



# Foundation Year in Records Management & Archival Science

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

During the foundation year, three high priority targets are aimed. Students will enhance their linguistic command in English and in Arabic through intensive and interactive courses; they will gain critical thinking, problem solving and academic skills through Methodology courses; they will learn basics in records management and archival science by introductory courses to the current Digital Revolution that we face, one of today's most hotly debated topics in politics, economics, business and heritage!

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



## Admission requirements

**Admission to the programme 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](mailto:admissions@sorbonne.ae) for more details.

## Career prospects

**The Foundation Year in Records Management and Archival Science provides students with the opportunity to study the Bachelor in Records Management at Sorbonne University Abu Dhabi.**

The sound knowledge acquired in languages and the methodology developed in the Foundation Year in Records Management, will ensure students are eligible to apply to the Bachelor in Records Management & Archival Science, and will prepare them to be successful at the university level.

### Tuition Fees

(Including admin. fees)

**AED 71,700** (approximately US\$ 19,538)

### Scholarship options:

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

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

## For more information, please contact:

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

Email: [admissions@sorbonne.ae](mailto:admissions@sorbonne.ae)

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