

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

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

Tuition Fees

AED 30,000 (approximately US\$ 8,170)

Discounts are available for this programme*:

- 20% alumni discount
- 5%-15% corporate offer

*Conditions apply

Visit our website for more information.