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.

For more information, please contact:

Tel: +971 (0) 2 656 9330/555
Email: cec@sorbonne.ae
PO Box 38044, Abu Dhabi, United Arab Emirates

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sorbonne.ae

CONTINUING &
EXECUTIVE EDUCATION
DEPARTMENT

الأرشيف الوطني
NATIONAL ARCHIVES

وزارة شؤون الرئاسة
Ministry of Presidential Affairs

SORBONNE
UNIVERSITY
ABU DHABI

Professional Certificate in Archives and Records Management

Professional Certificate

International experts and professionals in archives and records management will deliver courses in Arabic. This programme will incorporate a mix of theoretical principles and practical exercises for a well-rounded learning experience.

The Professional Certificate in Archives and Records Management combines six modules of intensive courses to develop professional expertise in areas as diverse as legislation, conservation and preservation, management, classification, strategies, policies and procedures related to the archival field.

The certificate is offered under the supervision of the Continuing & Executive Education Department, in partnership with the National Archives in Abu Dhabi.

Module 1

General introduction about archival terminology (28 hrs)

- Evolution of documentation and archiving (history, theories, schools, international archival organisations)
- Archival terminology (terminology of document management, archiving, and electronic archiving)
- UAE institutions (administrative organisations of the UAE, federal and local entities, private companies, government-owned companies, non-governmental institutions and organisations)

Module 2

Archival legislation and archiving standards (28 hrs)

- Archival legislation (international laws, UAE archival laws and regulations, federal law for National Archives in the UAE)
- Archiving standards (defining the concept and importance of global standards)

Module 3

Managing current and semi-current archives (28 hrs)

- Life cycle of documents
- Records management and archival policies and procedures
- Records management and archiving technical tools (classification plan, retention schedule)

Module 4

Scientific processing of archives (28 hrs)

- Indexing and classification of documents and archives
- Archival appraisal and evaluation
- Search tools and research services

Module 5

Archival and conservation buildings (28 hrs)

- Archival conservation and preservation standards
- Specifications of an archive building
- Facilities of an archive building
- Storage requirements for different media

Module 6

Electronic archives management (28 hrs)

- Electronic records management and e-archiving strategies, policies and procedures
- EDRMS and e-archiving systems
- Storage of e-archives
- Micrographic technology
- Documents and archives digitisation

Admission requirements

To be eligible for this certificate, applicants must successfully complete 6 weeks of training. Grading is based on regular assessment through tasks, projects and reports.

Programme outcomes

The programme aims to deliver:

- Professional education in the theory and practice of record management and archives
- In-depth knowledge of records and archives management, and the ability to apply this knowledge in a range of sectors
- Comprehensive training in the creation and management of current and semi-current records
- Awareness of the legal and ethical issues relating to archives and records management
- Skills in managing and preserving records
- Knowledge of the related standards and the ability to apply them in the field

Fees

AED 15,000
(Approximately USD 4,085)

A scholarship is not applicable for this programme.