RECORDS MANAGEMENT & ARCHIVAL STUDIES

Master Programme - M1 & M2
(Catalog Course)

Academic year 2023-2024

Table of contents

MASTER PRESENTATION

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 facilitate decision-making processes, 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 throughout 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 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

A 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.

ADMINISTRATIVE & PERMANENT ACADEMIC STAFF

Sahar Zaky – *Coordinator of the RM programmes* – Sahar.Zaky@sorbonne.ae

Dr. Yann Rodier – *Head of History Department in charge of the records management and archival science programs at the Sorbonne University Abu Dhabi.* yann.rodier@sorbonne.ae

Dr. Yann Rodier is head of the History department at the Sorbonne University Abu Dhabi (SUAD) and Associate Professor. He is currently in charge of the academic and professional programs related to Records Management and Archival Science at SUAD. He has 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 title: *Les raisons de la haine. Histoire d'une passion dans la France du premier XVIIᵉ siècle (1610-1659).* This research studied 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. Proscovia Svärd – *Associate Professor in RM & Archival Science* – **Referee for the MiRAS programme**

Before joing SUAD in August 2022, Proscovia Svärd was an Associate Professor at the Faculty of Science, Technology and Media, Department of Information systems and Technology, Forum for Digitalization, Mid Sweden University. She carried out her Post-doctoral Research at the School of Interdisciplinary Research and Postgraduate Studies, University of South Africa, between 2016-2017. She completed her PhD in 2014 at the University of Amsterdam. She has a Licentiate Degree in data and Systems Sciences, BA and MA in Archives and Information Science from Mid Sweden University, Sweden and a BSc in Media and Information Science from Uppsala University, Sweden.
Her research interests include; enterprise content management, records management, information culture, e-government development, public sector information (PSI), long-term preservation of digital information, truth and reconciliation commissions and their documentation processes, the role of archives in enhancing accountability and transparency in government institutions, information access and the link to democracy and development. She is author of a book entitled "Enterprise Content Management, Records Management and Information Culture Amidst e-Government Development.

Dr. Forget Chaterera-Zambuko – *Assistant Professor in RM & Archival Science* – **Referee for the BRMAS L3 & L2 students** – 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 was Lecturer in the Department of Records and Archives Management at the National University of Science and Technology (NUST) in Zimbabwe. She is a Research Fellow at the Department of Information Science at the University of South Africa (UNISA). She is a rated researcher in the Y category by the National Research Foundation of South Africa. Forget Chaterera-Zambuko served 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 – *Post-Doc in RM & Archival Science* – **Referee for the BRMAS L1 students** – 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.

Dr. Mehluli Masuku – *Post-Doc in RM & Archival Science* – **Referee for the Foundation Year Programme in Records Management.**

Mehluli Masuku is a Post-doc 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***.*

Space.sorbonne.ae
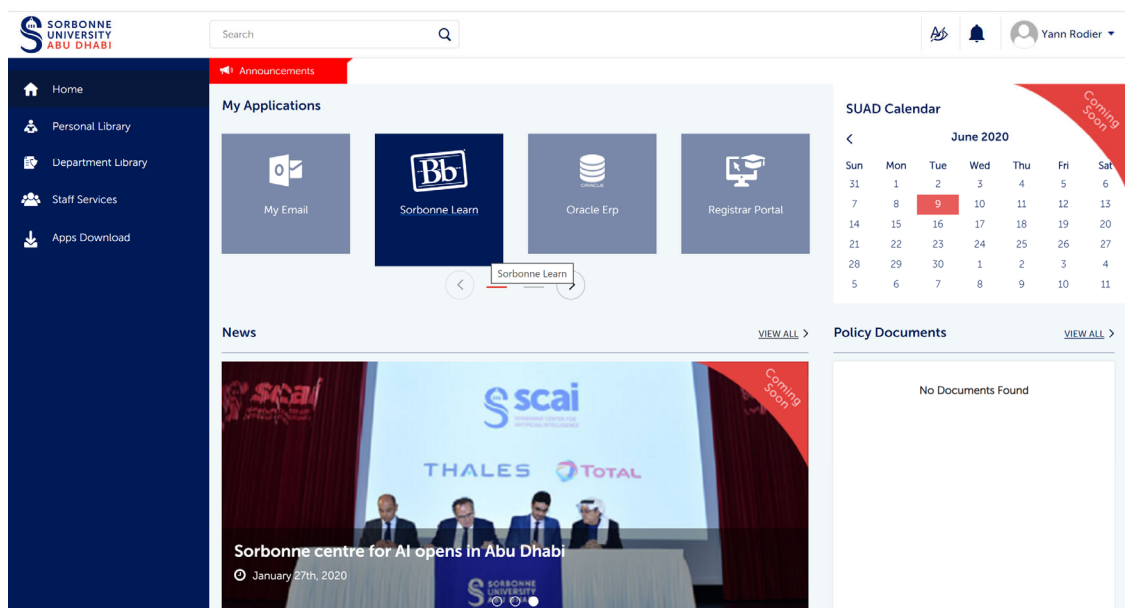
Blackboard *:* This educative platform is a key tool for each course in order to download all the course material given by the professors (documents, powerpoints, video links). You will also have access to a share forum entitled **RM and Archival Science Students' Community**. You will find useful and practical information shared by the professors, the ISO ressrouces and e-documents and you can communicate with the professors on assignments through this e-space.

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

Library Ressources

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 below link to have access to the catalog:

http://library.psuad.ac.ae/uhtbin/cgisirsi.exe/x/0/0/57/60/502/X?user_id=WEBSERVER2&password=

To have access to the list of the journals, the databases, and the open access resources, please click on the following link:

http://library.psuad.ac.ae/uhtbin/cgisirsi.exe/?ps=Rwpv7KsNJh/0/19220006/1/28/X/BLASTO

MiRAS 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. 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's degree (BA or BSc) and to those who come from a specialized department in records management of a company or institution can apply for this Master programme.

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 Records Management*. (**1**ˢᵗ **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* (**3**ʳᵈ **semester**).

The *Academic and Administrative writing* (2 ECTS) course is mandatory for all students.

SEMESTRIAL PROGRAMMES – 1st academic year

	1st semester		
UE	**Course name**	**Dates**	**ECTS**
UE1	**Archival Theories and Concepts** **Dr. Proscovia Svärd**	**September, 4-15th**	5
	Archival Diplomatics **Dr. Proscovia Svärd**	**September, 18th-29th**	5
	Records Management **Anne Burnel**	**October, 2nd – 13th**	5
UE2	**The Juridical Administrative UAE system in the Age of Digital Transormation** **Haykkel Hajjaji**	**NOvember, 6-10th**	3
	Information Technology and Archives **Dr. Adam Krisberg**	**November 13-24th**	5
UE3	**Records Management in Business & Administrative contexts** **Dr. Mehluli Masuku & Dr. Victor Kabata**	**October 16-27th**	5
UE4	**Academic and Administrative writing**	**November, 27-30th**	2

	2d semester		
UE	**Course name**	**Dates**	**ECTS**
UE1	**Information governance** **Prof. Dr. Basma Makhlouf**	**January 15-26th, 2024**	5
	Digital Recordkeeping **Dr. Proscovia Svärd**	**January 29th – Feb. 9th 2024**	5
UE2	**Database design** **Adel Yazid**	**February, 26-March 8th, 2024**	5
	IT Security and Risk Management **Pr. Dr. Hrvoje Stancic**	**February 27th – March 10th 2024**	5
UE3	**Research and Scholarship** **Dr. Forget Chaterera**	**March 13-24th, 2024**	5
UE4	**Records Management in Business & Administrative contexts** **Dr. Victor Kabata**	**24 avril – 5 mai**	5
UE5	**Data Analysis I**	TBD	0
	French courses, from beginner to advanced level	TBD	0
	Professional Arabic for archival terminology	**TBD**	0

	Fundamental Courses		Professional Skills Course
	Academic Courses		Elective courses

SYLLABI COURSES

Master 1 – Semester 1 – 2023-2024

Course code and title	**UE1 – MiRAS 500 – *Archival Theories and Concepts***
Permanent Staff	**Dr. Proscovia Svärd, Associate Professor, SUAD**
Dates	**September, 4-15th, 2023 from 4:30pm.**
Course description	This course covers the concepts, theories, principles and practices underpinning the management of records and archives. Specifically, the rationale for the course is two fold. First, for non-professional Master's students who have covered RMAS 101, the course seeks to advance their knowledge of records management principles, theories and concepts. In essence, the principles and theories that were introduced at Bachelor's level will be covered in more detail thus deepening the student's knowledge of the same. Conversely, for professional master's students who may not have covered RMAS 101, the course seeks to introduce them to the principles and theories underlying the management of records and archives. In this respect, the course will cover the life cycle theory as an underpinning framework for the management of records from creation to disposition. The students have a chance to reflect on the shortcomings of the linear approach to records management as espoused by the life cycle concept. The course will also cover the Records Continuum Model as an alternative approach to the Life Cycle Model, especially in light of electronic environments. The four dimensions that characterize the continuum model and how they address the shortcomings of the Lifecycle Model will be discussed. Consequently, the course will articulate how the two models can be blended to form an integrated approach to records management thereby ensuring that records are available and useful from creation to disposition. The course will also afford the students an opportunity to understand the nature of archival theory and practice and reflect on the set of principles that represent the core tenants of archival theory and practice. These include the principle of provenance, original order as well as the principle of hierarchical arrangement and description of archives. Importantly, the course takes cognisance that the increased use of ICTs has radically changed the way records are created, managed and used. In this regard, students have a chance to rethink provenance as an intellectual construct particularly for records created through multi-institutional collaborations as well as those contained in multifunctional databases and distributed information systems. Moreover, the course highlights the main archival practices, that is, accessioning, re-appraisal, description and preservation. Lastly, the course shall examine the extent to which Archival theory and practice has been influenced by the introduction of oral traditions in Archives. This is particularly relevant in the UAE setting where Arabic oral culture constitutes part of the Archival materials managed by the National Archives.
Course learning outcomes	**CLO 1 Explain** the main archival concepts relevant to the management of archives **CLO 2 Describe** the main archival practices in archival science **CLO 3 Analyse** archival principles that constitute archival theory and practice

	CLO 4 Interpret different archival theories that are cardinal to the management of archives
Course code and title	**UE1 – MiRAS 501 – *Archival Diplomatics***
Permanent Staff	**Dr. Proscovia Svärd, Associate Professor, SUAD**
Dates	**September 18-29th, 2023, 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: 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)

Course code and title	UE1 – MiRAS 102 – *Records Management*
Professional on Assignment	**Anne Burnel, Director of Archives, La Poste, Paris**
Dates	**September 26th to October 7th 2022 from 4:30pm**
Course description	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 continum 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.
Course learning outcomes	*Upon completion of this course, students will demonstrate their ability to:* 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%)	1- Close book test 2- Individual assignment 3- Teamwork presentation
Final assessment (50%)	Final exam

Course code and title	**UE2– MiRAS 103 –** *The Juridical Administrative UAE system in the Age of Digital Transormation*
Professional on Assignment	**Haykkel Hajjaji – attorney, Covington & Burling LLP, Dubaï**
Dates	**November 6-10th, 2023 from 4:30pm**
Course description	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. It will present: • 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; - 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	Upon completion of this course, students will demonstrate their ability to: **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%)	1 – Lectures 2 – Oral presentation 3 – Teamwork
Final assessment (50%)	Essay questions (2hrs)

Course code and title	**UE2– MiRAS 104 –** *Information Technology and Archives*
Professor on Assignment	**Dr.**
Dates	**November 13-24th, 2023 from 4:30pm**
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: **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 to 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%)	1 – Oral presentation 2 – Model assessment 3 – Response to case study 4 – Call for tenders
Final assessment (40%)	Portfolio of documentation

Course code and title	**UE3 – MiRAS 106 – Records Management in Business & Administrative context –** *Concentration: - Health Records Management*
Permanent Staff	**Dr. Mehluli Masuku – Post-Doc - SUAD**
Dates	**October 16-27th, 2023 from 4:30pm**
Course description	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 enviroment. Students will visit a health facility to experience firsthand the concept of health records mangement and the context within which health records mangement programmes operate. Further, the applied work will include workshops and conférences 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 : • 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	Upon completion of this applied work, students will demonstrate their ability to: **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

Course code and title	**UE3– *MiRAS 106 – Records Management in Business & Administrative context – *Concentration: *Business and Enterprise Content Management***
Permanent Staff	**Dr. Victor Kabata – Post-Doc - SUAD**
Dates	**October 16-27th, 2023 from 4:30pm**
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 programs 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: **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 Recognize** the value of soundly storing frequently changing information with content management systems. **CLO 4 Appreciate** the need to preserve vital information held in content management systems.
Continuous assessment (60%)	Field reports
Final assessment (40%)	NA

Master 1 – Semester 2 – 2023-2024

Course code and title	**UE1 – MiRAS 107 –** *Information Governance*
Permanent Staff	**Prof. Dr. Basma Makhlouf – HEG - Head of Master in Information Sciences and Archival Science Coordinator, Geneva**
Dates	**January 15-26th, 2024**
Course description	The course covers the concepts, principles, methods and tools related to IG. The course will specify the perimeters and main dimensions that should be considered if a public or private entity should engage its effort in reinforcing it's 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 will be invited to discuss IG issues, challenges and trends. They will have the opportunity to work collaboratively in 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. 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 course 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.
Course learning outcomes	Upon completion of this course, students will demonstrate their ability to: - **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%)	1 – Report 2 – Oral presentation 3 – Quizz
Final assessment (50%)	Written exam

Course code and title	**UE1 – MiRAS 108 - Digital recordkeeping**
Professional on Assignment	**Dr. Proscovia Svärd, Associate Professor, SUAD**
Dates	**January 29th – February 9th 2024**
Course description	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. 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.
Course learning outcomes	Upon completion of this course, students will demonstrate their ability to: **CLO 1 : Analyze** 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 : Analyze** 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

Course code and title	**UE2 – MiRAS 109 -** *Database Design*
Professional on Assignment	**Mohamed Adel YAZID**
Dates	**February, 12-23th, 2024**
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 includes 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	Upon completion of this course, students will demonstrate their ability to: • **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%)	1- Oral presentation 2- Mini Project 1 3- Mini Project 2
Final assessment (50%)	NA

Course code and title	**UE2 – MiRAS 110 - IT Security and Risk Management**
POA	**Pr. Dr. Hrvoje Stancic,** *Vice Dean for Organization and Development at Faculty of Humanities and Social Sciences, University of Zagreb.*
Dates	**February 26th to March 8th, 2024**
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: 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; and 4. **Support** compliance with information security operations through collaborative projects and initiatives.
Continuous assessment (50%)	1 – Project outline 2 – Project presentation 3 – Project report
Final assessment (50%)	Essay

Course code and title	**UE3 – MiRAS 111 - _Research and Scholarship_**
Permanent Staff	**Dr. Forget Chaterera – Assistant Professor, SUAD**
Dates	**March 11-22th, 2024**
Course description	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 of range of research designs and strategies used 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.
Course learning outcomes	Upon completion of this course, students will demonstrate their ability to: **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%)	1- Written assignment 2- Written critic of a sample article 3- Questionnaire
Final assessment (50%)	Essay

Master 2 – Semester 1 – 2023-2024

SEMESTRIAL PROGRAMMES – 2nd academic year

1st semester			
UE	**Course name**	**Dates**	**ECTS**
UE1	*Archives System* **Dr. Victor Kabata**	**September 4-15th**	5
	Archives Organization and Description **Dr. Giovanni Michetti**	**September 25th - October 6th**	5
	Digital Preservation **Prof. Edouard Vasseur**	**October 30th – November 10th**	5
UE2	**Preservation or Archival Materials** **Florence Bertin**	**November 13-24th**	5
	Records, Archives and Law **Prof. Bertrand Bunessen**	**October 16-27th**	5
UE3	**Records Management in Business & Administrative contexts** **Dr. Victor Kabata & Dr. Proscovia Svärd**	**September 19-29th**	5
UE4	**Data analysis I**	TBD	0

2d semester			
UE	**Course name**	**Dates**	**ECTS**
UE1	*Appraisal for Selection and Acquisition* **Dr. Proscovia Svärd**	**January 15-26th**	5
	Archival Access and Dissemination **Dr.**	**January 29- February 9th**	5
UE2	*Big Data Processing and Valuation* **Dr. David Billard**	**February 12-13th**	5
	Non-Textual Archives and Audiovisual Records **Dr. Ozge Calafato**	**April 15-26th**	5
UE3	*Management of Information Organisations* **Dr.**		5
UE4	*Dissertation Methodology* **Dr. Forget Chaterara**		5
UE5	*Data Analysis II*	TBD	0
	French courses, from beginner to advanced level	TBD	0
	Professional Arabic for archival terminology	TBD	0

	Fundamental Courses		Professional Skills Course
	Academic Courses		Elective courses

Course code and title	**UE1 – *Archives System***
Permanent staff	**Dr. Victor Kabata, post-doc, SUAD**
Dates	**September 5-16th, 2023**
Course description	This course aims to introduce students to a wide range of subjects about archiving systems in national and international frameworks. Subjects include UAE's archival legislation – Federal Law No. (7) of 2008. Also, students will learn about UAE's public and private archival institutions and their networks and will shed light on the roles and responsibilities of the various types of archival institutions and the context in which they operate. On the international arena, the course will review key archival legislations from around the world shedding light on the challenges, methods, and difficulties during the practical application of information legislations. Additionally, students will learn about the status and protection of private archives and personal data. Students will study the roles of international, regional, professional associations. Lastly, students will study archival codes of ethics.
Course learning outcomes	Upon completion of this course, students will demonstrate their ability to: • **Name** the most important documents concerning archival legislations and standards • **Discuss** main aspects and key elements in those documents in connection with their institutions and domains • **Use** knowledge to advance achievements and put forth solutions to common challenges • **Compose** an argumentative thesis about the implementation of legislations and adoptions of codes of ethics • **Compare** UAE legislations and standards to international legislations and standards
Continuous assessment (50%)	In class exercise Essay questions
Final assessment (50%)	yes

Course code and title	**MiRAS 203 - *Archives Organization and Description***
Professor on assignment	**Dr. Giovanni Michetti, Associate Professor, Roma**
Dates	September 25th – October 6th, 2023
Course description	This course introduces students to the theory and practice of archival arrangement and description. The course provides an overview of the concepts, principles, and practices required for arranging and describing archival materials. In particular, the course: - discusses some fundamental concepts including records, archives, series, fonds, and metadata; - illustrates the role and goal of arrangement and description as fundamental archival functions; - explores the principle of respect des fonds along with the principles of provenance and original order; - describes the different levels of arrangement; accordingly, - presents different types of finding aids; - provides an overview of the most relevant standards for archival description; - illustrates the international standard for archival description ISAD(G) in detail. The course presents some fundamental practices associated to archival arrangement and description and discusses some case studies that will be used to test the application of the theoretical principles in practice.
Course learning outcomes	Upon completion of this course, students will demonstrate their ability to: **interpret** archival materials in the context of their creation and use; **arrange** archival materials according to the fundamental principles of archival discipline; **select** adequate metadata for describing archival materials at different levels; **design** a description of archival materials based on a predefined set of metadata.
Continuous assessment (50%)	In class Q&A exam Teamwork
Final assessment (50%)	Short essay + records to analyze

Course code and title	**MiRAS 104 - *Digital preservation***
Permanent staff	**Prof. Dr. Edouard Vasseur, Ecole Nationale des Chartes, Paris**
Dates	**October 30th – November 10th, 2023**
Course description	This course covers the concepts and practices related to the management and preservation of digital records and other archival materials, including the study of international standards (OAIS reference model, METS and MEDONA standards, PREMIS standard). It will introduce students to the major literature in the field (latest research developments in the area), present the different challenges related to the long term preservation of digital materials, explain what the roles and responsibilities of actors are (management, archivists, IT specialists), present the different resources (websites, foundations, registers) and tools (digital preservation & electronic archive software solutions, other tools) available, and present the different existing strategies to preserve digital records and other archival materials. It will include case studies on several technical typologies. The last objective of the course will be to make students reflect on concrete cases (audit, preservation planning, technical solutions, content-specific preservation).
Course learning outcomes	Upon completion of this course, students will demonstrate their ability to: **CLO1: Understand** the challenges of digital preservation and identify its importance in the archiving chain (what it can do, what it cannot do) **CLO2: list** actors, standards, tools, etc. of the international environment of digital preservation, compare them and explain the scope and contain, the advantages and disadvantages of each of them **CLO3: assess** a digital collection in order to identify digital preservation issues that arise and to propose digital preservation best suited to the situation **CLO4: define** and advocate the need for preservation planning and strategies best suited to the needs of their collections and the constraints of their organization
Continuous assessment (50%)	In class presentation Oral presentation Mid term
Final assessment (50%)	Final paper

Course code and title	MiRAS 105 - *Preservation of Archival materials*
Permanent staff	**Florence Bertin,** *Head of the Collections Department – Musée des Arts Décoratifs, Paris. Coordinator of the Master's Degree in Registrar and preventive conservation – Ecole du Louvre*
Dates	**November 13-24th, 2023**
Course description	This course covers the concepts and theories related to preventive conservation. Preservation and protection of the written heritage is essential for its transmission to the future generations. This discipline aims to prevent the risk of deterioration of documents or to mitigate it, by creating optimal conservation conditions compatible with their current use. Preventive conservation takes into account physics and chemical agents of deterioration but also human behavior. The students will learn how or recognize and to control degradation factors around the collections. The course will develop: - The sensitivity of the materials. - The identification of the degradation factors. - Different methods of risk assessments and their efficiency. - How to measure and control the degradation factors (relative humidity, light, pollutants, pest). - How to build a complete preventive conservation plan and a Disaster prevention plan. - The archives processing, handling transporting, packaging and storing. The course will consist of lectures, group work and exercises, and some games on the different topics. Various group exercises will allow students to evaluate their progress and understanding of the principles of preventive conservation. Oral restitutions will be evaluated both in terms of content and form, since preventive conservation requires great communication skills. The final assignment is a real evaluation realized in an archival institution, that will give the opportunity to the students to use all the notions taught.
Course learning outcomes	*Upon completion of this course, students will demonstrate their ability to:* **CLO 1: Analyze** *the deterioration of common materials.* **CLO 2: Appraise** *the management of degradation factors.* **CLO 3: Evaluate** *the risk and assess the archival condition.* **CLO 4: Manage** *the archive processing.* **CLO 5: Design** *a preventive conservation and disaster plan*
Continuous assessment (50%)	Case studies
Final assessment (50%)	Essay

Course code and title	MiRAS 106 - *Records, Archives and Law*
Permanent staff	**Prof. Brunessen Bertrand, University of Rennes (France)**
Dates	**October, 16 - 27th, 2023**
Course description	This course covers the concepts and theories in Law and Archival Science regarding the digital environment. The course includes a discussion of interdisciplinarity between Law and Archival Science but also each academic area, the convergence of both areas traditional principles to the digital environment. The course will include study of different bodies / branches of Law. Classes will be dedicated to essential topics in (e-)electronic management of digitized or natively digital documents such as : Personal Data Protection Law (mainly online issues), Open Data Law (mainly online issues and in the public sector) and Cybersecurity Law and its link to documents or archives. Classes will go deeper in (E-)Records Management Law focusing on Digitalization Law and attached standards. Another one will go beyond Cybersecurity Law covering Cybercriminality Law and Criminal Law Aspects of Forgery Act which is an extension of the Intellectual Property Law course. The last new one will deal with the quite recent technologies involving in the electronic records and archives management such as blockchain, cloud, Artificial Intelligence, QR-code, holograms, etc. Even it is a Law course, it will make a connection to the relevant technical standards where it is useful. Each of the 10 evening sessions will consist of 3-hour lecture (except on Thursday: just 1,5-hour tutorial and a mock examination) and before or after 1-hour tutorial per morning session (except on Thursday, where they are extended to 1,5-hour). On the 10 hours dedicated to tutorials, 3 hours will focus on how to acquire the relevant methodology to apply for the 2 mock examinations (a 1,5-hour examination on Thursday morning, each week) and the final examination in January. The 4 other hours will be used to check students' knowledge acquisition, after each session, during the first hour of the next day session.
Course learning outcomes	Upon completion of this course, students will demonstrate their ability to : **1. Judge** differences between paper documents and e-documents and their practical managements and legal regimes, respectively. **2. Assemble** legal requirements / needs / precepts and archival science requirements / needs / precepts in a digital environment to **propose** an interdisciplinary approach (law / archival science) face to a technical-legal issue in the digital world. **3. Select** legal references and catalogue which branch/body of laws is/are involved but also technical standards regarding a specific situation. **4. Apply** this content course in a public or private sector work position, and not just the public sector side of archives. **5. Argue** with a lawyer, based on his/her legal concepts or references and make him/her understand / be sensitive to your archival science needs: promoting interdisciplinary dialogue.
Continuous assessment (50%)	Case studies examinations Home reading and report
Final assessment (50%)	**3H-sitting-examination – case study**

Course code and title	**MiRAS 108 - *Records Management in Business & Administrative contexts*** / Concentration -Management of Legal and Defense records
Permanent staff	**Dr. Victor Kabata, Post-Doc, SUAD**
Dates	**October 9-12th, 2023**
Course description	This applied work will include an introductory session that will introduce the aspect of management of legal and defense records. It will include conferences and workshops articulating specific measures required to manage records created in legal jurisdictions such as police, prosecution and the military. Students will learn the need to safeguard legal records as vital records in an organisation and measures to consider when managing legal records in an electronic environment. Overall, through workshop, conferences and field visits students will have a general understanding of the following aspects : • The Context of Legal and defense records Management • Legislative and regulatory framework for management of information in UAE • Managing legal and defense records: an overview • Management of Police records • Management of prosecution records • Management of records relating to the military service such as defense administration and policy
Course learning outcomes	*Upon completion of this applied work, students will demonstrate their ability to:* **CLO 1. Comprehend** *legal and defense records management for courts of law, police forces and public prosecutors.* **CLO 2. Demonstrate** *the importance of legal records management, how and why legal records support the political system and contribute to overall government accountability.* **CLO 3. Carry out** *the management of records of defense, police forces and public prosecutors, including discussion of filing and numbering systems, arrangement of records and management of indexes.* **CLO 4. Gain** *management support for legal records management programs and promote the record-keeping responsibilities of all those involved in judicial processes.*
Continuous assessment (50%)	Written Field Reports
Final assessment (50%)	NA

Course code and title	**MiRAS 608 – *Appraisal for Selection and Acquisition***
Permanent staff	**Dr. Proscovia Svärd, Associate Professor, SUAD**
Dates	**January 15-26, 2024**
Course description	This course aims to provide the intellectual framework with which to undertake appraisal for selection and acquisition of archival material, public and private, in all forms and media. Specifically, it will cover the theories, methods, and practices of archival appraisal and acquisition through time and across cultures and will allow students to formulate their own ideas about this contentious aspect of archival work through the critical analysis of the writings of international writers. It will explain the difference between appraisal for selection and appraisal for acquisition. In the context of appraisal for selection, it will address the following questions: What has to be appraised (e.g. creators, functions, records, etc.)? By whom should appraisal be carried out (e.g. the creator, the records manager, the archivist, the user, etc.)? For whom (e.g. the creator, present users, future users, the people, etc.)? Where (e.g. in the office/home of the creator, in a central recordkeeping system, in the archives, etc.)? How often? In the context of appraisal for acquisition, it will address the following questions: what is the mandate and policy of the archival institution or program? If there is no acquisition policy, how is one developed? What are the archival fonds that fall under the archives mandate and/or policy? What is the process of taking custody and ownership of such fonds?
Course learning outcomes	Upon completion of this course, students will demonstrate their ability to: CLO1 **Demonstrate** an understanding of the concepts of selection, acquisition, and appraisal in archival science CLO2 **Discuss** critically the pertinent archival literature CLO3 **Employ** professional methods for the selection and acquisition of archival material and the formation of the documentary heritage CLO4 **Formulate, manage and assess** archival acquisition policies and plans
Continuous assessment (50%)	1. In class presentation 2. In class quizzes 3. In class Final Exam
Final assessment (50%)	Essay question

Course code and title	MiRAS 609 - *Archival Access and Dissemination*
Professor on Assignment	**Dr.**
Dates	**January 29- February 9, 2024**
Course description	This course covers the concepts and principles underpinning the processes involved in providing archival reference services, developing public programs and disseminating information about archival institutions and archival collections. The course focuses on a wide variety of users and potential users of archives and advocates for user-centred policies and procedures. The course includes a discussion on the relationship between access tools and reference services. This course includes the study of users, finding aids, access systems, institutional policies and procedures, ethics of access and the regulatory environment, and social network platforms for community engagement and outreach. Topics covered in this course are: • General principles and concepts associated with accessibility of archives; • The types of use made off archival records; • The interaction of archivists and users in reference services; • The organization, delivery and evaluation of reference services; • Legal and security concerns in reference services; • Ethical concerns in reference services; • Planning, implementation, and evaluation of programs to increase appreciation, accessibility, and use of archives; • The relationship between digital and analog methods of providing access to archives. The course will be delivered primarily through in-class lectures (20 hours) and student-driven tutorials in which small groups present interactive learning experiences to the class (10 hours). Online Archives Collections Access software, such as AtoM will be reviewed, along with archival websites and their social media channels (e.g., FaceBook, Instagram, Twitter).
Course learning outcomes	Upon completion of this course, students will be able to: 1. **Demonstrate** understanding of the principles and concepts applying to archivists' responsibilities to make archival holdings discoverable and accessible; 2. **Recognize** and categorize the primary users of archives; 3. **Differentiate** and examine the varied uses of archival holdings; 4. **Identify**, analyze and evaluate the processes of providing archival reference services; 5. **Identify**, analyze and evaluate the development and implementation of archival programs to promote the appreciation, use and accessibility of archives.
Continuous assessment (50%)	In-class oral presentation In-class oral presentation and blog post
Final assessment (50%)	**Term paper**

Course code and title	MiRAS 610 - *Big Data Processing and Valuation*
Permanent staff	**Dr. David Billard, Associate Professor, University of Applied Sciences, Geneva (Switzerland)**
Dates	**February 12-23, 2024**
Course description	The first section of the course is a recap of the notions of digital asset, big data technologies, Internet and social media. This section will also cover the web, deep-web and dark-web and their peculiarities. We will present the magnitudes in dealing with big data and the short duration of some assets. We will also deal with the privacy concerns and cultural biases that can be stumble upon.

The second section will focus on retrieving, recovering and recording data for the purpose of archiving. We will use advances in database management systems (sql and nosql), digital forensics (recovering digital traces and attributing actions) and distributed ledger (blockchain).

The next section will deal with data valuation in a complex environment: (1) how to visualize data and links among data, (2) how to extract, promote and deliver datasets to users and (3) how to empower users by giving them the ability to express their own requests. This section will rely on techniques from the Business Intelligence (Decision Support System) field.

The last section of the course is related to Artificial Intelligence and how techniques can be used to gather additional information, or to link previously archived data. This last section will be followed by a discussion on how AI algorithms and trained neural networks can be recorded and archived. The intended audience for this course is the future and current professionals willing to grasp the complexity of archiving when data is transient and distributed into complex networks.

Although there is no doubt that the majority of the students have a better grasp of social media than the instructor, they are nevertheless required to setup several social media accounts (e.g. Twitter, Instagram, Facebook) prior to the course and be relatively at ease with their basic usage.

The students will also have access to virtual machines to experiment digital forensics (file retrieval for instance) and dark web (through Tor, if available).
The course will present concepts that will be demonstrated in laboratories. Students will have to use critical thinking and problem solving abilities in order to complete the practical teachings. |
| Course learning outcomes | Upon completion of this course, students will demonstrate their ability to:

1. **Identify** digital records, their properties and the links among them.
2. **Devise** which techniques will be used in order to retrieve, recover and record the data.
3. **Design** the framework for visualization, valuation and promotion of datasets or collections.
4. **Evaluate** the use of Artificial Intelligence in domains that require additional preservation strategies. |
| Continuous assessment (50%) | Teamwork
Report on a case study
Oral presentation |
| Final assessment (50%) | yes |

Course code and title	MiRAS 212 - *Non-textual and Audiovisual Records*
Permanent staff	**Dr. Ozge Calafato, Associate Professor, University of Amsterdam (Netherlands)**
Dates	**April 15-26th, 2024**
Course description	The course aims to give students an advanced and complete overview of the innovative solutions for audio-visual heritage preservation. The course seeks to equip students with the advanced competences needed to identify the adequate audio-visual archives management strategies and implement them within their respective organizations. Amongst the focus of this course is the need to expose students to professional networks and associations that deal with non-textual and audio-visual records. The course looks at both legacy carriers and modern audio-visual archiving systems. In efforts to enhance the students' comprehension, the preliminary session will trace the development of sound and visual technology from the acoustic era to the modern video files. Attention shall also be given to advanced techniques on how to store, handle and care for legacy carriers. The course offers an advanced discourse on the principles of audio-visual archiving, audio-visual typologies, audio-visual collections assessment, oral history and field recording, digital technologies in audio-visual records management, intellectual property rights management in audio visual archives, video and ethical issues in audio visual archives. Emphasis will also be placed on the restoration and migration of obsolete careers, designing metadata for cataloguing different media formats and assessing different media file types for their suitability in an archiving environment. Attention shall also be paid to the importance of media asset management in the digital world of modern archiving. The course will be delivered through selected readings, lectures, class discussions, and hands-on demonstrations of AV formats, mold cleaning, film inspection, and tours of preservation studios
Course learning outcomes	Upon completion of this course, students will demonstrate their ability to: • **CLO 1: Analyze** different media file types for their suitability in an archiving environment. • **CLO 2: Illustrate** the importance of media asset management in the digital world of modern archiving • **CLO 3: Examine** the legal and ethical issues that affect the management of audio-visual archives • **CLO 4: Demonstrate** methods of cleaning recommended for each media type and apply treatment on common problems such as delamination, sticky-shed syndrome, mold, vinegar syndrome, and disc rot • **CLO 5: Apply** the principles of digitization and migration
Continuous assessment (50%)	Written assignment (individual essay) Practical exercise at an Audio Visual Archives Unit Team presentations (Oral + written)
Final assessment (50%)	An examination will be set comprised of a mix of questions covering all the advanced elements of non-textual and audio-visual records management

Course code and title	MiRAS 213 - *Management of Information organizations*
Permanent staff	**Dr.**
Dates	**TBD**
Course description	The course gives the keys to understanding and being in charge of information institutions and organisations. It presents the general theories of organisational management. With the help of concrete examples and practical cases, students will be led to discover the different issues and processes of organisations in charge of information. The different key services, their positioning in the structure and the role they play will be presented and studied: management, marketing, audiences, IT...
	The course will emphasize the stakes of the dematerialization of information circuits and on its managerial impacts. It will highlight the particularities of organisations in charge of information or culture (central institutions, archives, museums, libraries, etc.).
	The course will focus in particular on change management and its effects on the circulation of information through knowledge management theories. The elements of presentation of an organisation, its objectives, its action plan and its communication plan will be addressed and will be the subject of practical cases.
	The course will allow the participants to analyse the situation, determine points of improvement based on case studies and propose solutions.
Course learning outcomes	Upon completion of this course, students will demonstrate their ability to:
	1. Analyse and understand a company or institution's organization **2. Evaluate** the risks and weaknesses of an organization and support change and the dematerialization of information within an organization **3. Design** an organization and its management in a spirit of service oriented user **4. Deliver** high-quality reports, presentations and organizational documents that communicate organizational values, missions, and priorities to internal and external stake holders
Continuous assessment (50%)	yes
Final assessment (50%)	NA

Course code and title	MiRAS 613 –*Dissertation Methodology*
Permanent staff	**Dr. Forget Chaterera, Assistant Professor, SUAD**
Dates	**TBD**
Course description	Internship is a six (6) weeks course offered in collaboration with the National Archives for students without previous professional experience. The Internship course is an off-campus experiential learning designed to provide students with opportunities to make connections between the theory and practice of academic study and the practical application of that study in a professional work environment. The course offers students the opportunity to try out the records and archives management career while gaining relevant experience and professional connections. In this course, students are expected to understand how a team or a company is organized as well as the rules and constraints imposed by the type of activities being conducted. Students should take part in projects and activities conducted by the institution where they will be doing their work related learning. During the internship period, students are expected to demonstrate the ability to work independently with minimum or without supervision. Overall, the internship course gives students the opportunity to apply their theoretical knowledge on various records and archives management processes such as appraisal, acquisition, classification, arrangement and description, preservation. Other essential areas that students should learn are dissemination of authentic records and/or archives in all media to serve business, economic, administrative, cultural or/and legal needs of the public or private institutions in which they will be placed for internship. Students will be assessed on their capacity to master and present the project they will be involved in, giving a clear picture of the context, of the technical features, and of his/her mission and results or achievements. Students on internship will be helped by two mentors. A mentor from the institution or company he/she is part of for the internship, who will follow his/her activity and give him/her the needed information and guidance to conduct the work assigned. A postdoc from SUAD will also follow up his/her activity, give advice about the report and the defense, and scientific or technical guidance if needed. The student must write a scientific report: a formal document presenting the project, its background, the technical features, the mission, the results and conclusions.
Course learning outcomes	Upon completion of this course, students will demonstrate their ability to: • **CLO 1:** integrate and connect academic materials to the practical world of records management and archival science • **CLO 2:** lead in the planning and implementation of professional and practical activities • **CLO 3:** communicate effectively in terms of writing memos, reports, or proposals • **CLO 4:** apply concepts of human development and education by maintaining appropriate professional relationships with co-workers • **CLO 5:** develop professional connections and identify a strategy for maintaining those connections
Continuous assessment (50%)	**Company Mentor's Assessment** *Academic Mentor's Assessment* *Student's internship report*

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 diploma 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 diploma.*

SORBONNE UNIVERSITY IN PARIS

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❖ *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, civilizations, 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.*

❖ <u>**Shanghai World University Rankings 2018-2019**</u> *Sorbonne university: no 29 in world; no 1 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, based on which it publishes specialized 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 effecive 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.*
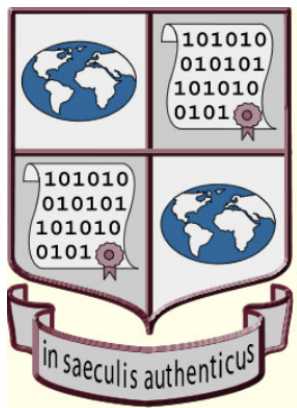
GENEVA SCHOOL OF BUSINESS ADMINISTRATION

A memorandum of agreement was signed on March 2022 to establish a framework of cooperation with the Geneva School of Business Administration (HEG). Both institutions, HEG & SUAD, do agree to provide students from the other party access to their institutions in the department of Master in Information Science (HEG) and in the Master in Records Management and Archival Studies (SUAD).

INTERPARES RESEARCH PROJECT - ARCHIVES 4.0: ARTIFICIAL INTELLIGENCE FOR TRUST IN RECORDS AND ARCHIVES

Since May 2021 SUAD is officially affiliated to the Interpares Project (International Research on Permanent Authentic Records in Electronic Systems) focused on Archives 4.0: Artificial Intelligence for Trust in Records and Archives led by the British Columbia University in Vancouver (Canada).

The overall goal of this international and multidisciplinary project is to create, develop, and leverage Artificial Intelligence to support the ongoing availability and accessibility of trustworthy public records by forming a sustainable, ongoing research partnership producing original research, training students and other highly qualified personnel, and generating a virtuous circle between academia, archival institutions and records

Undergraduate Academic Calendar 2022-2023

SORBONNE UNIVERSITY ABU DHABI

August 2022

Mon	Tue	Wed	Thu	Fri	Sat	Sun
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

29 Aug-2 Sep Orientation Week

September 2022

Mon	Tue	Wed	Thu	Fri	Sat	Sun
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

October 2022

Mon	Tue	Wed	Thu	Fri	Sat	Sun
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

08 Oct Prophet's Birthday

November 2022

Mon	Tue	Wed	Thu	Fri	Sat	Sun
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

08 Nov Career Fair

December 2022

Mon	Tue	Wed	Thu	Fri	Sat	Sun
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 2023

Mon	Tue	Wed	Thu	Fri	Sat	Sun
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

16 Jan Semester 2 Begins
4-12 Jan Exams Semester 1

February 2023

Mon	Tue	Wed	Thu	Fri	Sat	Sun
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 2023

Mon	Tue	Wed	Thu	Fri	Sat	Sun
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

01 Mar Astrolabe workshop
22 Mar Start of the Holy Month of Ramadan
27 Mar-7 Apr Spring Break

April 2023

Mon	Tue	Wed	Thu	Fri	Sat	Sun
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

10 Apr Easter Day
20-23 Apr Eid Al Fitr

May 2023

Mon	Tue	Wed	Thu	Fri	Sat	Sun
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

5 May End of classes
11-21 May Exams Semester 2

June 2023

Mon	Tue	Wed	Thu	Fri	Sat	Sun
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

12-21 Jun Catch-up exams
21 Jun End of Academic Year for Students

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