Foundation Year in

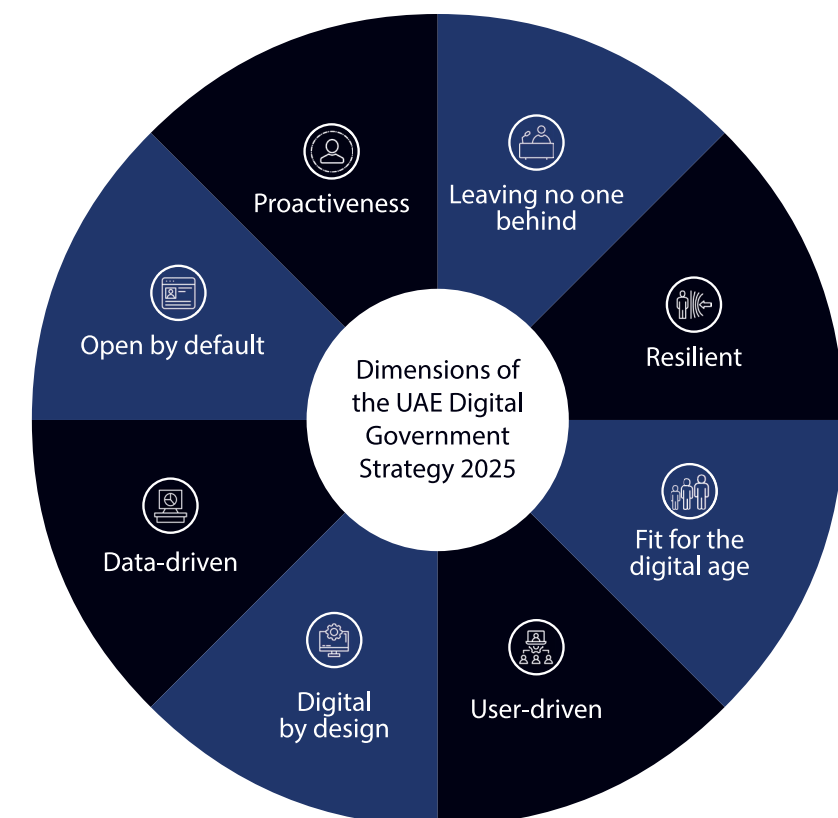# IN RECORDS MANAGEMENT & ARCHIVAL SCIENCE

2025

overview

The Foundation Year in Records Management & Archival Science, taught in English, is designed to equip students with all academic and linguistic skills required to succeed at the university level, and to be successful in our bachelor programme related to this field.

Understanding the critical role of records management and archival science in the digital era is vital to achieving the UAE's national ambitions such as Zero Bureaucracy, the Digital Transformation, the UAE National Strategy for AI 2031 and the UAE Vision 2030. As the country advances towards digital transformation where data has become a strategic resource, the Foundation Year programme equips students with data and information management skills that enable them to contribute to the country's aspirations. This discipline also enhances government transparency, preservation of cultural heritage, and evidence-based decision-making. Therefore, the programme introduces students to the strategic importance of archival science in today's information driven society, enabling them to enroll in a unique major in the region.

During the foundation year, three high priority targets are aimed :

• Students will enhance their linguistic command in English and in Arabic through intensive and interactive Courses.

• They will gain critical thinking, problem solving and academic skills through methodology courses.

• Students will also learn the basics of records management and archival science through introductory courses that explore the current Digital Revolution, one of today's most widely debated topics in politics, economics, business and heritage!

Introduction to the new disruptive technologies such as Artificial Intelligence, Blockchain, Big Data, Datamining and Cyberdata will be introduced through workshops with professionals, academic courses online modules and on-site visits in private and public UAE entities. Computer courses will also be a key component of this foundation year to equip students with an understanding of appropriate electronic management tools . Analysing the current problems and challenges in record keeping and archive administration will be a good introduction to the Bachelor in Records Management and Archival Science.

Dimensions of the UAE Digital Government Strategy 2025

- Proactiveness
- Leaving no one behind
- Resilient
- Fit for the digital age
- User-driven
- Digital by design
- Data-driven
- Open by default

Career
prospects

The Foundation Year in Records Management and Archival Science provides students with the opportunity to study the Bachelor in Records Management at Sorbonne University Abu Dhabi. The sound knowledge acquired in languages and the methodology developed during the Foundation Year will ensure students are eligible to apply to the Bachelor in Records Management & Archival Science, and will prepare them to be successful at the university level.

Admission
requirements

Admission to this programme is competitive. The minimum criteria for applying to the foundation year include the following :

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- Ministry of Education curriculum:
  General stream/Art stream: minimum average of 80%.
  Advanced stream/Elite stream/Science stream: minimum average of 75%.
  Or other high school systems: high school certificate equivalent to the UAE Ministry of Education high school with minimum average of 80% or equivalent .
- Languages requirements
  Ministry of Education curriculum:
  Minimum score of 80% in English subject in High school
  For curriculums studied in English Language: No English requirement needed
  For other curriculums:
  Valid academic IELTS certificate with minimum overall band of 5.5 with a validity of 2 years or TOEFL score of 530, IBT TOEFL certificate with minimum score of 71, CBT TOEFL of 197 with a validity of 2 years or equivalent (can be applicable for national curriculum)
- A minimum average of 75% in the Arabic subject in high school (or equivalent) is required.
  Only applicants holding a French baccalaureate with minimum average of 12 out of 20 might be eligible for direct admission into the first year of the Bachelor in Records Management and Archival Science subject to have all other entry requirements.

Other Countries Education's Systems
Conditions apply on other foreign curriculums according to the admission's policy set by Sorbonne University Abu Dhabi. Please contact the Student Recruitment office by email: **admissions@sorbonne.ae** for more details.
Sorbonne University Abu Dhabi is committed to considering applications from all students regardless of their country of origin, income, gender, religion or physical condition.

Tuition Fees
(Including admin. fees)
AED 71,700 (approximately US$ 19,538)
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).
- For non-Emirati students, academic excellence scholarships are offered, covering up to 75% of the tuition fee.

Visit our website for more information.

Conditions apply

Why Sorbonne University Abu Dhabi ?

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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 University 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 recognised degrees, which places them firmly on the right path in preparation for a successful career.

**SORBONNE
UNIVERSITY
ABU DHABI**

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