

RECORDS MANAGEMENT & ARCHIVAL STUDIES

Master Programme - M1
(Catalog Course)



Academic year 2024-2025

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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 MIRAS programme – Sahar.Zaky@sorbonne.ac

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.ac

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 XVII^e 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 joining 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.ac

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](http://space.sorbonne.ae)

The screenshot displays the SUAD e-space interface. At the top, there is a search bar and user information for Yann Rodier. The left sidebar contains navigation options: Home, Personal Library, Department Library, Staff Services, and Apps Download. The main content area is divided into several sections: 'My Applications' with icons for My Email, Sorbonne Learn, Oracle Erp, and Registrar Portal; 'SUAD Calendar' for June 2020; 'News' featuring a video titled 'Sorbonne centre for AI opens in Abu Dhabi' dated January 27th, 2020; and 'Policy Documents' which currently shows 'No Documents Found'. A 'Coming Soon' banner is present in the top right corner.

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 resources 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 information related to your academic schedule and to your grades.

Library Resources

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

http://library.psuad.ac.ae/ubtbin/cgiisirs.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/ubtbin/cgiisirs.exe/?ps=Rnypv7KsNJb/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*. (1st semester)

*One concentration has to be selected among the following: *Management of Personal Records, Management of Legal and Defense Records*, or *Management of Records during Mergers, Acquisitions, divestures and Closures* (3rd semester).

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	<i>Archival Theories and Concepts</i> Dr. Proscovia Svärd	16 Sep - 20 Sep	5
	Archival Diplomatics Dr. Proscovia Svärd	29 Sep - 3 Oct	5
	Records Management Anne Burnel	13 Oct - 17 Oct	5
UE2	The Juridical Administrative UAE system in the Age of Digital Transformation Haykkel Hajjaji	27 Oct - 31 Oct	3
	Information Technology and Archives Dr. Adam Krisberg	2 nd Semester 23 Feb - 27 Feb	5
UE3	Records Management in Business & Administrative contexts Dr. Mehluli Masuku	24 Nov - 28 Nov	5
UE4	Academic and Administrative writing Dr. Victor Kabata	9 Dec - 12 Dec	2

2^d semester			
UE	Course name	Dates	ECTS
UE1	<i>Information governance</i> Prof. Dr. Basma Makhlouf	26 Jan - 30 Jan	5
	<i>Digital Recordkeeping</i> Dr. Proscovia Svärd	9 Feb - 13 Feb	5
UE2	<i>Database design</i> Adel Yazid	7 Apr - 11 Apr	5
	<i>IT Security and Risk Management</i> Pr. Dr. Hrvoje Stancic	9 Mar - 13 Mar	5
UE3	<i>Research and Scholarship</i> Dr. Forget Chaterera	16 Mar - 20 Mar	5
UE4	<i>Records Management in Business & Administrative contexts</i> Dr. Victor Kabata	13 Apr - 17 Apr	5
UE5	<i>Data Analysis I</i>	TBD	0
	<i>French courses, from beginner to advanced level</i>	TBD	0
	<i>Professional Arabic for archival terminology</i>	27 Apr - 1 May	0

	Fundamental Courses		Professional Skills Course
	Academic Courses		Elective courses

SYLLABI COURSES

Master 1 – Semester 1 – 2024-2025

Course code and title	UE1 – MRAS 500 – <i>Archival Theories and Concepts</i>
Permanent Staff	Dr. Proscovia Svärd, Associate Professor, SUAD
Dates	16 Sep - 20 Sep
Course description	<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>
Course learning outcomes	<p><i>CLO 1 Explain</i> the main archival concepts relevant to the management of archives</p> <p><i>CLO 2 Describe</i> the main archival practices in archival science</p> <p><i>CLO 3 Analyse</i> archival principles that constitute archival theory and practice</p>

	<i>CLO 4 Interpret different archival theories that are cardinal to the management of archives</i>
Course code and title	UE1 – MRAS 501 – Archival Diplomatics
Permanent Staff	Dr. Proscovia Svård, Associate Professor, SUAD
Dates	29 Sep - 3 Oct
Course description	<p>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.</p>
Course learning outcomes	<p>Upon completion of this course, students will demonstrate their ability to:</p> <p>CLO1 Explain the concept and characteristics of archives</p> <p>CLO2 Identify records among different types of information</p> <p>CLO3 Use correctly the international records and archives management terminology;</p> <p>CLO4 Discuss the nature, function, use, and value of documentary evidence of actions and transactions; and</p> <p>CLO5 Analyze records on the basis of their form, formation, and consequences.</p>
Continuous assessment (50%)	<ol style="list-style-type: none"> 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 – MRAS 502 – <i>Records Management</i>
Professional on Assignment	Anne Burnel, Director of Archives, La Poste, Paris
Dates	13 Oct - 17 Oct
Course description	<p>Records Management is a course designed for professionals and practitioners who seek to acquire fundamental skills and knowledge in the field of records management. The course is intended to help students with direct and indirect responsibilities and oversight in records management to build critical and internationally accepted skills in the profession. The course will expose students to recent knowledge in records management as well as consider the opportunities and challenges brought by electronic information technologies. The course covers all the essential skills and concepts for managing records and information in accordance with international standards such as ISO15489. Focus will be on fundamental skills required to effectively deploy and maximise the benefit of records management as well as manage the information security and outcomes so as to improve organisational productivity and service delivery. The course is designed to stretch the thinking of those who are keen to improve their knowledge in records and archives management. Key topics to be covered include aspects of records management, the records life cycle and continuum principles, how to conduct records appraisal and information inspection surveys, creation of records management business tools such as retention and disposal schedules, records management policies, procedures and standards, creation of a records management and information security plan of action. Overall, this course enables students to master the tools and methods necessary for the implementation of records management systems in the organizations and students will be made aware of the multidisciplinary aspect of the records management profession. The course content will be delivered through oral presentations, group discussions, quizzes and use case analysis.</p>
Course learning outcomes	<p><i>Upon completion of this course, students will demonstrate their ability to:</i></p> <ol style="list-style-type: none"> 1. Differentiate the theoretical foundations on which the Records management are based and the ability to define them. 2. Analyse the principles and rules that govern the management of records 3. Distinguish the evolution of methods and technologies used to create, store, organize, and preserve records. 4. Examine how recordkeeping practices differ from and relate to other information management practices. 5. Assess the ability to apply the records management system in a sound manner. 6. Evaluate legal, policy, ethical issues surrounding records administration and current issues in the records management professions
Continuous assessment (50%)	<ol style="list-style-type: none"> 1- Close book test 2- Individual assignment 3- Teamwork presentation
Final assessment (50%)	Final exam

Course code and title	UE2– MRAS 504 – <i>The Juridical Administrative UAE system in the Age of Digital Transformation</i>
Professional on Assignment	Haykkel Hajjaji – attorney, Covington & Burling LLP, Dubai
Dates	27 Oct - 31 Oct
Course description	<p>The course will cover UAE administration history and evolution, its legal system, as well as fundamentals of administrative law, corporate law and data protection. It will also examine the UAE legal framework in light of the digital transformation currently implemented by the UAE administration. The course will include the participation of experts in the fields of corporate law and comparative jurisprudence. It will be interactive and as much practical as possible. It will not require the use of particular software or tools.</p> <p>It will present:</p> <ul style="list-style-type: none"> • the main features of the Emirati legal system as they affect the establishment, organization and functioning of public and private bodies and influence records creation, maintenance, and preservation; • the broad lines of the historical evolution of federal, provincial, and local government in UAE; • an overview of the EAU legal system; • the private corporate bodies: how they are established, how generally they are subject to laws in the juridical system; important kinds of administrative change that affect the creation, maintenance, and preservation of private bodies’ archives; sources for the study of the history of administration of private bodies; <p>- 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.</p>
Course learning outcomes	<p>Upon completion of this course, students will demonstrate their ability to:</p> <p>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</p>
Continuous assessment (50%)	<p>1 – Lectures 2 – Oral presentation 3 – Teamwork</p>
Final assessment (50%)	Essay questions (2hrs)

Course code and title	UE2– MRAS 505 – <i>Information Technology and Archives</i>
Professor on Assignment	Dr. Adam Kriesberg
Dates	23 Feb - 27 Feb
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	<p>Upon completion of this course, students will demonstrate their ability to:</p> <p>CLO 1 – Articulate the nature and uses of information technology in relation to archival work</p> <p>CLO 2 – Systematically assess organizational and/or community information needs and issues</p> <p>CLO 3 – Select or develop appropriate technological solutions as part of to a broader strategy to address organizational and community information problems or needs</p> <p>CLO 4 – Communicate technical and user-focused needs to system developers or vendors</p>
Continuous assessment (60%)	<p>1 – Oral presentation</p> <p>2 – Model assessment</p> <p>3 – Response to case study</p> <p>4 – Call for tenders</p>
Final assessment (40%)	Portfolio of documentation

Course code and title	UE3 – MRAS 506 – Records Management in Business & Administrative context – Concentration: - Health Records Management
Permanent Staff	Dr. Mehluli Masuku – Post-Doc - SUAD
Dates	24 Nov - 28 Nov
Course description	<p>This applied work covers practical aspects relating to clinical and non-clinical hospital records outlining particular approaches that are required to meet the specific requirements of a record service within a health institution environment. Students will visit a health facility to experience firsthand the concept of health records management and the context within which health records management programmes operate. Further, the applied work will include workshops and conferences that will shed light on filing and classification systems as well as appraisal and storage systems for hospital records. Overall, students will be exposed to the following aspects :</p> <ul style="list-style-type: none"> • The context of health Records Management • Management of Patient Case notes and other hospital records • Appraisal, Storage and Access Issues in a health facility.
Course learning outcomes	<p>Upon completion of this applied work, students will demonstrate their ability to:</p> <p>CLO 1. Explain the nature of health records management and the context within which health records management programmes work.</p> <p>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.</p> <p>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.</p> <p>CLO 4. Undertake appraisal of hospital records, ensuring adequate storage and providing access.</p>
Continuous assessment (60%)	Field reports
Final assessment (40%)	NA

Course code and title	UE3– MRAS 506 – Records Management in Business & Administrative context – Concentration: Business and Enterprise Content Management
Permanent Staff	
Dates	
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	<p>Upon completion of this applied work, students will demonstrate their ability to:</p> <p>CLO1 Apply the procedures involved in capturing information in the ECM/ EDRM system</p> <p>CLO2 Design modalities for managing information held in ECM and other collaborative systems.</p> <p>CLO3 Recognize the value of soundly storing frequently changing information with content management systems.</p> <p>CLO 4 Appreciate the need to preserve vital information held in content management systems.</p>
Continuous assessment (60%)	Field reports
Final assessment (40%)	NA

Master 1 – Semester 2 – 2024-2025

Course code and title	UE1 – MRAS 509 – <i>Information Governance</i>
Permanent Staff	Prof. Dr. Basma Makhoulf – HEG - Head of Master in Information Sciences and Archival Science Coordinator, Geneva
Dates	26 Jan - 30 Jan
Course description	<p>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 its capability in better mastering the corporate information assets. The course will explore the challenges and characteristics of IG in different sectors using specific data and information typologies (banking, healthcare, research, governmental, etc.).</p> <p>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.</p> <p>The course is based on participatory learning. The presence and contribution of students is essential for the dynamics and proper conduct of the courses. The 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.</p>
Course learning outcomes	<p>Upon completion of this course, students will demonstrate their ability to:</p> <ul style="list-style-type: none"> - Evaluate the general overview of the concept of IG; - Examine the main issues, challenges and trends that characterize the governance of different types of data (research, medical, banking, public, industrial, etc.); - Use the main standards and models that regulate IG; - Design an IG policy using practical cases and recent researches; - Study the main approaches and tools developed for IG assessment (maturity models); - Evaluate the principal aspects of security and data protection; - Estimate some of the IG tools and devices (software, guides, etc.).
Continuous assessment (50%)	<p>1 – Report 2 – Oral presentation 3 – Quizz</p>
Final assessment (50%)	Written exam

Course code and title	UE1 – MRAS 510 - Digital recordkeeping
Professional on Assignment	Dr. Proscovia Svärd, Associate Professor, SUAD
Dates	9 Feb - 13 Feb
Course description	<p>Sustainable information management, i.e. managing information throughout its life cycle, is currently a challenge for archives around the world. The course therefore offers both theoretical reflections, discussions and case studies to successfully meet this challenge. This course covers the concepts and theories related to provide students with a clear conceptual framework and a sound methodology for analyzing, developing and evaluating digital records system, referring to the main national and international standards, best practices and projects relevant in this area.</p> <p>At the end of the course, students will have the necessary theoretical and practical knowledge to concretely implement a digital recordkeeping system within their organisation and thus manage information in a sustainable way.</p>
Course learning outcomes	<p>Upon completion of this course, students will demonstrate their ability to:</p> <p>CLO 1 : Analyze the main theoretical concepts about record-creation, record-making and record-preservation in the context of a digital environment</p> <p>CLO 2 : Use models and methodologies related to the design of records systems</p> <p>CLO 3 : Evaluate and compare digital record-making, recordkeeping and records preservation systems</p> <p>CLO 4 : Define a roadmap for designing and developing a record-making, a recordkeeping and a record preservation system</p> <p>CLO 5 : Analyze and evaluate recent and current standards, research and literature on electronic record management systems (ERMS)</p>
Continuous assessment (50%)	Oral presentations
Final assessment (50%)	Essay on a case study

Course code and title	UE2 – MRAS 511 - <i>Database Design</i>
Professional on Assignment	Mohamed Adel YAZID
Dates	7 Apr - 11 Apr
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	<p>Upon completion of this course, students will demonstrate their ability to:</p> <ul style="list-style-type: none"> • Evaluate the basic features of Microsoft access and the concepts of databases • Design tables, defining fields, data types and modifying table design • Sort and filtering data • Interpret relationships between tables based on specific criteria • Create, selecting and modifying queries and reports • Create and modifying forms and optimizing data
Continuous assessment (50%)	<ol style="list-style-type: none"> 1- Oral presentation 2- Mini Project 1 3- Mini Project 2
Final assessment (50%)	NA

Course code and title	UE2 – MRAS 512 - 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	9 Mar - 13 Mar
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	<p>Upon completion of this course, students will demonstrate their ability to:</p> <ol style="list-style-type: none"> 1. Estimate the information security space for new and ongoing issues relevant to records and archives; 2. Assess organizational security risks and mitigations for records, information, and data, focusing on physical security, enterprise architecture, networks, applications, ubiquitous computing, and security operations; 3. Contribute to information security governance and policy documents at the organizational level; and 4. Support compliance with information security operations through collaborative projects and initiatives.
Continuous assessment (50%)	<p>1 – Project outline 2 – Project presentation 3 – Project report</p>
Final assessment (50%)	Essay

Course code and title	UE3 – MRAS 513 - <i>Research and Scholarship</i>
Permanent Staff	Dr. Forget Chaterera – Assistant Professor, SUAD
Dates	16 Mar - 20 Mar
Course description	<p>Research and Scholarship is a course that seeks to provide students with a broad appreciation of the research methods used in the field of records management and archival studies. The course focuses on the fundamentals of quantitative and qualitative social science and applied research. Students will learn how to identify problems to study, develop hypotheses and research questions, specify independent and dependent variables, check for the validity and reliability of studies and design research projects. The course will expose students to the broad 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.</p>
Course learning outcomes	<p>Upon completion of this course, students will demonstrate their ability to:</p> <p>CLO 1: Describe and compare the major quantitative and qualitative research methods used in the records management and archival studies research</p> <p>CLO 2: Discuss the roles that research plays in records management professions</p> <p>CLO 3: Understand the importance of research ethics and integrate research ethics into the research process.</p> <p>CLO 4: Prepare a detailed research plan including problem identification and selection, research questions/hypotheses, literature review, methodological design, data collection and analysis techniques</p> <p>CLO 5: Assess and critique a published journal article that uses one of the primary research methods in records management and archival studies.</p>
Continuous assessment (50%)	<ol style="list-style-type: none"> 1- Written assignment 2- Written critic of a sample article 3- Questionnaire
Final assessment (50%)	Essay

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



- ❖ 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.
- ❖ Shanghai World University Rankings 2018-2019 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.



International Council on Archives
Conseil International des Archives

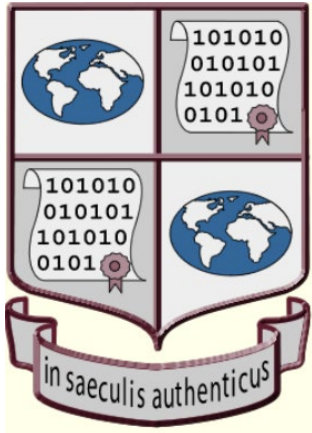
- ❖ The ICA believes that effective records and archives management is an essential precondition for good governance, the rule of law, administrative transparency, the preservation of mankind's collective memory, and access to information by citizens.
- ❖ The International Council on Archives (ICA) is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

h e g

Haute école de gestion de Genève
Geneva School of Business Administration

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

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