



SORBONNE  
UNIVERSITY  
ABU DHABI

National Library & Archives  
الأرشيف والمكتبة الوطنية

# *Bachelor in* **RECORDS MANAGEMENT AND ARCHIVAL SCIENCE**

2 0 2 5



# Overview

The Bachelor in Records Management and Archival Science degree is awarded by Sorbonne University in Paris and delivered by world-class academics in Sorbonne University Abu Dhabi. It is a three-year professional programme taught in English and has been designed in collaboration with the National Library and Archives in the UAE. It aims to equip students and working professionals with the skills to lead a successful and thrilling career in a strategic field.

Students enrolled in this degree programme acquire a thorough knowledge in records management and digital archiving. In order to manage the data and documents produced daily in our current world, all institutions and companies need to hire specialized experts in this strategic area because document management is very important for them to have full control over all institutional data and information in order to make better decisions, protect their rights and document institutional memory.

The extensive scope of this professional programme ensures students build a comprehensive understanding of the theories and methods for controlling the creation, capture and classification of documents and records through their lifecycle. Moreover, it provides

scientific knowledge and skills for appraising, collecting, classifying, describing, managing and preserving authentic archives in all media formats to serve business, economic, administrative, legal, and the historical needs of public and private organisations and citizens. Students will learn the specific historical, administrative and legal parameters relating to the production of records and archives, especially in the context of the UAE and beyond. They will also analyse the current problems and issues in record keeping and archive administration using appropriate electronic management tools. Evaluating the professional, ethical and legal requirements for the processes of acquisition, arrangement, accession and dissemination of records and archives is also

a key learning outcome for careers related to this field.

Beyond the fundamental archival courses, students will also gain technical, digital and professional skills for administrative, business and management purposes. Professors and professionals help students develop essential critical thinking and decision-making skills related to all forms of records, to manage and preserve authentic and trustworthy records and archives for business, government, public needs, scientific research, or for the protection of cultural heritage. Students will gain a well-rounded experience due to semestrial-applied works and a long internship in private or public companies in the UAE, with the support of the National Library and Archives.

The curriculum follows the European ECTS system and the degree is awarded by Sorbonne University in Paris. Its complete title is: Bachelor in the Field of Human and Social Sciences; Area: History; Specialty: Records Management and Archival Science. In the French Academic System, this specialisation is usually related to history due to a long-standing tradition of historical record keeping and archives. However, this degree mainly focuses on the topical issues of records management and archival science in a professional context.

# programme

## → First Year

### *Fundamental archival courses*

- Introduction to archival science and information science
- UAE institutions: public and private entities
- Diplomatics
- Records management programme
- Archival legislations: UAE archival laws
- International cooperation, preservation standards and ethics

### *Fundamental academic courses*

- Principles of statistics
- Quantitative methods
- History of the Arab-Muslim world

### *Applied Work I*

- Legislative text and standards analysis and comparison

### *Options*

- Advanced English
- Languages
- Sports
- IT

## → Second Year

### *Fundamental archival courses*

- Appraisal and data collection
- Managing records and archives
- Data and digital records description
- Electronic records and archives management
- Digital preservation
- Preservation of archival materials
- Business records
- Digital tools and environments

### *Fundamental academic courses*

- History of the Modern Middle East
- History of the Contemporary Middle East

### *Applied Works*

- Administration forms and issuing documents

- Digitizing documents and archives

### *Options*

- Communication skills in Arabic and English for records management and archiving
- Languages
- Sports
- IT

## → Third Year

### *Fundamental archival courses*

- Daily operations of archival departments and buildings
- Non-textual archives processing
- Promotion and dissemination of resource documents
- Information governance
- Oral archives and collecting memory

### *Fundamental academic courses*

- Digital law
- Digital history
- Cultural heritage management

### *Applied Work IV & Internship*

- Visits in public and private entities/ technical reports
- 2 month internship at governmental or private institutions

### *Options*

- Communication skills in Arabic and English for records management and archiving
- Languages
- IT



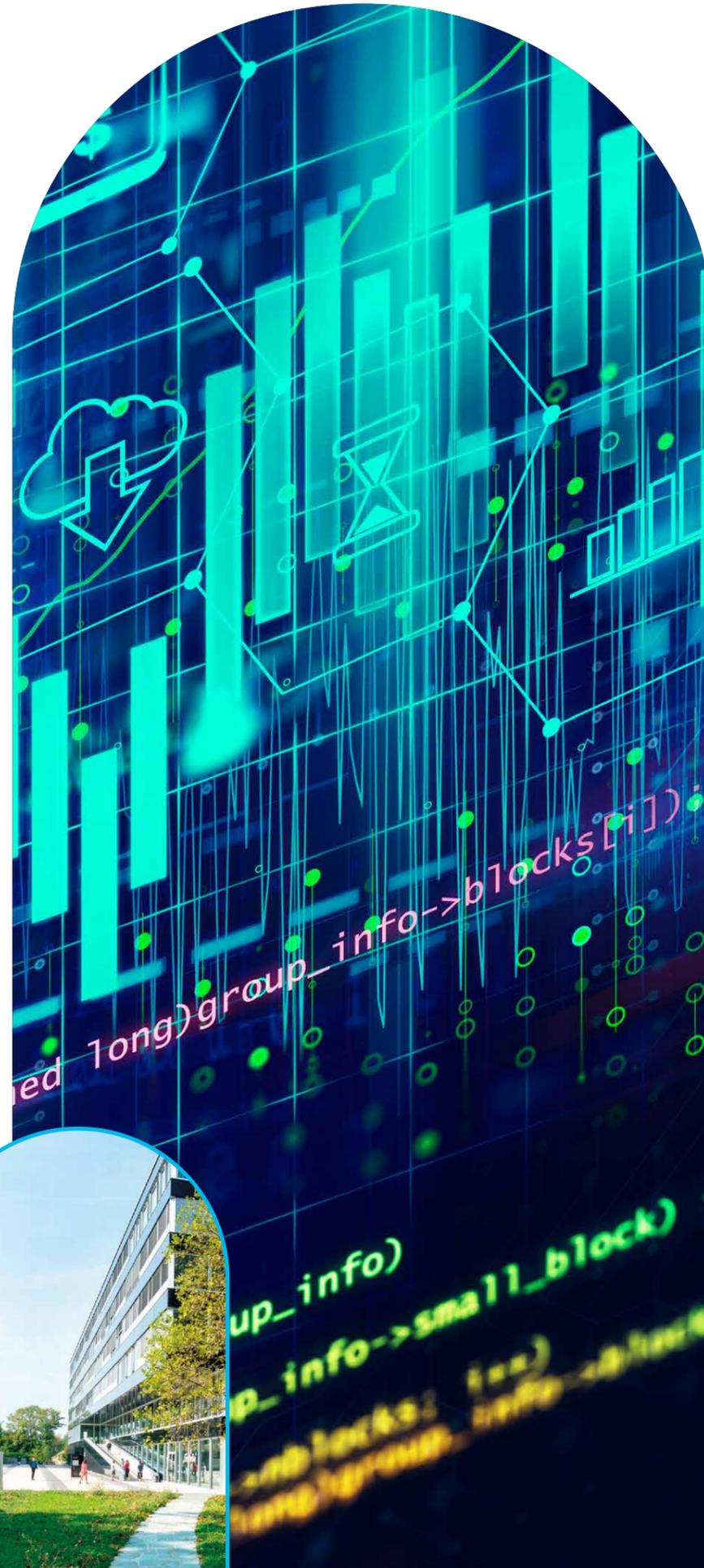
# International Mobility and Internships

A Memorandum of Agreement was signed in March 2023 with the Geneva School of Business Administration in Switzerland (HEG) to promote international mobility of our students. Based on this agreement both parties agree to provide students to their institutions in the Information Science department (HEG-GE) and the History department (SUAD). Students enrolled in the BRMAS have both options: either to apply for a full term or to get a two-month internship in Switzerland (international organisations or Swiss institutions). Among the other partner institutions are prestigious universities such as Wuhan University and Tsinghua University (China) and University of Malta (Malta). From the 2026 academic year onwards, some exchange programs will also offer scholarships to support selected students.

A 2 months internship is mandatory in the UAE or abroad.

# Resources and facilities

Our students benefit from state-of-the-art facilities through our partnership with the UAE National Library and Archives, including access to the CPR premises. In collaboration with Piql, a Norwegian company specializing in long-term data preservation, we have developed a Digital Archiving Lab that merges academic excellence with advanced technology. This partnership offers a unique learning environment focused on preserving valuable records for future generations. Students also have the opportunity to take part in an educational field trip to Piql's Research and Development Center in Drammen and the Arctic World Archive in Svalbard—an immersive experience at the forefront of global data preservation innovation.



# Career prospects

This bachelor's degree fulfils job market requirements by offering a highly demanded specialty for all businesses.

This bachelor degree allows candidates to pursue a career as an Archivist (Digital And Physical), Digital Asset Manager, Database Librarian, Electronic Records Manager or A Metadata Specialist in a university/college. Opportunities exist in Cultural Institutions, General Management And Administration, Government Agencies, Health, Service Industries, public and private organisations, international companies and NGOs.

**Q: Can I pursue further studies after completing this degree?**

A: Yes, graduates can enrol into the Master in Records Management & Archival Studies at SUAD or pursue further academic studies at overseas institutions.

**Q: What professional organizations can I join as a student?**

A: Students can join professional organizations such as the International Council on Archives (ICA), Arab Regional Branch of the International Council on Archives (ARBICA), Association of Records Managers and Administrators (ARMA International)

**Q: How can I keep connected with current students or alumni ?**

A: Prospective students can connect with current students or alumni and join this network once graduated through the university's twitter now X, LinkedIn, Facebook, Instagram and You Tube channel can also join our mailing list.



# Admission requirements

Admission to the programme is highly selective; the following are the minimum criteria required to apply for admission:

- Minimum average of 12 out of 20 for French general baccalaureate or equivalent for the francophone curriculum.  
or  
having already completed other studies  
or  
foundation year at the university level.
- Valid academic IELTS certificate with minimum overall band of 5.5 with a validity of 2 years or TOEFL score of 530, IBT TOEFL certificate with minimum score of 71, CBT TOEFL of 197 with a validity of 2 years or equivalent.

Sorbonne University Abu Dhabi is committed to considering applications from all students regardless of their country of origin, income, gender, religion or physical condition.

## Tuition Fees

(Including admin. fees - over 3 years)  
**AED 215,100 (approximately US\$ 58,615)**

**Up to 100% scholarship available for this programme\*\*!**

To learn more

Click:

<https://www.sorbonne.ae/fees-and-scholarships/scholarships/>

or Scan:



\*\*Terms and Conditions apply

# Why Sorbonne University Abu Dhabi ?

In today's fast-paced and globalised economies, knowledge and languages both serve an important role in creating progressive and vibrant societies. The French education system is known for its high level of rigorous critical thinking and debating skills, which play a significant role in developing future pioneers and leaders.

Sorbonne Abu Dhabi is a globally recognised education institution that serves as a bridge between civilisations by offering a multicultural environment, which promotes and develops a strong culture of tolerance, curiosity, harmony and cultural awareness for today's modern economy. Students have access to internationally acclaimed faculty, world-class facilities and internationally certified degrees, which places them firmly on the right path in preparation for a successful career.

This degree is officially accredited by the UAE Commission for Academic Accreditation ([www.caa.ae](http://www.caa.ae)).



SORBONNE  
UNIVERSITY  
ABU DHABI

**For more information, please contact:**

Tel : +971 (0) 2 656 9330/555

Email : [admissions@sorbonne.ae](mailto:admissions@sorbonne.ae)

PO Box 38044, Abu Dhabi, United Arab Emirates

March 2025

[sorbonne.ae](http://sorbonne.ae)