



**SORBONNE
UNIVERSITY
ABU DHABI**



Records Management & Archival Studies

Master Programme - M1
(Course Catalogue)

Academic year 2021-2022

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Partnerships and memberships

The History Department at the Sorbonne University Abu Dhabi, in collaboration with the National Archives in Abu Dhabi and French institutions as well – (Ecole Nationale des Chartes, Archives Nationales de France, Archives diplomatiques du Ministère des Affaires étrangères, Professional Masters such as MECADOC) – designed this academic programme to meet with the market needs to train prospective professionals in the records management and digital archiving fields. The programme learning outcomes abides by the QFE expectations and has also been designed according to the academic and professional needs for this kind of degree.



Sorbonne University in Paris

- Sorbonne University is the main inheritor of the old Sorbonne, which dates back to the 13th century. It was one of the first universities in the world.
- The largest institution in France dedicated to the study of literature, languages, civilisations, arts, humanities and social sciences is located on the original medieval foundations, and now extends to the Latin Quarter and to other areas in Paris.
- Shanghai World University Rankings 2021 Sorbonne University: no 35 in the world; no 2 in France



The National Archives in Abu Dhabi

- In just over forty years, the National Archives has achieved a pioneer status as the first of its kind in the Middle East and the sixth in the world, due to its adoption of the latest technologies available to accomplish its mission. It is one of the oldest cultural institutions in the United Arab Emirates and the largest documentation organization in the Arabian Gulf region.
- In addition to its role in documentation and archiving, the National Archives provides intellectuals with a variety of publications that explore both authentic cultural and contemporary issues in history and heritage.
- The National Archives collects valuable historical material relating to the United Arab Emirates in particular and the Arabian Gulf states in general. It also documents, indexes and translates the material collected, that it uses to publish specialised historical research. Moreover, it hosts and organizes local, regional and international conferences and symposiums, in addition to holding related exhibitions both locally and abroad.



Sorbonne University is a membership of the ICA

- The ICA believes that effective records and archives management is an essential precondition for good governance, the rule of law, administrative transparency, the preservation of mankind's collective memory, and access to information by citizens.
- The International Council on Archives (ICA) is dedicated to the effective management of records and the preservation, care and use of the world's archival heritage through its representation of records and archive professionals across the globe.

Academic calendar 2021-2022

September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	01	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	01	02
03	04	05	06	07	08	09

1 Sep Masters Orientation
[Click here](#) for first day of classes information

October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	01	02
03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	01	02	03	04	05	06

21 Oct Prophet's Birthday
[Click here](#) for first day of classes information

November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	01	02	03	04	05	06
07	08	09	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	01	02	03	04
05	06	07	08	09	10	11

December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	01	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	01
02	03	04	05	06	07	08

1 Dec Commemoration Day
2 - 3 Dec UAE National Day
9 Dec End of classes
12 Dec - 1 Jan Winter Break

January 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	01
02	03	04	05	06	07	08
09	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	01	02	03	04	05

2 - 15 Jan Exams Semester 1
 Note: please check your schedule with your academic programmes coordinator

February 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	01	02	03	04	05
06	07	08	09	10	11	12

March 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	01	02
03	04	05	06	07	08	09

27 Mar - 9 Apr Spring Break

April 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	01	02
03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
01	02	03	04	05	06	07

2 Apr Start of the Holy Month of Ramadan
17 Apr Easter Day
28 Apr End of classes
30 Apr - 4 May Eid Al Fitr

May 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
01	02	03	04	05	06	07
08	09	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	01	02	03	04
05	06	07	08	09	10	11

15 - 28 May Exams - Semester 2

June 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	01	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	01	02
03	04	05	06	07	08	09

19 - 30 June Catch-up exams

End of Academic Year 2021 - 2022
29 September 2022

Programme overview

The Master in Records Management and Archival Studies has been designed in collaboration with the National Archives in the UAE to equip students with the best skills in this strategic field.:

This elite programme is designed for students and professionals who want to improve their competencies in records management and digital archiving. This expertise is crucial today for all private and public entities. UAE society has changed tremendously in the last decades with the digital revolution. Document management is needed to ensure full control over all institutional data and information in order to allow 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.

The curriculum is delivered by permanent staff and visiting professors coming from the Sorbonne University in France, and from the top institutions in this field, worldwide. Our faculty has achieved worldwide acclaim and imparts a thorough knowledge of records management and archival studies through theoretical courses, case studies, lectures and workshops.

The degree is delivered by Sorbonne University in Paris. Its complete title is: Master in the field of Human and Social Sciences; Area: History; Specialty: Records Management and Archival Studies. In the French academic system, this specialization 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.

Masters' thesis

Master's thesis develops students' skills for understanding the role of research in records management and archival science, understanding the research process and an overview of issues related to research design, developing a research proposal for either a basic or applied research project, analysing and formulating research questions, analysing and interpreting research data in appropriate ways and critically reviewing previous research works.

Internship

SUAD has integrated a mandatory internship in the second year. The internship will encourage critical thinking and improve students' reasoning abilities by blending academic theory with real life work experience. Students will benefit from a greater depth of experience working in a professional environment. Students will spend 8 weeks at a public or private company to meet professionals and build their network. The internship also provides an excellent opportunity to gain insights and improve access to various career opportunities in the region and beyond. Students will discover that this collaborative learning process can lead to enduring professional relationships, which will open doors and forge new career paths.

Permanent academic & administrative staff

Salma Ibrahim - Bachelor in Records Management and Archival Science Coordinator

Salma.Ibrahim@sorbonne.ae

Dr Yann Rodier - Head of History Department in charge of the Records Management and Archival Science programmes

yann.rodier@sorbonne.ae

Dr Yann Rodier is head of the History department at the Sorbonne University Abu Dhabi (SUAD) and Assistant Professor. He is currently in charge of the academic and professional programmes related to records management and archival science at SUAD. He also developed research academic projects in this field such as the international conference dedicated to the Digital Humanities in the Arab World at SUAD in October 2019, in cooperation with the CEDEJ (Cairo). He defended a PhD in early Modern History published in January 2020 under the following title: *Les raisons de la haine. Histoire d'une passion dans la France du premier XVIIe siècle (1610-1659)*. This research attempted to study the scientific history of passions, the history of emotions – especially xenophobia – and the history of prejudices and stereotypes. His perspective on research has been broadened by studying the Gipsy minorities in Europe. Another current research in the UAE is focused on the French diplomacy in the Gulf (Persia, Sultanate of Oman, Yemen) in the 17-18th c."

Dr Forget Chaterera-Zambuko - Assistant Professor in Records Management & Archival Science – Referee for the L3 internships and for the Master in Records Management and Archival Studies programme

forget.zambuko@sorbonne.ae

Dr Forget Chaterera-Zambuko is a Doctor of Literature and Philosophy in Information Science. She holds a Master in Information Science, Masters in Museum Studies, Bachelor Honours Degree in Archaeology and a Postgraduate Diploma in Tertiary Education. She is currently a Lecturer in the Department of Records and Archives Management at the National University of Science and Technology (NUST) in Zimbabwe, an affiliated Research Fellow in the Department of Information Science at the University of South Africa (UNISA) and a Postdoctoral Fellow in the History Department at Sorbonne University in Abu Dhabi. She is a rated researcher in the Y category by the National Research Foundation of South Africa. Forget Chaterera-Zambuko serves in the International Council on Archives' (ICA) New Professional Programme (2019 – 2020 cohort). She was Zimbabwe's lead researcher for the InterPARES Project Africa Team Phase four. Her research interests include access and use of documentary heritage, displaced archives, archival diplomatics, blockchain and other emerging technologies. She is a prolific researcher who has published journal articles, book chapters and presented her research findings in local, regional and international conferences, seminars and workshops.

Dr Victor Kabata - Postdoc in Records Management & Archival Science – Referee for the Foundation Year Programme

victor.kabata@sorbonne.ae

Dr Victor Kabata is a holder of Doctor of Philosophy in Information Studies, a Masters in Records Management and Archives Administration and a Bachelor of Science Degree in Information Science. He is currently a Principal Archivist at Kenya National Archives, a lecturer at the Department of Education at the University of Embu, Kenya and a Postdoctoral Fellow in the History Department at Sorbonne University, Abu Dhabi. Victor is a prolific researcher who has contributed to the academic discourse of information science through academic publications and conference presentations. His research interests are records management, information for development, freedom of information, cloud computing, data protection among others.

Permanent academic & administrative staff

Dr Mehluli Masuku - Postdoc in Records Management & Archival Science

mehluli.masuku@sorbonne.ae

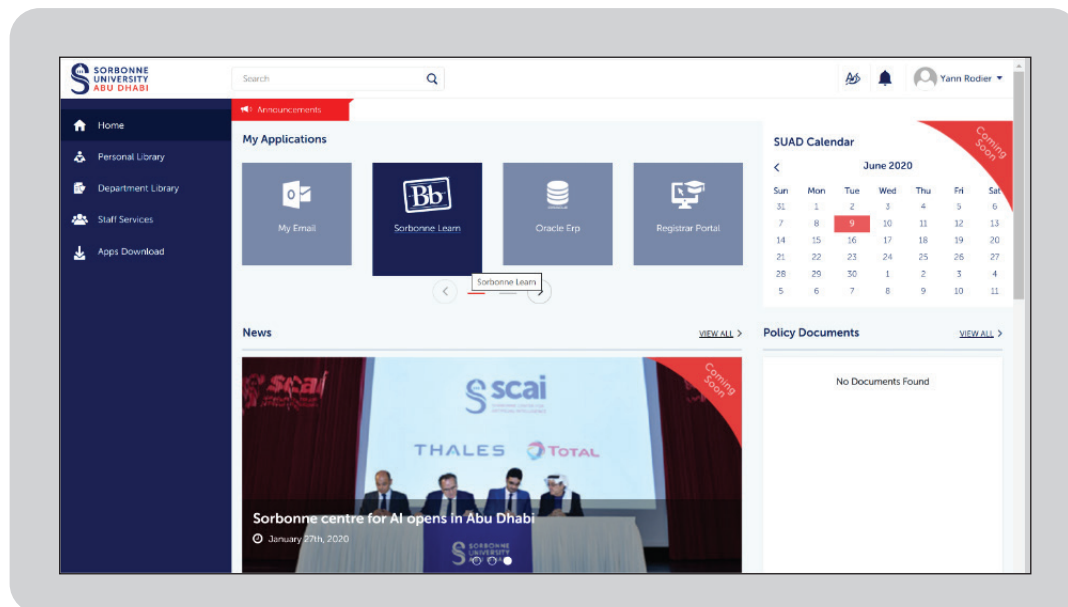
Dr Mehluli Masuku is a postdoc student in the programme of Records Management and Archival Science in the Department of History at Sorbonne University Abu Dhabi and a Lecturer in the Department of Records and Archives Management at the National University of Science and Technology, Zimbabwe. He holds a PhD in Information Science from the University of South Africa. He has over twelve years of academic experience in a university setting where he started off as a Teaching Assistant and Staff Development Fellow in the Department of Records and Archives Management at the National University of Science and Technology through to 2014 when he was appointed a Full Time Lecturer in the same Department and University. Mehluli has thirteen articles in internationally recognised peer reviewed journals, two book chapters and one conference proceedings. Between 2013 and 2017, Mehluli served as a member of the Team Africa Research Group in the International Research on Permanent Authentic Records in Electronic Systems (InterPARES) 4 Project that was coordinated from South Africa, South Africa and the University of British Columbia, Canada. Since 2014, he has been involved in the supervision of undergraduate and masters' dissertations in the Department of Records and Archives Management at NUST as well a range of other activities such as curriculum development and review, coordination of masters research projects, work-related learning as well as career guidance. His research interests include, but not limited to health records and information management, research methodologies and training and professional issues in records management and archival science. As part of academic citizenship, Mehluli serves as a reviewer for various records and archives management journals and publishers, including Information Development, ESARBICA journal, IGI Global, SASA Journal, MOUSAION South African Journal of Information Studies as well as SAJCIS. He is also a member of the current ESARBICA Journal Editorial Committee and serves as an external examiner at the University of South Africa. Owing to his interests and expertise in health records management, Mehluli has also offered some academic and expert opinions about the retention and disposal of medical records to the National Archives of Zimbabwe.

Community services

E-Space and Blackboard

From the e-space on the SUAD website, you will have access to your **student e-mail**, the **Sorbonne learn** (Blackboard) and the **Registrar Portal**.

<http://space.sorbonne.ae>



Blackboard: This educational platform is a key tool for each course in order to download all the course material assigned by the professors (documents, powerpoints, video links and so on). You will also have access to a shared forum titled **RM and Archival Science Students Community**. You will find useful and practical information shared by the professors, ISO resources and e-documents and you can communicate with the professors on assignment through this e-space.

Registrar Portal: Through this portal, you will get all the information related to your academic schedule and to your grades.

Library Resources

As a premier resource centre the Library at SUAD provides access to over 100,000 books, 150 printed journals, 150,000 e-books and 32 electronic databases that enable the University to fulfil its mission of teaching, learning, research and the advancement of knowledge. Please, if you need to look for a specific book, click on the link below to have access to the catalogue, list of journals, databases and open access resources:

<https://www.sorbonne.ae/library/>

Programme structure

General Structure

The degree in Records Management and Archival Studies is taught in English and covers a total of four semesters across two years. At the end of this degree, you will have a total of 120 credits ECTS. The exclusively designed course schedule includes evening classes in consideration of students who intend to combine their studies with work.

The two-year programme is open to candidates holding a bachelor degree (BA or BSc) and to professionals working in the field of Records Management.

Regarding the **Records Management in Business & Administrative** contexts course:

- One concentration has to be selected among the following: Business and Enterprise Content Management, Cultural and Heritage management, Financial Records Management or Health Management. (1st semester)
- One concentration has to be selected among the following: Management of Personal Records, Management of Legal and Defense Records, or Management of Records during Mergers, Acquisitions, divestures and Closures (3rd semester)

Semestrial programmes

1st academic year

1 st semester			
UE	Course name	Dates	ECTS
UE1	Archival Diplomatics Prof Dr Luciana Duranti	25 September-7 October	5
	Records Management Dr Forget Chaterera	9-20 October	5
UE2	The Juridical Administrative UAE system in the Age of Digital Transormation Haykkel Hajjaji	24-28 October	3
	Information Technology and Archives Dr James Lowry	21-25 November & 5-9 December	5
UE3	Records Management in Business & Administrative contexts <ul style="list-style-type: none"> • Health Records Management - Dr Mehluli Masuku • Business and Enterprise Content Management - Dr Victor Kabata 	30 October -11 November	5
UE4	Academic and Administrative writing	Elective course	2

2 nd semester			
UE	Course name	Dates	ECTS
UE1	Information governance Prof Dr Basma Makhlouf	5-17 March	5
	Digital Recordkeeping Alain Dubois	29 January -10 February	5
UE2	Database design Adel Yazid	12-24 February	5
	IT Security and Risk Management Prof Dr Hrvoje Stancic	15-27 January	5
UE3	Research and Scholarship Dr Forget Chaterera	9-21 April	5
UE4	Information Governance policy analysis Dr Victor Kabata	23-28 April & 7-12 May	5
UE5	French courses, from beginner to advanced level	Elective Course	0
	Professional Arabic for archival terminology	Remedial Course	0

	Fundamental Courses
	Academic Courses
	Professional Skills Course
	General knowledge course

Syllabi courses

Master 1 Semester 1 2021-2022

Course code and title	UE1 – MiRAS 101 – Archival Diplomatics
Permanent Staff	Prof Dr Luciana Duranti, Full Professor, British Columbia University (Vancouver)
Dates	25 September-7 October, from 4:30pm
Course description	This course will introduce archival science and discuss its key theoretical concepts. It will present the concepts of data, information, document, record, and archives, and compare the views of foundational archival writers who have shaped the approach to records and archival management well beyond their own countries, Jenkinson and Schellenberg. It will then explain the discipline of diplomatics, its theory, method and applicability to both traditional and digital records. It will show how diplomatics is at its core the theory that guides records management. Thus, the course will analyse in depth the diplomatic concept of record, as well as the theory of record trustworthiness – including the concepts of reliability, accuracy and authenticity – and its relationship to the status, methods, and forms of transmission of records. It will discuss the concepts of juridical system, fact and act, and the function of records in relation to them. This will include an examination of how persons concur to the creation of records and of the effects they have on the records' nature. This course will finally examine the procedure of formation of records and the characteristics they derive from it, that is, the extrinsic and intrinsic elements of records. This is a theoretical course, the foundation of the entire program, in that it will teach both the basic concepts and the terminology that will be used throughout the program. Thus, it will consist of lectures explaining the concepts, followed by discussion and demonstrations, using sample documents.
Course learning outcomes	Upon completion of this course, students will demonstrate their ability to: <ul style="list-style-type: none"> • CLO1 Explain the concept and characteristics of archives • CLO2 Identify records among different types of information • CLO3 Use correctly the international records and archives management terminology; • CLO4 Discuss the nature, function, use, and value of documentary evidence of actions and transactions; and • CLO5 Analyze records on the basis of their form, formation, and consequences.
Continuous assessment (50%)	1. In class Quizzes 2. In class documentary Analysis 3. In class Final Exam
Final assessment (50%)	Essay questions (3hrs)

Syllabi courses

Master 1 Semester 1 2021-2022

Course code and title	UE1 – MiRAS 102 – Records Management
Permanent Staff	Dr Forget Chaterera, SUAD, Assistant Professor
Dates	9-20 October, from 4:30pm
Course description	<p>Records Management is a course designed for professionals and practitioners who seek to acquire fundamental skills and knowledge in the field of records management. The course is intended to help students with direct and indirect responsibilities and oversight in records management to build critical and internationally accepted skills in the profession. The course will expose students to recent knowledge in records management as well as consider the opportunities and challenges brought by electronic information technologies. The course covers all the essential skills and concepts for managing records and information in accordance with international standards such as ISO15489. Focus will be on fundamental skills required to effectively deploy and maximise the benefit of records management as well as manage the information security and outcomes so as to improve organisational productivity and service delivery. The course is designed to stretch the thinking of those who are keen to improve their knowledge in records and archives management. Key topics to be covered include aspects of records management, the records life cycle and continuum principles, how to conduct records appraisal and information inspection surveys, creation of records management business tools such as retention and disposal schedules, records management policies, procedures and standards, creation of a records management and information security plan of action. Overall, this course enables students to master the tools and methods necessary for the implementation of records management systems in the organizations and students will be made aware of the multidisciplinary aspect of the records management profession. The course content will be delivered through oral presentations, group discussions, quizzes and use case analysis.</p>
Course learning outcomes	<p>Upon completion of this course, students will demonstrate their ability to:</p> <ol style="list-style-type: none"> 1. Differentiate the theoretical foundations on which the Records management are based and the ability to define them. 2. Analyse the principles and rules that govern the management of records 3. Distinguish the evolution of methods and technologies used to create, store, organize, and preserve records. 4. Examine how recordkeeping practices differ from and relate to other information management practices. 5. Assess the ability to apply the records management system in a sound manner. 6. Evaluate legal, policy, ethical issues surrounding records administration and current issues in the records management professions
Continuous assessment (50%)	<ol style="list-style-type: none"> 1. Close book test 2. Individual assignment 3. Teamwork presentation
Final assessment (50%)	Final exam

Syllabi courses

Master 1 Semester 1 2021-2022

Course code and title	UE2– MiRAS 103 – The Juridical Administrative UAE system in the Age of Digital Transformation
Professional on Assignment	Haykkel Hajjaji – attorney, Covington & Burling LLP, Dubai
Dates	24-28 October
Course description	<p>The course will cover UAE administration history and evolution, its legal system, as well as fundamentals of administrative law, corporate law and data protection. It will also examine the UAE legal framework in light of the digital transformation currently implemented by the UAE administration. The course will include the participation of experts in the fields of corporate law and comparative jurisprudence. It will be interactive and as much practical as possible. It will not require the use of particular software or tools.</p> <p>It will present:</p> <ul style="list-style-type: none"> • the main features of the Emirati legal system as they affect the establishment, organization and functioning of public and private bodies and influence records creation, maintenance, and preservation • the broad lines of the historical evolution of federal, provincial, and local government in UAE • an overview of the EAU legal system • the private corporate bodies: how they are established, how generally they are subject to laws in the juridical system; important kinds of administrative change that affect the creation, maintenance, and preservation of private bodies' archives; sources for the study of the history of administration of private bodies <ul style="list-style-type: none"> - E-administration and smart government theories; - E-government in UAE on the long run and UAE vision 2021; - Integrated data exchanges between territorial entities, their partners and the State, dematerialization of exchanges within public entities, dematerialization of administrative production, digital administration in companies.
Course learning outcomes	<p>Upon completion of this course, students will demonstrate their ability to:</p> <ul style="list-style-type: none"> • CLO 1: Analyze the UAE administrative and juridical system • CLO 2: Interpret the legislative solutions that have been adopted by the UAE laws and regulations that are relevant to the field of records management • CLO 3: Construct alternative solutions to enhance the current systemic and legislative solutions • CLO 4: Assess the impact of digitalization on the existing UAE laws and regulations • CLO 5: Design e-administration solutions and policies
Continuous assessment (50%)	<ol style="list-style-type: none"> 1. Lectures 2. Oral presentation 3. Teamwork
Final assessment (50%)	Essay questions (2hrs)

Syllabi courses

Master 1 Semester 1 2021-2022

Course code and title	UE2– MiRAS 104 – Information Technology and Archives
Professor on Assignment	Dr James Lowry – Assistant Professor, Queens College, City University of New York
Dates	21-25 November & 5-9 December
Course description	This course covers the concepts and theories related to the use of information technology in managing and preserving records and archives. The course includes a discussion of technology as it is commonly applied to information management processes and workflows, and the course will include study of the historical development of computing and its application in archives, organizational and community information needs, methods for assessing user requirements and the principles of user centered design, an introduction to the standards and systems for managing records and archives, designing workflows and developing system documentation, working with developers and vendors, and creating viable information technology strategies.
Course learning outcomes	Upon completion of this course, students will demonstrate their ability to: <ul style="list-style-type: none"> • CLO 1: Articulate the nature and uses of information technology in relation to archival work • CLO 2: Systematically assess organizational and/or community information needs and issues • CLO 3: Select or develop appropriate technological solutions as part of a broader strategy to address organizational and community information problems or needs • CLO 4: Communicate technical and user-focused needs to system developers or vendors
Continuous assessment (60%)	<ol style="list-style-type: none"> 1. Oral presentation 2. Model assessment 3. Response to case study 4. Call for tenders
Final assessment (40%)	Portfolio of documentation

Syllabi courses

Master 1 Semester 1 2021-2022

Course code and title	UE3 – MiRAS 106 – Records Management in Business & Administrative context – Concentration: - Health Records Management
Permanent Staff	Dr Mehluli Masuku – Postdoc - SUAD
Dates	30 October-11 November
Course description	<p>This applied work covers practical aspects relating to clinical and non-clinical hospital records outlining particular approaches that are required to meet the specific requirements of a record service within a health institution environment. Students will visit a health facility to experience firsthand the concept of health records management and the context within which health records management programmes operate. Further, the applied work will include workshops and conferences that will shed light on filing and classification systems as well as appraisal and storage systems for hospital records. Overall, students will be exposed to the following aspects:</p> <ul style="list-style-type: none"> • The context of health Records Management • Management of Patient Case notes and other hospital records • Appraisal, Storage and Access Issues in a health facility
Course learning outcomes	<p>Upon completion of this applied work, students will demonstrate their ability to:</p> <ul style="list-style-type: none"> • CLO 1: Explain the nature of health records management and the context within which health records management programmes work. • CLO 2: Carry out the procedures involved in the management of patient case notes including discussion of filing and numbering systems, arrangement of records and management of indexes. • CLO 3: Illustrate the principles behind the management of other hospital records, such as X-rays, specimens, patient registers, administrative and policy files, nursing records, pharmacy records and educational records. • CLO 4: Undertake appraisal of hospital records, ensuring adequate storage and providing access.
Continuous assessment (60%)	Field reports
Final assessment (40%)	NA

Syllabi courses

Master 1 Semester 1 2021-2022

Course code and title	UE3– MiRAS 106 – Records Management in Business & Administrative context – Concentration: Business and Enterprise Content Management
Permanent Staff	Dr Victor Kabata – Postdoc - SUAD
Dates	30 October-11 November
Course description	This applied work exposes students to strategies, tools and technologies that facilitate the capture, management, storage, preservation and delivery of information in support of business processes. It will include engaging, impactful and live workshops with participative and challenging exercises covering Enterprise Content Management (ECM) strategy, process and case. Further, the applied work will include field visits to institutions that have implemented electronic document and records management systems, collaborative systems and business process management systems. Overall, students will gain practical skills on using ECM to implement programmes and projects as well as global best practices for ECM.
Course learning outcomes	Upon completion of this applied work, students will demonstrate their ability to: <ul style="list-style-type: none"> • CLO1: Apply the procedures involved in capturing information in the ECM/ EDRM system • CLO2: Design modalities for managing information held in ECM and other collaborative systems • CLO3: Recognise the value of soundly storing frequently changing information with content management systems • CLO4: Appreciate the need to preserve vital information held in content management systems
Continuous assessment (60%)	Field reports
Final assessment (40%)	NA

Syllabi courses

Master 1 Semester 2 2021-2022

Course code and title	UE1 – MiRAS 107 – Information Governance
Permanent Staff	Prof Dr Basma Makhoulf – HES - Head of Master in Information Sciences and Archival Science Coordinator, Geneva
Dates	5-17 March
Course description	<p>The course covers the concepts, principles, methods and tools related to IG. The course will specify the perimeter and main dimensions that should be considered if a public or private entity should engage its effort in reinforcing its capability in better mastering the corporate information assets. The course will explore the challenges and characteristics of IG in different sectors using specific data and information typologies (banking, healthcare, research, governmental, etc.). During the course, students are invited to discuss IG issues, challenges and trends. They will have the opportunity to work collaboratively on preparing an IG Policy likely to meet the information needs in different business sectors. Other relevant tools will be studied practiced such as IG maturity models as well as existent IG software.</p> <p>The course is based on participatory learning. The presence and contribution of students is essential for the dynamics and proper conduct of the courses. The courses will be delivered using theoretical presentations, external academic lectures, professional experience, readings, cases studies, videoconferences, as well as workshops and practical work complemented by coaching sessions.</p>
Course learning outcomes	<p>Upon completion of this course, students will demonstrate their ability to:</p> <ul style="list-style-type: none"> • Evaluate the general overview of the concept of IG; • Examine the main issues, challenges and trends that characterize the governance of different types of data (research, medical, banking, public, industrial, etc.); • Use the main standards and models that regulate IG; • Design an IG policy using practical cases and recent researches; • Study the main approaches and tools developed for IG assessment (maturity models); • Evaluate the principal aspects of security and data protection; • Estimate some of the IG tools and devices (software, guides, etc.).
Continuous assessment (50%)	<ol style="list-style-type: none"> 1. Report 2. Oral presentation 3. Quizz
Final assessment (50%)	Written exam

Syllabi courses

Master 1 Semester 2 2021-2022

Course code and title	UE1 – MiRAS 108 - Digital recordkeeping
Professional on Assignment	Alain Dubois – Lecturer - State Archives of Valais – Haute Ecole de gestion, Geneva, Information Science
Dates	29 January – 10 February
Course description	<p>Sustainable information management, i.e. managing information throughout its life cycle, is currently a challenge for archives around the world. The course therefore offers both theoretical reflections, discussions and case studies to successfully meet this challenge. This course covers the concepts and theories related to provide students with a clear conceptual framework and a sound methodology for analyzing, developing and evaluating digital records system, referring to the main national and international standards, best practices and projects relevant in this area.</p> <p>At the end of the course, students will have the necessary theoretical and practical knowledge to concretely implement a digital recordkeeping system within their organisation and thus manage information in a sustainable way.</p>
Course learning outcomes	<p>Upon completion of this course, students will demonstrate their ability to:</p> <ul style="list-style-type: none"> • CLO 1: Analyse the main theoretical concepts about record-creation, record-making and record-preservation in the context of a digital environment • CLO 2: Use models and methodologies related to the design of records systems • CLO 3: Evaluate and compare digital record-making, recordkeeping and records preservation systems • CLO 4: Define a roadmap for designing and developing a record-making, a recordkeeping and a record preservation system • CLO 5: Analyse and evaluate recent and current standards, research and literature on electronic record management systems (ERMS)
Continuous assessment (50%)	Oral presentations
Final assessment (50%)	Essay on a case study

Syllabi courses

Master 1 Semester 2 2021-2022

Course code and title	UE2 – MiRAS 109 - Database Design
Professional on Assignment	Mohamed Adel YAZID, professional on assignment
Dates	12-24 February
Course description	This course offers an introduction to Databases fundamentals. It aims first, at introducing the essential concepts of databases as big data are becoming part of our daily lives. Then, it will include a set of tools on how to design, build and manipulate different types of data within a Database, going from tables conceptions to defining relations and extracting or printing specific information.
Course learning outcomes	<p>Upon completion of this course, students will demonstrate their ability to:</p> <ul style="list-style-type: none"> • Evaluate the basic features of Microsoft access and the concepts of databases • Design tables, defining fields, data types and modifying table design • Sort and filtering data • Interpret relationships between tables based on specific criteria • Create, selecting and modifying queries and reports • Create and modifying forms and optimizing data
Continuous assessment (50%)	<ol style="list-style-type: none"> 1. Oral presentation 2. Mini Project 1 3. Mini Project 2
Final assessment (50%)	NA

Syllabi courses

**Master 1
Semester 2**
2021-2022

Course code and title	UE2 – MiRAS 110 - IT Security and Risk Management
POA	Pr. Dr Hrvoje Stancic, Full Professor, Zagreb University
Dates	15-27 January
Course description	The goal of the course is to provide students with the tools to effectively collaborate with executives, information security professionals, and risk managers in protecting an organization's records, data, and information. The course examines the implications of information security and risk management for records managers and archivists with an emphasis on digital environments. Beginning with foundational concepts and key terms, the course examines relevant information security legislation, regulations and international standards before considering standard organizational governance and policy documents. These structures in turn inform security risk management, where the course focuses on the development of practical skills associated with risk identification, assessment, and mitigation. Following this, specific areas of information security are investigated: physical security, enterprise architecture, networks, applications, ubiquitous computing, and security operations. Within this context, current technologies and issues are also covered : ransomware ; social networks ; encryption ; biometrics ; blockchain ; and surveillance.
Course learning outcomes	Upon completion of this course, students will demonstrate their ability to: <ol style="list-style-type: none"> 1. Estimate the information security space for new and ongoing issues relevant to records and archives 2. Assess organizational security risks and mitigations for records, information, and data, focusing on physical security, enterprise architecture, networks, applications, ubiquitous computing, and security operations 3. Contribute to information security governance and policy documents at the organizational level 4. Support compliance with information security operations through collaborative projects and initiatives
Continuous assessment (50%)	<ol style="list-style-type: none"> 1. Project outline 2. Project presentation 3. Project report
Final assessment (50%)	Essay

Syllabi courses

Master 1 Semester 2 2021-2022

Course code and title	UE3 – MiRAS 111 - Research and Scholarship
Permanent Staff	Dr Forget Chaterera – Assistant Professor, SUAD
Dates	9-21 April
Course description	<p>Research and Scholarship is a course that seeks to provide students with a broad appreciation of the research methods used in the field of records management and archival studies. The course focuses on the fundamentals of quantitative and qualitative social science and applied research. Students will learn how to identify problems to study, develop hypotheses and research questions, specify independent and dependent variables, check for the validity and reliability of studies and design research projects. The course will expose students to the broad range of research designs and strategies used in records management and archival studies. Different research techniques will be discussed. These include surveys, content analysis, focus groups, in-depth interviewing, observations and experiential analysis. This course recognizes that research is carried out in many different ways and contexts and is essential to moving the discipline and profession(s) forward. With the idea that every archivist and/or archival scholar should know how to think about, conduct and assess research in order to make good decisions, and develop new ideas and practices, this course aims to empower students to think and act with a research mindset. The course also recognizes that all research (like archives) is contextual. Research questions arise and research is conducted in particular contexts (institutional, cultural, social, personal, etc.). Contextual factors influence: the identification of research problems; the participation and behaviour of people (researchers and researched); systemic and structural constraints and opportunities; bias/perspective of researchers and researched; institutional expectations, etc. This course will prepare students to approach research in a self-reflexive and context-aware manner and will emphasize the ethical dimensions of all stages of the research process.</p>
Course learning outcomes	<p>Upon completion of this course, students will demonstrate their ability to:</p> <p>Upon completion of this course, students will demonstrate their ability to:</p> <ul style="list-style-type: none"> • CLO 1: Describe and compare the major quantitative and qualitative research methods used in the records management and archival studies research • CLO 2: Discuss the roles that research plays in records management professions • CLO 3: Understand the importance of research ethics and integrate research ethics into the research process. • CLO 4: Prepare a detailed research plan including problem identification and selection, research questions/hypotheses, literature review, methodological design, data collection and analysis techniques • CLO 5: Assess and critique a published journal article that uses one of the primary research methods in records management and archival studies.
Continuous assessment (50%)	<ol style="list-style-type: none"> 1. Written assignment 2. Written critic of a sample article 3. Questionnaire
Final assessment (50%)	Essay

Syllabi courses

Master 1
Semester 2
2021-2022

Course code and title	UE4 – MiRAS 112 - Information Governance and Policy Analysis – Case Studies
Permanent Staff	Dr Victor Kabata – Postdoc - SUAD
Dates	23-28 April & 7-12 May
Course description	This unit comprises of a series of case studies that seek to provide students with practical experience on various aspects relating to information Governance. As such, the case studies play a complementary role to the understanding of the theoretical aspects covered in the Information Governance Policy analysis course. Through a series of workshops, the unit exposes students to case studies on the rationale for data governance in an organisation and the components of an information governance toolkit. Further, through practical examples, students are enlightened on the on the measures to follow when implementing information Governance in cloud environment. Lastly, students are presented with a use case articulating the importance and procedure of undertaking an information Governance audit.
Course learning outcomes	<p>Upon completion of this course, students will demonstrate their ability to:</p> <ul style="list-style-type: none"> • CLO 1: Apply information Governance protocols to secure information assets in an organization. • CLO 2: Design the various components that make up an Information Governance Toolkit. • CLO 3: Implement the various information governance protocols aimed at mitigating the risks that information stored in the cloud is exposed to. • CLO 4: Develop the procedure to be followed in undertaking an information Governance Audit.
Continuous assessment (50%)	Workshop reports
Final assessment (50%)	NA

Professional Arabic for archival terminology

Course code and title	UE5 – MiRAS 515 – Optional Academic Course Remedial course. This course is mandatory for the students who do not have a Bachelor in Records Management (BRMAS) or did not attend the professional training in Records Management (ARM)
Permanent Staff	Dr Rabii Banouri
Dates	20-24 March 2022
Course description	<p>This course is focused on archival terminology in the Arab world, as well as across the world. The course will start by exploring the reality of the creation of terminology in the field of information science and related disciplines. The process behind the making of terminology will be examined in all its forms, through the study of various media. This will be achieved through an exploration of websites and blogs that focus on terminology in these various fields.</p> <p>Then, this course will focus on one of the related disciplines, namely Archival Science with a view to reaching a deeper understanding of the process at the heart of the formation of its terminology corpus.</p> <p>In doing so, this course will introduce students to the main concepts of Archival Science. This approach will be comparative in nature, examining side by side the diverse schools and archival practices around the world. The terminology studied will be in the three official languages of the International Council on Archives (ICA), namely English, French and Arabic.</p> <p>In the process, the student will be introduced to two types of dictionaries, one online and one in print. The online source will be the Multilingual Archival Terminology database of the International Council on Archives and the paper dictionary will be the Dictionary of Contemporary Archival Science. By the end of this course, the students will be adept at using the basic concepts of contemporary Archival Science in Arabic while being aware of its specific features and of the challenges in its usage.</p>
Course learning outcomes	<ul style="list-style-type: none"> • CLO 1: Recall specific notions of Archival Science, in their contexts of use, and be able to tell them apart from adjacent notions. • CLO 2: State clearly the definition of the basic and main concepts of contemporary Archival Science. • CLO 3: Translate certain basic Archival Science concepts from Arabic into a second language (French or English) • CLO4: Recognise the different nuances that exist within the basic concepts of Archival Science; • CLO 5: Compare how the same Archival Science concept is used in two different languages
Continuous assessment (100%)	<p>Interactive sessions: Students will have to consult websites on a regular basis, notably that of the ICA.</p> <p>Student oral presentations: The students will have to work in group to make presentations about themes selected by the lecturer.</p> <p>Teamwork: Practical assignments will be done in groups, which will require forming groups of 4 and 5 from the start of this course.</p>
Final assessment (50%)	NA

Useful contacts

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