

National Library & Archives
الأرشيف والمكتبة الوطنية



SORBONNE
UNIVERSITY
ABU DHABI

Master in Records Management and Archival Studies

Programme duration: 2 years
Delivery language: English

The Master in Records Management and Archival Studies degree is awarded by Sorbonne University in Paris and delivered by world-class academics in Sorbonne University Abu Dhabi. The programme has been designed in collaboration with the National Library and Archives in the UAE to equip students with the best skills in this strategic field.

This elite programme is designed for students and professionals who want to improve their competencies in records management and digital archiving. This expertise is crucial today for all private and public entities. UAE society has changed tremendously in the last decades with the digital revolution. Document management is needed to ensure full control over all institutional data and information in order to allow better decisions, protect their rights and document institutional memory. The extensive scope of this professional programme ensures students build a comprehensive understanding of the theories and methods for controlling the creation, capture and classification of documents and records through their lifecycle. Moreover, it provides scientific knowledge and skills for appraising, collecting, classifying, describing, managing and preserving authentic archives in all media formats to serve business, economic, administrative, legal, and the historical needs of public and private organisations.

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

The degree is delivered by Sorbonne University in Paris. Its complete title is: Master in the field of Human and Social Sciences; Area: History; Specialty: Records Management and Archival Studies. In the French academic system, this specialization is usually related to History due to a long-standing tradition of historical record keeping and archives. However, this degree mainly focuses on the topical issues of records management and archival science in a professional context.



Overview



Programme highlights

International recognition

Sorbonne University Abu Dhabi provides the combined experience of Sorbonne University along with an exclusive collaboration with the National Library and Archives in the UAE. Best worldwide experts, academics and professionals as well, from the Sorbonne University in Paris, the British Columbia University in Vancouver, the School of Business Administration in Geneva, the Ecole Nationale des Chartes in Paris, will impart their knowledge. This unique Master programme meets with the UAE job market and beyond.

Enhancing individual & national development

Within the next decade, the UAE is poised to dedicate its focus towards digital revolution, data management and artificial intelligence. The curriculum at Sorbonne University Abu Dhabi is crucial in creating and encouraging a new generation passionate about digital archiving and management to support the UAE's rapid and ambitious progress in this field. This programme has been developed in partnership with the National Library and Archives in the UAE to ensure that it matches national aspirations.

Networking

Each class will have a reduced number of students from different countries. A strict entry selection procedure will guarantee the quality of the degree and will allow you to expand your personal network with high potential peers.

Membership of Sorbonne University Abu Dhabi to the International Council on Archives (ICA) allows to be a part of an international network in the records management field. Sorbonne University Abu Dhabi develops the strategic research in the field of the Records Management and Archival Studies.

UAE needs experts and qualified records managers

Under the authority of the Ministry of Presidential Affairs, the National Library and Archives of the United Arab Emirates fully supports this Master programme which meets with the UAE job market and beyond. General management and administrative opportunities exist in all kinds of government institutions and private companies, such as ministries, government authorities, municipalities and universities/colleges, public libraries, cultural institutions, health sector institutions (hospitals), service industries, international companies and NGOs.

"We live in a world where data volume is increasing on a daily basis, underpinning the need for the government and corporate institutions to view archives management as a crucial discipline."

*Dr. Abdulla Al Raisi, Ph.D.,
Abu Dhabi National Library and Archives
Director General*

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 ECTS 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 degree (BA or BSc).

Master's thesis

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

Structure

Year 1 – Semester 1 Records Management Foundation		
Modules	Courses	
Fundamental Courses I	Archival Theories and Concepts	
	Archival Diplomatics	
	Records Management	Advanced Records Management
Regular Courses	The Juridical Administrative UAE System in the Age of Digital Transformation	
	IT (Information Technology) and Archives	
Professional Courses	Records Management in Business & Administrative contexts*	
Academic Course	Academic and Administrative Writing	

*Two concentrations have to be selected among the following: Business and Enterprise Content Management, Cultural and Heritage Management, Financial Records Management or Health Management.

Year 1 – Semester 2 Managing data at the new era of digital transformation		
Modules	Courses	
Fundamental Courses II	Information Governance	
	Digital Recordkeeping	
Regular Courses	Database Design	
	IT Security and Risk Management	
General Education	Research and Scholarship	
Professional Course	Records Management in Business and Administrative contexts	
Elective courses	Professional Arabic for Archival Terminology	
	Data Analysis I	

Year 2 – Semester 1 Arrangement, Access & Preservation of Hybrid Data		
Modules	Courses	
Fundamental Courses	Archives System	Business System Analysis
	Archives Organization and Description	Advanced Archives Organization & Description
	Digital Preservation	
	Preservation of Archival Materials	
Academic Course	E-Records and e-Archives Law	
Professional Courses	Records Management in Business & Administrative Contexts*	
Elective course	Data Analysis II	

*Two concentrations have to be selected among the following: Management of Personal Records, Management of Legal and Defense Records, or Management of Records during Mergers, Acquisitions, Divestitures and Closures

Year 2 – Semester 2 Archival valuation and organizational management		
Modules	Courses	
Fundamental Courses	Archival Appraisal and Acquisition	
	Archival Access and Dissemination	
	Big Data Processing and Valuation	
	Non-textual and Audiovisual Records	
Capstone Course	Management of Information Organizations	
Professional Course	Research Project Dissertation	
Elective courses	Professional Arabic for Archival Terminology	



Assessment & graduation requirements

Throughout the year, there will be frequent assessments in class and on the spot. Students will be evaluated on individual assignments, presentations, reports and examinations. Attendance to all classes is mandatory and it is important that students are punctual and observe university regulations at all times.

Career prospects

Employment opportunities within government, private and public entities are lucrative and competitive. Numerous employments need to be filled in the upcoming years such as 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...

Admission to our master's programmes is selective and competitive and each applicant will be considered on his/her own merit. Our admission process ensures that every course has an ideal mix of people with talent, impressive interpersonal skills and a positive attitude.

Admission requirements

General entry requirements:

- Bachelor in a relevant field with a CGPA of 3 out of 4 or equivalent. Candidates with a GPA between 2.5 and 2.99 (or equivalent scores as per the equivalency table) may be conditionally admitted under probation during the first semester. The student will be authorized to continue in the program only if they secure an average of at least 12 out of 20 which is obtained by the end of the first semester. The decision is based on academic performance and will be made official after the completion of the first semester
- or
- Bachelor with minimum of 2nd class honours
- or
- Bachelor with an average of 12 out of 20
- Bachelor students with a GPA below 3 may be admitted on the ground of their professional and/or personal experience, in case they are granted a VAPP by SU's or UP's VAPP commission
- IELTS certificate with minimum overall band of 6.0 with a validity of 2 years or

TOEFL certificate with minimum score of 79 (or equivalent) with a validity of 2 years or Minimum EmsAT English score of 1400 with a validity of 18 months or, Native English speaker who completed 3 full years in an English-medium institution within a maximum period of 3 years

Shortlisted candidates will be asked to attend an interview to assess the candidate's motivation, career expectations and relevant professional experience in the degree area. Applicants who earned their undergraduate degrees from universities outside the UAE must present a Certificate of Equivalency for their graduation certificates from the UAE Ministry of Education. Applicants, who are holders of undergraduate degrees issued by a licensed higher education institution in the UAE, are required to submit a copy of their degrees attested by the UAE Ministry of Education. For details on requirements, kindly visit the Ministry's website:

www.moe.gov.ae

Tuition Fees

AED 166,400 (approximately US\$ 45,344)

Scholarships are available for this programme*:

- 20% alumni discount
- 25% academic excellence scholarship
- 25% discount upon enrolment on a second master's degree
- 5%-15% corporate offer

Visit our website for more information.

*Conditions apply

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

This degree, awarded by Sorbonne University in Paris and 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: graduate.studies@sorbonne.ae

PO Box 38044, Abu Dhabi, United Arab Emirates

October 2023