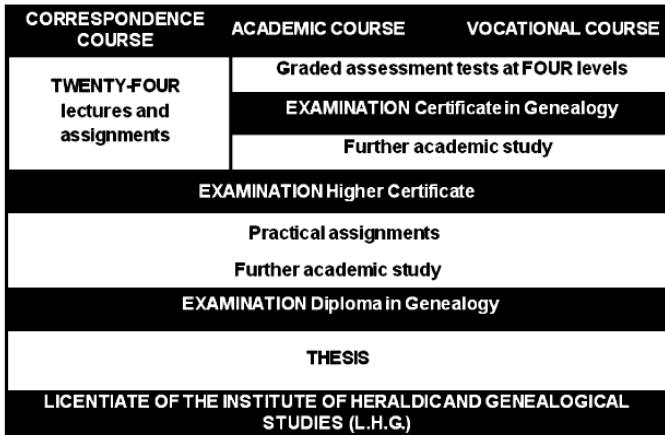
*"I received my results for this one [lecture 5] yesterday and am very pleased. The comments are always so helpful and give me more food for thought and directions to what else I need to consider. This is a constantly fulfilling pastime and the more I travel down the line the more I realise that you can never stop learning from it and improving your lines of research. Wonderful!"* TH of Essex

*"When I signed up for the course many years ago I thought that it would only be in the latter half of the lectures that I'd learn anything new. How wrong was I? I've found the first 6 lectures to be extremely interesting and I've learned an awful lot from them."* AR of Watford

*"I would just like to say that I enjoyed the course immensely - it took me into dark and mysterious areas of family history research and enabled me to uncover my ancestors back to the 17th century. Sadly I did not discover a lord, baron or famous general. My lot worked the fields, sailed the canals and marched in the ranks."* LM of Hampshire.

# EXAMINATIONS AND QUALIFICATIONS

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



## Entry for Examinations

Students wishing to sit the relevant assessment test will normally be provided with the appropriate form by the teacher of the course that they are attending. Entry forms may be obtained from the Institute. Once completed by the student, forms should be returned by the tutor with the required fee. Please contact the Registrar for the current Examination fees. The Institute will then provide the teacher with the required number of test papers for the relevant grade. The teacher will invigilate the test and return the students' papers to the Institute for assessment.

Others who are not attending a course in genealogy may submit themselves for assessment, providing that they can either arrange to sit the test along with those candidates entered by a teacher of family history in their area, or are able to arrange for private supervision. A short written report will be prepared on the performance of each student and returned to the teacher or supervisor. 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 a satisfactory standard in the graded assessment tests by



*One of the Library Rooms*



following a course leading to level A or B, may feel encouraged to proceed with further study, attend additional courses and submit themselves for assessment at level C or take the *Certificate in Genealogy* examination.

Application forms for all examinations and tests may be obtained from: The Registrar, The Institute of Heraldic and Genealogical Studies, 79-82 Northgate, Canterbury, Kent, CT1 1BA, England or online from [www.ihgs.ac.uk/courses-qualifications](http://www.ihgs.ac.uk/courses-qualifications).

## CERTIFICATE IN GENEALOGY

This level of assessment is available to anyone who has learnt the basic principles of genealogical research or who has begun the study of his or her family history. Students may, however, progress through various levels of graded assessment to test their knowledge in the subject beforehand.

### Graded Assessments

Assessment tests are available for students on courses run by external lecturers of the syllabus. These assessments will be based on the content of the syllabus and graded as follows:

Level	Syllabus Topics
A	1-5
B	1-12
C	1-19
Certificate in Genealogy	1-24

The tests for levels A and B 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.

Level C and the Certificate in Genealogy will each 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.

## HIGHER CERTIFICATE IN GENEALOGY

Students who have gained the *Certificate in Genealogy* can proceed to higher levels of qualification. Those who wish to become professional genealogists will require further training and revision of their basic knowledge. The higher levels of study and attainment are also open to those who have a deep interest in the subject but who do not necessarily wish to practise professionally. The *Higher Certificate* assessment is also open to those who have demonstrated their expertise through experience and have not necessarily submitted themselves for certification at the *Certificate* level.

Students preparing themselves for examination at this level are recommended to attend further classes in advanced study of the subject. The chief requirement for this and later steps in the Institute's examination scheme is a good measure of practical experience and methodology. To assist in this, the Institute provides practical instruction through evening classes, residential courses and day courses. The Institute organises several courses each year in its own historic premises in Canterbury. These courses are suitable for those who wish to revise their basic knowledge or to develop and augment their studies in family history and genealogy. Details of all courses are publicised in the Institute's Newsletter and journal *Family History* and are also available from the Registrar. Dates are also given on the Institute's website at [www.ihgs.ac.uk](http://www.ihgs.ac.uk)

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 palaeographical hands as well as awareness of the 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**

Only students who have been successful at the *Higher Certificate in Genealogy* examination 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 suitable 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.

To help the genealogist who intends to establish a professional practice to acquire the necessary expertise, the Institute organises an annual Professional Approach seminar covering all aspects of working as a professional genealogist. These provide the opportunity for potential genealogists to meet with others who wish to establish a viable and professional practice and also to seek advice from experts in the fields of commerce, finance, advertising and other related spheres of activity.

## **ASSESSMENT**

The examination for the *Diploma in Genealogy* comprises three Assignments, which are detailed below.

### **Assignment 1**

Candidates will be set an actual piece of genealogical research to conduct locally, to be completed within six months of enrolment. The starting point for research will be supplied to the candidate, who will then be required to conduct the research, using the relevant sources available nationally and locally. The report submitted by the candidate must contain a fully-documented account of the research sources which have been examined, including, where appropriate, their call numbers, the data extracted and the conclusions reached; it is expected that a background description of each source will also be provided by the candidate. The account must be illustrated with properly presented drop-line pedigree charts and photocopies/photographs with abstracts or transcriptions of the main documents examined. Candidates are also required to include a detailed statement of expenditure in time and costs.

### **Assignment 2**

During the period of the student's training, either through his or her work for the Certificate and 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 include elements concerning research in occupational records, military 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 finished work and reports. The portfolio of this material will be assessed by the examiners appointed by the Council of the Institute.

### **Assignment 3**

The candidate will be provided with a starting point for research over a period of three hours in a library or record office environment. A further period will be allowed for preparation of results before a oral examination by two assessors. 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, demography, intestate succession and research overseas. A member of AGRA acts as an external moderator.

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 demonstrated 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. Holders of the Diploma in Genealogy are entitled to use the post-nominal distinction of "Dip. Gen."

Anyone who has been awarded the *Diploma in Genealogy* may apply to be admitted as a *Graduate Member* of the Institute. Application forms for Membership of the Institute may be obtained from the Registrar. The Diploma in Genealogy is an acknowledged award at post-graduate level. Subject to regulations it is also accepted for membership of 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 by the Education Sub-Committee, 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 palaeographical 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 textual matter is usually between 15,000 and 50,000 words. The thesis should be bound and submitted to the Principal who will record necessary details and present the work to the Education Sub-Committee responsible for the appointment of two suitable examiners. The examiners are free to call for further specialist assessment.

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. The examiners shall submit written reports to the Educational Sub-Committee within ten weeks of submission. The Educational Sub-Committee shall recommend action and Council will make a written recommendation to the Court of Trustees of the Institute immediately. Candidates will be notified of the decision of the Trustees at the earliest opportunity.

The successful candidate must pay appropriate admission fees and sign his or her commitment before conferment. If rejected, the candidate will receive a reasoned report from the examiners with recommendations for his or her future submissions.



Examples of previously accepted works submitted for the Licentiate are:

- A London Solicitor's Notebook and its value for the genealogist.
- West Chilmington, Sussex - A Parish and its people as seen through their inventories, 1611-1750.
- The Duty on Marriages, Births & Burials, 1695-1706.
- A Study of the Village of Tollesbury, Essex, during the 19th century (see *Family History*, vol.13, no.106, Jan.1986).
- The Origins of the Inhabitants of Bexleyheath.
- The Meeting of the Vestry at Lee, Kent, 31 March 1746, (see *Family History*, vol.15, no.125).
- Insurance Company Firemen and Porters and the Records of Insurance.
- The Life and Times of the Hamby Family of Lincolnshire, 1086-1675.
- 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 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 Genealogical Value of Hatchments in some East Kent Churches.

Licentiates of the Institute of Heraldic and Genealogical Studies are entitled to use the post-nominal distinction "L. H. G.".

## CONCLUSION

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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 and a two-year subscription to the Institute's journal Family History.

Fees are payable in full, but a concessionary arrangement has been 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.

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