

# 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, delivered by Sorbonne University, has been submitted to the UAE Commission for Academic Accreditation ([www.caa.ae](http://www.caa.ae)).

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November 2019

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**SORBONNE  
UNIVERSITY  
ABU DHABI**

## Bachelor in Records Management and Archival Science



Bachelor Programmes

# The Bachelor in Records Management and Archival Science, is a three-year professional programme taught in English and has been designed in collaboration with the National 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 Archives.

The programme faculty are all internationally renowned professors and professionals whose teaching methodology goes beyond the traditional forms of teaching to ensure a balanced and well-rounded learning experience. The curriculum follows the European ECTS system and the degree is delivered 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.



## Admission requirements

To be eligible for this Bachelor's degree, students must have the following:

- General School Certificate (Thanawiya) with a minimum 75% average (or equivalent)
- Command of English: minimum of 5.0 in IELTS or, minimum of 61 in iBT TOEFL or, minimum of 1100 English score in EmSAT
- Arabic level equivalent to A or B level of grade 12 Arabic classes

To be awarded a Bachelor's degree in Records Management and Archival Science, students must successfully complete three years of study, with the equivalent of 60 credits per year (European ECTS System). The grading is based on regular assessments, applied works and final examinations at the end of every semester.

### Professional students

The programme curriculum has been designed for working professionals who already work in a private or public company. Courses will start at 3:00pm to help these students combine their professional work with their studies.

## 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.

Students will be able to apply the skills of the archivist and records manager, including professional and social responsibilities for serving diverse groups, in a variety of working environments. For full-time students that are not currently working, the final internship will provide an opportunity to find work easily.

This degree provides graduates with several options to pursue further academic studies at Sorbonne Abu Dhabi and other overseas institutions, including the Master in Records Management and Archival Science (to be offered at Sorbonne University Abu Dhabi from 2020).

### First Year

#### Fundamental archival courses

- Introduction to archival science and information science
- UAE institutions: public and private entities
- Diplomats
- 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

### Tuition Fees

(including admin. fees - over 3 years)

**AED 215,100** (approximately US\$ 58,615)

### Scholarship options:

- Emirati citizens receive the H.H. Sheikh Mohamed bin Zayed Al Nahyan scholarship grant covering tuition fees for the programme and a foundation year (if any).
- Other students may apply for the Academic Excellence Scholarship, that can cover up to 75% of the tuition fees.