SORBONNE
UNIVERSITY
ABU DHABI

National
Library
& Archives

الأرشيف
والمكتبة
الوطنية

Master in
RECORDS MANAGEMENT AND ARCHIVAL STUDIES

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overview

The Master in Records Management and Archival Studies degree has been designed in collaboration with the National Archives and Library of the UAE. The degree is awarded by Sorbonne University in Paris and is delivered by world-class academics at Sorbonne University Abu Dhabi. It equips students with the best skills in the effective management of information, records and data for organizations, institutions and society.

Why Choose the Records Management and Archival Science Program?

- Understand the Digital Transformation through AI and Open Data
- Promote Information Governance
- Preserve the Past and -Empower the Future
- Digitize, Organize, and Innovate
- Transform Information into Insight
- Join the Digital Frontier by enrolling in the Records Management and Archival Science Program.
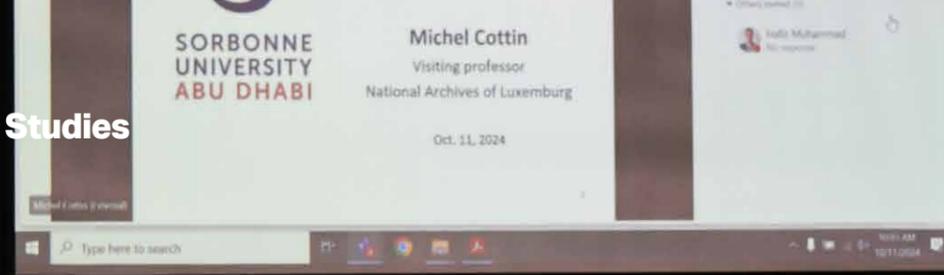
Students enrolled in this prestigious degree program acquire comprehensive expertise in various domains, including records management, digital preservation, emerging technologies, information governance, and e-government development (e-administration), among others. Reflecting a global trend, the United Arab Emirates (UAE) has embraced digital transformation and made significant investments in the enhancement of electronic services. This transition necessitates the proficient management of information, records, and data, as these elements are fundamental to the functioning of all government processes. Consequently, organizations require well-trained information professionals capable of navigating the complexities of contemporary information management environments, which present legal, organizational, and technical challenges.

From a legal perspective, effective records management is essential for maintaining evidence critical to numerous aspects of life. Organizationally, there is a need for a culture that effectively manages information and information systems, thereby providing a competitive advantage for organizations. Technically, professionals must understand the implications of technology obsolescence on the management of digital information. Thus, the program is of paramount importance to both private and public organizations seeking comprehensive control over the information, records, and the data they generate. Effective management of these elements facilitates informed decision-making, safeguards citizens' rights, ensures compliance with privacy regulations, and preserves organizational and societal memory as part of cultural heritage.

The curriculum is delivered by permanent staff and visiting professors from Sorbonne University in France, along with distinguished academics from leading institutions in Europe, the United States, and Canada. Our faculty has garnered global recognition for their contributions to records management and archival studies and related fields, employing a variety of pedagogical methods that include; theoretical courses, case studies, lectures, and workshops. Upon successful completion of the program, graduates receive a degree conferred by Sorbonne University in Paris, titled «Master in the field of Human and Social Sciences; Area: History; Specialty: Records Management and Archival Studies.» Within the French academic framework, this specialization is traditionally associated with History, reflecting a longstanding commitment to historical record-keeping and archiving practices. However, the primary focus of this degree is on contemporary issues in records management and archival studies in the context of a constantly changing information management landscape.

Programme *highlights* 1/2

International recognition

Sorbonne University Abu Dhabi provides a unique educational experience that merges the prestigious heritage of Sorbonne University with specialized collaboration with the National Library and Archives of the United Arab Emirates. The program is facilitated by a distinguished group of international scholars, experts, and professionals from esteemed institutions, such as Sorbonne University in Paris, the Geneva School of Business Administration, and the École Nationale des Chartes in Paris. This exceptional Master's program is meticulously crafted to meet the requirements of the UAE job market while also maintaining its relevance on an international scale.

→ Networking

Networking is a focal point at Sorbonne University Abu Dhabi. The Department of History is affiliated with the International Council on Archives (ICA) which positions it within a global network dedicated to the advancement of information, records and archives management practices. Furthermore, as a participant in the InterPARES Project (International Research on Permanent Authentic Records in Electronic Systems), which is investigating the role of artificial intelligence in fostering trust in records and archives in the public sector. Sorbonne University Abu Dhabi is engaged in strategic research initiatives within the domain of information, records and archives management. Master's students at the university gain invaluable exposure to various university research initiatives through workshops, seminars, and international conferences.

Enhancing individual national → development

The United Arab Emirates (UAE) is presently prioritizing advancements in digital transformation, data governance, and artificial intelligence. In this context, the curriculum offered at Sorbonne University Abu Dhabi plays a pivotal role in cultivating and fostering a new generation of information professionals dedicated to the proficient management of records, information, records and data, thereby supporting the UAE's strategic objectives. This academic program has been designed in collaboration with the National Archives and Library of the UAE to ensure alignment with the nation's aspirations.

UAE needs experts and information → professionals

The National Archives of the United Arab Emirates, expresses robust support for this master's program, as it is closely aligned with the demands of the UAE job market and which extends its relevance beyond national borders. Job opportunities are prevalent across a diverse array of governmental entities, including ministries, government authorities, municipalities, and higher education institutions such as universities and colleges. Additionally, job opportunities are found within public libraries, cultural institutions, healthcare organizations (including hospitals), and private sector enterprises, encompassing service industries, multinational corporations, and non-governmental organizations (NGOs).

Programme *highlights* 2/2

→ Research

The History Department's faculty engage in internal and multidiscplinary research projects such as InterPARES (https://interparestrustai.org/) that investigates the impact of Artificial Intelligence on the management of public records. It further collaborates with the School of Business Administration in Geneva on projects focusing on Greening Information Management and Sustainability and LLMs Implementation in the Public Sector Concepts, measurements and piloting tools.

→ Collaboration with the Industry

The History Department partnered with the Piql Company and established a cutting-edge digital preservation lab, combining Piql's expertise with SUAD's faculty's academic skills to provide a unique learning environment for the students in the preservation of digital information.

→ Student Internships

Master's students can be employed as research assistants to engage in different research projects. This year 2025, the program has implemented internships with SCAI Paris and Louvre Abu Dhabi.

→ Student International Mobility Opportunities

Sorbonne University has formalized agreements through Memoranda of Understanding (MoUs) with Wuhan University in China and the School of Business Administration in Geneva. These collaborations provide opportunities for our students to engage in select courses abroad.

Structure

The degree in Records Management and Archival Studies is taught in English and covers a total of four semesters across two years. At the end of this degree, you will have a total of 120 credits. The exclusively designed course schedule includes evening classes because it takes into consideration students who combine studies with work.
The two-year programme is open to candidates holding a bachelor's degree (BA or BSc) and students who come from a specialized department of records management of a company or institution can apply for this Master programme.

Master's thesis

A master's thesis develops students' skills for understanding the role of research in records management and archival studies. It further facilitates an understanding of the research process including a research design, developing a research proposal for a basic and applied research project, analysing and formulating research questions, analyzing and interpreting research data in appropriate ways and critically reviewing previous research studies.

Year 1

Semester 1

MODULES	COURSES
Fundamental Courses I	Archival Diplomatics Records Management Advanced Records Management
Regular Courses	The Juridical Administrative UAE System in the age of Digital transformation IT (Information Technology) and Archives
Professional Courses	Records Management in Business & Administrative contexts*
Academic Course	Academic and Administrative Writing

Semester 2

MODULES	COURSES
Fundamental Courses II	Information Governance Digital Recordkeeping
Regular Courses	Database Design IT Security and Risk Management
General Education	Records Management in Business & Administrative Contexts
Professional Course	Information Governance policy and mechanisms: use case

* Two concentrations must be selected among the following : Business and Enterprise Content Management, Cultural and Heritage management, Financial Records Management or Health Management.

Year 2

Semester 1

MODULES	COURSES
Fundamental Courses	Archives System Business System Analysis Archives Organization and Description Advanced Archives Organization & Description Digital Preservation Preservation of Archival Materials
Academic Courses	Records, Archives and the Law
Professional Courses	Records Management in Business & Administrative contexts*

Semester 2

MODULES	COURSES
Fundamental Courses	Archival Appraisal and Acquisition Archival Access and Dissemination Big Data Processing and Valuation Non-textual and Audiovisual Records
Capstone Courses	Management of Information Organizations
Professional Course	Internship in the UAE or in a foreign country (for non-professional students) Dissertation (for professionals)

*Two concentrations have to be selected among the following: Management of Personal Records, Management of Legal and Defense Records, or Management of Records during Mergers, Acquisitions, divestures and Closures

Assessment & graduation **requirements**

Throughout the academic year, in-class assessments are administered to evaluate students on various components, including individual assignments, presentations, reports, and examinations. Attendance of all scheduled classes is mandatory, and it is essential for students to arrive punctually and adhere to university regulations consistently.

Career **prospects**

There are employment prospects within the private and public sectors. A significant number of vacancies are anticipated to arise in the coming years for positions such as archivists (to deal with both analogue and digital records), digital asset managers, database librarians, records managers, and metadata specialists in government institutions. Additionally, opportunities are available across a diverse array of settings, including cultural institutions, international corporations, and non-governmental organizations (NGOs).

"Amidst the rapid waves of digital transformation, managing information, records and data is not just preservation; it's the foundation of accountability and trust in our society."

Dr. Proscovia Svärd, Head of the Program

Admission prospects

Admission to our master's programs is selective and competitive and each applicant is considered considered on his/her own merit.
Our admissions process ensures that every course has an ideal mix of people with talent, impressive interpersonal skills and a positive attitude.

General entry requirements

- Bachelor in a relevant field with a CGPA of 3 out of 4 or equivalent.
Candidates with a GPA between 2.5 and 2.99 (or equivalent scores as per the equivalency table) may be conditionally admitted under probation during the first semester. The student will be allowed to continue in the program only if they secure an average of at least 12 out of 20 which is obtained by the end of the first semester. The decision is based on academic performance and will be made official after the completion of the first semester
- or Bachelor with minimum of 2nd class honours
- or Bachelor with an average of 12 out of 20
- Bachelor students with a GPA below 3 may be admitted based on their professional and/or personal experience, in case they are granted a VAPP by SU's or UP's VAPP commission IELTS certificate with minimum overall band
- of 6.0 with a validity of 2 years or TOEFL certificate with minimum score of 79 (or equivalent) with a validity of 2 years, or Native English speaker who completed 3 full years in an English-medium institution within a maximum period of 3 years or equivalent Shortlisted candidates will be asked to attend an interview to assess the candidate's motivation, career expectations and relevant professional experience in the degree area. Applicants who earned their undergraduate degrees from universities outside the UAE must present a Certificate of Equivalency for their graduation certificates from the

UAE Ministry of Higher Education and Scientific Research. Applicants, who are holders of undergraduate degrees issued by a licensed higher education institution in the UAE, are required to submit a copy of their degrees attested by the UAE Ministry of Higher Education and Scientific Research. For details on requirements, kindly visit the Ministry's website: Ministry of Education. Sorbonne University Abu Dhabi is committed to considering applications from all students regardless of their country of origin, income, gender, religion or physical condition. For details on requirements, kindly visit the Ministry's website:
https://www.mohesr.gov.ae/ar/Pages/home.aspx

Tuition Fees

AED 166,400 (approximately US$ 45,344)

Scholarships are available for this programme* :

- Avail up to 100% Scholarship!*
Scan the QR Code or Click the Link Below to learn more

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

Why Sorbonne University Abu Dhabi ?

The importance of knowledge and language in shaping progressive societies cannot be overstated, especially in today's fast-paced and globalized economies. The French education system, renowned for its emphasis on rigorous critical thinking and debate, plays a vital role in cultivating the next generation of pioneers and leaders.

Sorbonne University Abu Dhabi stands out as a prestigious institution that fosters a multicultural environment, bridging civilizations and promoting values such as tolerance, curiosity, harmony, and cultural awareness. These qualities are essential in preparing students for the demands of the modern economy.

Students at Sorbonne University Abu Dhabi benefit from access to internationally acclaimed faculty and world-class facilities, ensuring a comprehensive educational experience. The degrees awarded by Sorbonne University in Paris, which are officially accredited by the UAE Commission for Academic Accreditation, equip graduates with the credentials and skills necessary for successful careers in a global context.

Sorbonne University Abu Dhabi not only provides a high-quality education but also nurtures the qualities that are crucial for thriving in an interconnected world.

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