



الأرشيف والمكتبة الوطنية

National Library and Archives



SORBONNE
UNIVERSITY
ABU DHABI



Bachelor in Records Management and Archival Science

The Bachelor in Records Management and Archival Science degree is awarded by Sorbonne University in Paris and delivered by world-class academics in Sorbonne University Abu Dhabi. It is a three-year professional programme taught in English and has been designed in collaboration with the National Library and Archives in the UAE. It aims to equip students and working professionals with the skills to lead a successful and thrilling career in a strategic field.

Students enrolled in this degree programme acquire a thorough knowledge in records management and digital archiving. In order to manage the data and documents produced daily in our current world, all institutions and companies need to hire specialized experts in this strategic area because document management is very important for them to have full control over all institutional data and information in order to make 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 and citizens. Students will learn the specific historical, administrative and legal parameters relating to the production of records and archives, especially in the context of the UAE and beyond. They will also analyse the current problems and issues in record keeping and archive administration using appropriate electronic management tools. Evaluating the professional, ethical and legal requirements for the processes of acquisition, arrangement, accession and dissemination of records and archives is also a key learning outcome for careers related to this field.

Beyond the fundamental archival courses, students will also gain technical, digital and professional skills for administrative, business and management purposes. Professors and professionals help students develop essential critical thinking and decision-making skills related to all forms of records, to manage and preserve authentic and trustworthy records and archives for business, government, public needs, scientific research, or for the protection of cultural heritage. Students will gain a well-rounded experience due to semestrial-applied works and a long internship in private or public companies in the UAE, with the support of the National Library and Archives.

The programme faculty are all internationally renowned professors and professionals whose teaching methodology goes beyond the traditional forms of teaching to ensure a balanced and well-rounded learning experience. The curriculum follows the European ECTS system and the degree is awarded by Sorbonne University in Paris. Its complete title is: Bachelor in the Field of Human and Social Sciences; Area: History; Specialty: Records Management and Archival Science. In the French Academic System, this specialisation 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.

First Year

Fundamental archival courses

- Introduction to archival science and information science
- UAE institutions: public and private entities
- Diplomatics
- Records management programme
- Archival legislations: UAE archival laws
- International cooperation, preservation standards and ethics

Fundamental academic courses

- Principles of statistics
- Quantitative methods
- History of the Arab-Muslim world

Applied Work I

- Legislative text and standards analysis and comparison

Options

- Advanced English
- Languages
- Sports
- IT

Second Year

Fundamental archival courses

- Appraisal and data collection
- Managing records and archives
- Data and digital records description
- Electronic records and archives management
- Digital preservation
- Preservation of archival materials
- Business records
- Digital tools and environments

Fundamental academic courses

- History of the Modern Middle East
- History of the Contemporary Middle East

Applied Works

- Administration forms and issuing documents
- Digitizing documents and archives

Options

- Communication skills in Arabic and English for records management and archiving
- Languages
- Sports
- IT

Third Year

Fundamental archival courses

- Daily operations of archival departments and buildings
- Non-textual archives processing
- Promotion and dissemination of resource documents
- Information governance
- Oral archives and collecting memory

Fundamental academic courses

- Digital law
- Digital history
- Cultural heritage management

Applied Work IV & Internship

- Visits in public and private entities/ technical reports
- 2 month internship at governmental or private institutions

Options

- Communication skills in Arabic and English for records management and archiving
- Languages
- IT

International mobility of students

A Memorandum of Agreement was signed in March 2023 with the Geneva School of Business Administration in Switzerland (HEG) to promote international mobility of our students. Based on this agreement both parties agree to provide students to their institutions in the Information Science department (HEG-GE) and the History department (SUAD). Students enrolled in the Bachelor in Records Management and Information Science have both options: either to apply for a full term at the School of Business Administration in Switzerland (HEG) or to get a two-month internship in Switzerland (international organisations or Swiss institutions)



Admission requirements

Admission to the program is very selective; the following are minimal criteria to apply for admission in to the Foundation Year:

- High School Diploma with a minimum 80% average (or equivalent) *
- English Proficiency Exam: EmsAT – English – minimum score of 1350 with a validity of 18 months, 71 in iBT TOEFL with a validity of 2 years or valid IELTS 5.5 with a validity of 2 years
- Arabic Proficiency: A minimum average of 75% in the Arabic subject in the high school (or equivalent) is required
- Passing a SUAD RMAS entry test for all external applicants. Interview for current SUAD students willing to change their major to RMAS

*Only applicants holding a French baccalaureate with minimum average of 12 out of 20 might be eligible for direct admission into the first year of the Bachelor in Records Management and Archival Science subject to have all other entry requirements.

Other Countries Education's Systems

Conditions apply on other foreign curriculums according to the admission's policy set by Sorbonne University Abu Dhabi. Please contact the Student Recruitment office by email: admissions@sorbonne.ae for more details.

Career prospects

This bachelor's degree fulfils job market requirements by offering a highly demanded specialty for all businesses.

This bachelor degree allows candidates to pursue a career as an archivist (digital and physical), digital asset manager, database librarian, electronic records manager or a metadata specialist in a university/college. Opportunities exist in cultural institutions, general management and administration, government agencies, health, service industries, public and private organisations, international companies and NGOs. Students will be able to apply the skills of the archivist and records manager, including professional and social responsibilities for serving diverse groups, in a variety of working environments. For full-time students that are not currently working, the final internship will provide an opportunity to find work easily. This degree provides graduates with several options to pursue further academic studies at Sorbonne Abu Dhabi and other overseas institutions, including the Master in Records Management and Archival Science.

Tuition Fees

(Including admin. fees - over 3 years)

AED 215,100 (approximately US\$ 58,615)

Scholarship options*:

- Emirati citizens receive the H.H. Sheikh Mohamed bin Zayed Al Nahyan scholarship grant covering tuition fees for the programme and a foundation year (if any).
- For non-Emirati students, academic excellence scholarships are offered, covering up to 75% of the tuition fee.

*Conditions apply

Visit our website for more information.

Why Sorbonne University Abu Dhabi?

In today's fast-paced and globalised economies, knowledge and languages both serve an important role in creating progressive and vibrant societies. The French education system is known for its high level of rigorous critical thinking and debating skills, which play a significant role in developing future pioneers and leaders.

Sorbonne Abu Dhabi is a globally recognised education institution that serves as a bridge between civilisations by offering a multicultural environment, which promotes and develops a strong culture of tolerance, curiosity, harmony and cultural awareness for today's modern economy. Students have access to internationally acclaimed faculty, world-class facilities and internationally certified degrees, which places them firmly on the right path in preparation for a successful career.

This degree is officially accredited by the UAE Commission for Academic Accreditation (www.caa.ae).

For more information, please contact:

Tel: +971 (0) 2 656 9330/555

Email: admissions@sorbonne.ae

PO Box 38044, Abu Dhabi, United Arab Emirates

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