

# Why Sorbonne University Abu Dhabi?

In today's world, it has become a necessity to broaden possibilities, improve capacities and develop leadership skills. The Department of Continuing & Executive Education at Sorbonne University Abu Dhabi offers specialised programmes that are designed for individuals and entities to enhance professional development and career growth. These programmes are tailored to the current market needs and can be also developed upon the request of private and public entities.

All programmes are prepared in collaboration with the academic teams of the Sorbonne University in Paris in order to meet the standards of excellence offered by Sorbonne University Abu Dhabi.

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CONTINUING &  
EXECUTIVE EDUCATION  
DEPARTMENT



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 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 4

Scientific processing of archives (28 hrs)

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

## 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.