SORBONNE UNIVERSITY ABU DHABI

National Library & Archives
الأرشيف والمكتبة الوطنية

# *Foundation year & Bachelor in*
# RECORDS MANAGEMENT AND ARCHIVAL SCIENCE

COURSE CATALOGUE FOR THE 2026-2027 ACADEMIC YEAR

Three-year degree delivered by Paris-Sorbonne.

In cooperation with the National Archives in Abu Dhabi, this Bachelor programme is designed to provide dynamic learning for careers in archives, offering a well-rounded training in the field of archival and records management that equips its students to work in public and private organisations.

# *Records Management and Archival Science*

**Programme Code:** RMAS

**Level:** Undergraduate

**Credits and Duration:** 180 ECTS credits taken over 6 semesters - 36 months full time.

**Delivery Language:** English

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# 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, civilisations, 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 2021:** Sorbonne University is ranked 35th in the world and 1st in France.

## The National Library and 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 organisation 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 specialised historical research. Moreover, it hosts and organises local, regional and international conferences and symposiums, in addition to holding related exhibitions both locally and abroad.

## Sorbonne University is a member of the ICA

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.

## 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.

SORBONNE UNIVERSITY ABU DHABI

# General academic calendar 2026-2027

## AUGUST

| M | T | W | T | F | S | S |
|---|---|---|---|---|---|---|
| 27 | 28 | 29 | 30 | 31 | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

- 3 - 9 Aug: University Closure
- 24 - 28 Aug: DU Catch-up / Placement Test
- 28 Aug: Prophet Muhmmad's Birthday
- 26 - 28 Aug: Orientation Days
- 31 Aug: Start of Semester 1 Classes

## SEPTEMBER

| M | T | W | T | F | S | S |
|---|---|---|---|---|---|---|
| 31 | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |

## OCTOBER

| M | T | W | T | F | S | S |
|---|---|---|---|---|---|---|
| 28 | 29 | 30 | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

- 12 - 18 Oct: Autumn Break

## NOVEMBER

| M | T | W | T | F | S | S |
|---|---|---|---|---|---|---|
| 26 | 27 | 28 | 29 | 30 | 31 | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

- 5 Nov: Astrolabe Career Fair

## DECEMBER

| M | T | W | T | F | S | S |
|---|---|---|---|---|---|---|
| 30 | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

- 1 Dec: Commemoration Day
- 2 - 3 Dec: National Day
- 10 Dec: Career Networking Night
- 18 Dec: End of Semester 1
- 21 Dec - 10 Jan: Winter Break
- 25 Dec: Christmas Day - French Holiday

## JANUARY

| M | T | W | T | F | S | S |
|---|---|---|---|---|---|---|
| 28 | 29 | 30 | 31 | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

- 1 Jan: New Year
- 11 - 22 Jan: Semester 1 Exams Period
- 25 Jan: Start of Semester 2 Classes

## FEBRUARY

| M | T | W | T | F | S | S |
|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |

- 7 Feb: Start of Ramadan

## MARCH

| M | T | W | T | F | S | S |
|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

- 8 - 11 Mar: Eid El Fitr
- 24 Mar: Employability Day

## APRIL

| M | T | W | T | F | S | S |
|---|---|---|---|---|---|---|
| 29 | 30 | 31 | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |

- 5 - 11 Apr: Spring Break

## MAY

| M | T | W | T | F | S | S |
|---|---|---|---|---|---|---|
| 26 | 27 | 28 | 29 | 30 | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

- 1 May: Labour Day - French Holiday
- 16 May: Arafat's Day
- 17 - 18 May: Eid El Adha
- 17- 21 May: Revision Week
- 24 - 4 Jun: Semester 2 Exams Period

## JUNE

| M | T | W | T | F | S | S |
|---|---|---|---|---|---|---|
| 31 | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |

- 6 Jun: Islamic New Year
- 18 Jun: Tentative Jury
- 21 Jun - 2 Jul: Catch-up Exams

## JULY

| M | T | W | T | F | S | S |
|---|---|---|---|---|---|---|
| 28 | 29 | 30 | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

- 2 Jul: End of Academic Year for Students & Faculty
- 2 Jul: Tentative Jury Catchup
- 14 Jul: French National Holiday

Classes
Academic Holiday
Orientation Days
Public Holiday
Revision Week
University Summer Closure
Exams Period

*All national & religious holidays are tentative and subject to change*

# Foundation Year

For the students who do not meet the admission criteria to directly join the L1 and who did not attend a foundation year, the foundation year is mandatory before joining the programme. This is a demanding programme which requires a good level in English, in Arabic and some strong academic skills to attend the BRMAS courses.

## 1 – Admission Criteria for the Foundation Year:

Students have to meet these requirements to join the foundation year:

- French Baccalaureate with a minimum final average of 10/20 or High School Diploma with a minimum 75% average (or equivalent)
- English Proficiency Exam: EmSAT – English - minimum score of 1100, 61 in iBT TOEFL or IELTS 5.0.
- Arabic Proficiency: A minimum average of 70% in the Arabic Subject in the High School.

## 2 – Academic Structure of the Foundation Year:

* CA = Continuous Assessment
* FA = Final Assessment

| | Course code and title | Contact hours | Assessments | Coef. | Instructor |
|---|---|---|---|---|---|
| 1st Semester | **ENGL-624 – Advanced English course I (groups A, B & C)** | 40 hrs | CA* + FA* | 10 | Spencer Jones (group A), Lutfiyya Mamdoo (group B), Kimberly Carey (group C) |
| | **RMAS-003 – Methodology and Understanding in English (groups A, B & C)** | 20 hrs | CA + FA | 10 | Karolina Issa (group A), Glenn Vankessel (group B), Spencer Jones (group C) |
| | **ARAB-633 – Advanced Arabic course I (groups A, B & C)** | 39 hrs | CA + FA | 6 | Dr Sana Abbas (group A), Dr Madhat Ahmad (group B), Sana Abbas (group C) |
| | **FREN-601 – French course I (groups A, B & C)** | 30 hrs | CA + FA | 2 | Linda Tawbi (group A), Ghaydaa Taleb (group B), Jeanine El Khoury (group C) |
| | **IT-001 – Initiation IT course (groups A, B & C)** | 24 hrs | CA | 2 | Mohamed Adel Yazid |
| | **RMAS-001 – Introduction to Managing Records and Archives (groups 1 & 2)** | 20 hrs | CA + FA | 2 | Dr Samson Mutsagondo (group 1), Dr Victor Kabata (group 2) |
| | **RMAS-006 – Research Methodology (groups 1 & 2)** | 30 hrs | CA + FA | 2 | Dr Maryjane Bock (groups 1 & 2) |
| | | **203 hrs** | | | |

## Course Description – First Semester

### ENGL-624 – Advanced English course I

This course covers the concepts and theories related to bringing the reading, writing, speaking, listening and grammar skills of non-native English speakers to an advanced level through a variety of interactive classroom activities.

### RMAS-003 – Methodology and Understanding in English

This course covers the specific rules and structures of English grammar and their application in various contexts. The overall aim of the course is twofold: to improve grammatical accuracy across a range of simple and complex constructions; to adapt these structures to the demands of various related tasks. The course includes a focus on integrating acquired grammatical skills into written and oral production.

### ARAB-633 – Advanced Arabic course I

Since the course is aimed at an audience of Arabic speakers, who need to improve their level especially in written and oral expression in standard Arabic (Fusha), the course will cover two main areas: the first is morphological and the second is syntactic. Depending on the level of learners, the first semester would be devoted to morphology, while the second will focus more on syntax. But the two areas can be approached simultaneously if the level allows. Through authentic documents (written and oral) and role plays, this course will include study of the fundamental concepts in the Arabic linguistic system like the concept of derivation as well as the concept of I'rab or the three cases.

### FREN-601 – French course I

Ce cours est une introduction à la langue française en tant que langue étrangère, pour des étudiants non-francophones. Le cours apporte les bases lexicales, grammaticales et phonétiques, ainsi que les actes langagiers primaires.

### IT-001 – Initiation IT course

This course tackles key concepts to get the C2i certification. Once achieved, students will acquire basic knowledge about software presentation, word processors and spreadsheets software (Word, Excel), PPT.

### RMAS-001 – Introduction to Managing Records and Archives

This course covers the practices related to managing records throughout the lifecycle in all media in modern organisations. It includes the management of records and archives. Students will study paper and digital recordkeeping systems, record identification, classification and organisation, evaluation of records for sensitivity, security and retention values, appropriate disposal of records, the wider legal and societal framework in which records should be managed and the role of records managers and others in their management. The course includes a discussion of the nature and importance of records and archives both within organisations and to society in general.

### RMAS-006 – Research Methodology

This 30-hour course is conceived as a first introduction to research in Humanities. The aim of the course is in the first phase to develop the student's autonomy towards sources: ability to identify them, then find them in the relevant database according to their format (printed, iconographic, digitalised), understand them using the proper material and conceptual tools, and retrieve relevant information as well as summarise the ideas and points of view or analytical angles expressed in them. They will be particularly trained in the correct use of internet sources and verification of information. In a second phase, the student will learn how to incorporate these sources following proper rules in research, in the realm of Arab and Middle-Eastern Studies assigned by the instructor.
The students will be presented with the ethics of quotation in academic research, and the technicalities of using primary and secondary sources: in-text referencing, footnotes, endnotes. Basic rules of transliteration of Arabic will be taught and applied. In a third phase, students will learn about the outcomes of humanities studies and possible achievements in the field of academic research. Sessions are 2 hours long, except for referencing rules and transliteration sessions, 2.5 hours.

| | Course code and title | Contact hours | Assessments | Coef. | Instructor |
|---|---|---|---|---|---|
| 2nd Semester | **ENGL-623 – Advanced English course II (groups A, B & C)** | 40 hrs | CA + FA | 10 | Spencer Jones (group A), Lutfiyya Mamdoo (group B), Kimberly Carey (group C) |
| | **ENGL-001 – Advanced Business English (groups A, B & C)** | 20 hrs | CA + FA | 10 | Karolina Issa (group A), Dr Glenn Vankessel (group B), Spencer Jones (group C) |
| | **ARAB-634 – Advanced Arabic course II (groups A, B & C)** | 39 hrs | CA + FA | 6 | Dr Sana Abbas (group A), Dr Madhat Ahmad (group B), Dr Sana Abbas (group C) |
| | **FREN-613 – French course II (groups A, B & C)** | 30 hrs | CA + FA | 2 | Linda Tawbi (group A), Ghaydaa Taleb (group B), Jeanine El Khoury (group C) |
| | **RMAS-002 – Introduction to Records Management IT Tools (groups A, B & C)** | 25 hrs | CA | 2 | Mohamed Adel Yazid |
| | **RMAS-009 – Geopolitics in the Middle East (groups 1 & 2)** | 39 hrs | CA + FA | 5 | Walid Namane |
| | **RMAS-004 – Professional Workshop about Perspectives of the RM and Archiving** | 15 hrs | CA | 2 | Dr Mehluli Masuku |
| | **RMAS-005 – Artificial Intelligence and Emerging Technologies** | 10 hrs | CA | 2 | Dr Mehluli Masuku |
| | **RMAS-007 – Introduction to Law (groups 1 & 2)** | 30 hrs | CA + FA | 3 | Rebar Jaff |
| | | **248 hrs** | | | |

## Course Description – Second Semester

### ENGL-623 – Advanced English course II

This course covers the concepts and theories related to bringing the reading, writing, speaking, listening and grammar skills of non-native English speakers to an advanced level through a variety of interactive classroom activities.

### ENGL-001 – Advanced Business English

This course covers the specific rules and structures of English grammar and their application in various business contexts. The overall aim of the course is twofold: to improve grammatical accuracy across a range of simple and complex constructions; and, to adapt these structures to the demands of various related oral and written tasks using contemporary business English. The course includes a focus on integrating acquired grammatical skills into written and oral production.

This course develops reading, writing, and vocabulary skills in the business context and is intended for high intermediate level students with an interest in using their language skills in business. It is designed to prepare students to use English in a future work environment. Students will develop English-language skills with a focus on business contexts, and they will learn vocabulary that is used regularly in the business world. This course will provide ongoing oral and written practice and enrich their communication skills by using English in specific business settings and situations.

### ARAB-634 – Advanced Arabic course II

As the first semester of this course, aimed at Arabic speakers, was mainly dedicated to morphology, the second semester will focus more on syntactic phenomena. Always through authentic documents, written and oral, this course will study the functions of names, the difference between the nominal sentence and the verbal sentence, the different forms of the nominal sentence, the comparison, the concept of the latent subject.

### FREN-613 – French course II

Ce cours apporte des précisions grammaticales et aborde des sujets de la vie courante, des solutions pour faire face a des situations de découverte, de besoin, dans un environnement francophone.

### RMAS-002 – Introduction to Records Management IT Tools

This course covers first, the theoretical concepts of electronic data management systems, their benefits and added value for companies and different organisations. In addition, the course will include workshops on how to practice these concepts with an electronic platform. It will include as well, the study of practical cases through different challenges and stakes, in terms of managing efficiently manual and electronic data.

### RMAS-009 – Geopolitics in the Middle-East

The course aims at providing greater understanding of the cultural and political structures that have shaped current realities and conflicts in the Middle East. It will focus first on the "making of the Middle East" and the interventionism of the Great powers at the beginning of the 20th century in order to understand what makes the region so susceptible to external intervention. It will provide also some case studies about contemporary conflicts in the region and focus on the importance of natural resources in the ME and the ongoing struggles to reshape Middle Eastern states.

### RMAS-004 – Professional Workshop about Perspectives of the RM and Archiving

This workshop aims at providing a wide range of lectures coming from professionals to better explain today's challenges that the archivists and records managers face. Different professionals will be invited to introduce, to share and to explain their experience in their field. Students will be informed about the different specificities of archives and records management and in the private and public institutions, at different scales. UAE private and public institutions, Regional companies (Constellio, Gale Company) and International companies (ICA) will introduce the key stakes of records management and archiving in these areas. At the end, the goal is to get an overview about various aspects of the RM through the world at different scales and from different perspectives.

The report will be divided into two parts. The first one is a synthesis of the different conferences and the second part is the result of a short research about a topic related to the conference. Students have to follow the academic guidelines given in the research methodology course: short introduction and three paragraphs highlighting key points to deal with the topic.

### RMAS-005 – Artificial Intelligence and Emerging Technologies

The course introduces students to the fundamental aspects of Artificial Intelligence (AI), blockchain technology and data-mining. Emphasis will be placed on conceptualising artificial intelligence and how it really works. The course will focus on AI techniques and how these can be applied in records and archives management. Particular attention will be given to what AI can do for records managers and archivists. Issues to be covered will include the application of AI in automatic classification of content, automatic identification of key data and identification of value. The potential benefits and associated complexities of AI in records management will also be discussed. The course will also provide an overview of records management before and during the AI revolution. This will help students to appreciate the transition to managing information through AI.

Other essential aspects to be covered in the course include applications of blockchain technology in records and archives management. Focus will be on the use of blockchain technology for digital records authenticity, records retention and disposition as well as long-term digital preservation of records. The course will also provide an overview of data mining and offer discussions on data mining techniques, algorithms and how organisations can employ data mining technology to improve their records and archives management processes. Attention will be given to selected algorithms and techniques such as Classification, Clustering, Regression, Artificial Intelligence*, Association Rules and Decision Trees amongst others.

## Bachelor Presentation

This programme offers an overview of archival legislations, archiving standards, management of current, semi-current archives, recordkeeping theory and management practices, and the technology involved in the records management and information retrieval theory. It develops an understanding of the processes of information handling and use within UAE organisations, assists in acquiring the basic principles of records management and archives, and explores their application to professional practice. Students are also prepared for preservation of archival materials and archival management of electronic records.

### Academic and Professional Skills:

The Bachelor in Records Management & Archival Science is unique in the UAE, in part because it offers a professional training in a very strategic field for public and private companies. This Bachelor allows students to develop a wide range of skills that are highly demanded by employers:

- Offering an overview of archival legislations, archiving standards, management of current, semi-current and electronic archives, recordkeeping theory and management practices, and the technology involved in the records management and information retrieval theory.
- Understanding the processes of information handling and use within UAE organisations.
- Assisting in acquiring the basic principles of records management and archives. Exploring their application to professional practices.
- Preparing for preservation of archival materials and archival management of electronic records.
- Acquiring technical and professional skills by using IT tools and software dedicated to records management; by learning strategic tools such as quantitative methods and statistics.
- Improving linguistic skills.

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 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 recordkeeping 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 Archives.

## Accreditation and BA Diploma

This BA is specialised in **Records Management & Archival Science.** This degree has been **accredited by the French Ministry of Education and by the UAE Ministry of Higher Education in August 2020.** It will be delivered by **Sorbonne Université** in Paris. In the French Academic System this specialisation is usually related to History, due to a long-standing tradition of historical recordkeeping and archiving. However, the degree mainly focuses on the topical issues of records management and archival science in a professional context. Its complete title is Bachelor in the Field of **Human and Social Sciences**, Area: **History**, Specialty: **Records Management and Archival Science**. On the French diploma, all the aforementioned designations in bold will be listed as follows: Licence dans le domaine des Sciences Humaines et Sociales, Mention: Histoire, Parcours: Records Management et Archivistique. All the transcripts will be delivered in English.

| **Code: RMAS** | |
|---|---|
| **Academic Year** | 2026-2027 |
| **Level** | Undergraduate |
| **Credits and Duration** | 180 ECTS credits taken over 6 semesters - 36 months full time. |

Please note, this programme is delivered in English and students are provided with their programme structure and course descriptions in English. However, for some specific courses related to the UAE archival law, for instance, knowledge of Arabic is a prerequisite. For such courses, the terminology used and the bibliography are in Arabic. This linguistic skill will also be important for the applied works at the National Archives or at other Emirati institutions because Arabic is the language of administration.

## Career Prospects

According to an expert in Archives, Mr. Abdelkrim Badjadja, former General Director of the National Archives in Algiers and archival expert in the UAE for 15 years, more than 5000 persons need to be trained carefully[1].

This Bachelor in **Records Management & Archival Science is unique in the UAE** and offers a professional training in a key field for public and governmental entities, as well as private companies (cf. 1.2: Demand and supply in the UAE about this programme). All the sectors in the UAE need to hire specialists in records management and archiving:

- UAE Ministries (Defence, Foreign Affairs, Presidential Affairs, Interior, Finance, Energy and Industry, DCT…)
- Public and governmental entities (national archives, ADNOC, municipalities, insurance authority, telecommunications, museums, cultural institutions, colleges…)
- Private companies (bank industries, industries…)
- Health services (hospitals, clinics…)

The bachelor degree in records management and archives is required for candidates who wish to pursue a career as an archivist (digital and physical), digital asset manager, electronic records manager or a metadata specialist. Opportunities exist in cultural institutions, general management and administration, government agencies, health, service industries, public and private organisations, international companies and NGOs…

Consequently, the employability of students graduated in records management and archival science will be very high in the UAE. This will be facilitated by the final professional internship, during the 3rd year of the BA, because the students will work in a private, governmental or public companies according to their own preferences and the job opportunities offered by these entities.

[1] *M. Abdelkrim Badjadja's handbook published by the National Archives in Abu Dhabi:*
بجاجة، عبد الكريم. النظام الأرشيفي المتكامل. أبو ظبي: الأرشيف الوطني، *2016. 382* ص

# BRMAS Structure

The programme is divided into four categories: **fundamental records management & archival courses, fundamental academic courses, technical and professional training** and **general knowledge courses.**

## Fundamental Records Management & Archival Courses

Fundamental courses offer an overview of archival legislations, archiving standards, management of current, semi-current and non-current archives, recordkeeping theory and management practices, technology involved in records management and information retrieval theory. It develops an understanding of the processes of information handling and use within UAE organisations, assists in acquiring the basic principles of records management and archival science, and explores their application to professional practices.

## Technical and Professional Training

Beyond the fundamental archival courses, students will also get technical, digital and professional skills for administrative, business, and management purposes. Professors and professionals teach students to develop critical thinking and decision-making skills related to all forms of records to manage and preserve authentic and trustworthy records and archives, in the context of business, government, public needs, scientific research, or cultural heritage. A well-rounded experience will achieve this professional training due to **semestrial-applied works** and a **long final internship** in a private or public company in the UAE with the support of the National Archives.

Students have to apply what they learnt during each semester through these applied works organised with the professionals from the National Archives in Abu Dhabi. These 5 applied works introduce to the different duties and assignments that records managers and archivists have to fulfil, especially the use of specific IT tools, quantitative methods, statistics, administrative and legislative works. Their professional and technical skills will be evaluated with these applied works. Lastly, at the end of the BA, students will get an internship for 2 months at governmental or private institutions in coordination with the institutions interested in hiring some graduated students.

## Fundamental Academic Courses

Fundamental academic courses provide a deep knowledge in Law, History and Cultural Heritage in the Middle-East. The purpose of these courses is to provide students with a strong knowledge about History of the Middle East in a global context from the history of the Arab-Muslim World to today's Middle-East. This historical background is important to better understand the archiving stakes through the ages and the importance to collect and store data securely. For the students who will work in public and private sectors, it is also important to have a wide range of Law skills, especially in the new scope of data mining applications (cybersecurity, digital archiving, data protection, open data and so on).

## General Knowledge Courses

As an option, students will have the opportunity to learn other foreign languages as Chinese, Spanish, Italian, German and French or to attend sports classes. These courses will improve the linguistic skills of the students. Courses focused on communication skills in English and in Arabic are important for the students who will work in the UAE.

The curriculum follows the European ECTS system and the degree is delivered by Paris-Sorbonne University. The Bachelor in Records Management & Archival Science requires the successful completion of 180 ECTS comprising:

**Fundamental Records Management & Archival Courses** – 83 ECTS required
**Technical and Professional Training** – 44 ECTS required
**Fundamental Academic Courses** – 35 ECTS required
**General Knowledge Courses** – 18 ECTS required

## Programme Structure:

| | UE | Course code | Course name | Dates | ECTS |
|---|---|---|---|---|---|
| 1st Semester | 1 | RMAS-101 | Introduction to Archival Science & Information Sciences | semestrial | 6 |
| | | RMAS-102 | Managing Public & Private Sector Records in UAE | semestrial | 6 |
| | | RMAS-103 | Information and Society | semestrial | 6 |
| | 2 | RMAS-104 | History of the Arab-Muslim World, from Tribes to Empire | 2 - 13 Nov | 4 |
| | 3 | RMAS-105 | Introduction to Coding & Programming | semestrial | 4 |
| | 4 (2 choices) | Foreign Languages (French, Spanish, German, Italian, Chinese, English) | | semestrial | 2 |
| | | Sports | | semestrial | 2 |
| | | Cultural Events | | semestrial | 2 |

| | UE | Course code | Course name | Dates | ECTS |
|---|---|---|---|---|---|
| 2nd Semester | 1 | RMAS-106 | Records Management Programme | 25 Jan - 5 Feb | 6 |
| | | RMAS-107 | Archival Legislations – UAE Archival Laws and Regulations | semestrial | 5 |
| | | RMAS-108 | International Cooperation, Preservation Standards and Ethics | 15 - 26 Mar | 5 |
| | 2 | RMAS-109 | Middle East in the Early Modern Connected World | 12 - 23 Apr | 3 |
| | | RMAS-110 | Quantitative Methods | 26 Apr - 7 May | 3 |
| | 3 | RMAS-111 | Applied Work I - Legislative Text and Standards Analysis and Comparison | 10 - 14 May | 4 |
| | 4 (2 choices) | Foreign Languages – LEA Department (French, Spanish, German, Italian, Chinese, English) | | semestrial | 2 |
| | | Sports – Sports Department | | semestrial | 2 |
| | | Cultural Events | | semestrial | 2 |
| | | Communication Skills in English for Records Management | | semestrial | 2 |

Fundamental Courses | Professional Skills Courses | Academic Courses | General Knowledge Courses

## Programme Structure:

| | UE | Course code | Course name | Dates | ECTS |
|---|---|---|---|---|---|
| 3rd Semester | 1 | RMAS-201 | Appraisal of Current Records | semestrial | 5 |
| | | RMAS-202 | Information Governance in a Big Data World | 16 - 27 Nov | 4 |
| | | RMAS-203 | Archival Diplomatics for Electronic Records Management | semestrial | 5 |
| | | RMAS-204 | Classification, Arrangement and Description | semestrial | 5 |
| | 2 | RMAS-205 | Modern Middle East | 2 - 13 Nov | 3 |
| | 3 | RMAS-206 | Applied Work II - Archiving Procedures: Practical Aspects | semestrial | 4 |
| | 4 (2 choices) | Foreign Languages (French, Spanish, German, Italian, Chinese, English) | | semestrial | 2 |
| | | Sports | | semestrial | 2 |
| | | Cultural Events | | semestrial | 2 |
| | | Research Methodology | | semestrial | 2 |

Fundamental Courses | Professional Skills Courses | Academic Courses | General Knowledge Courses

## Programme Structure:

| | UE | Course code | Course name | Dates | ECTS |
|---|---|---|---|---|---|
| 4th Semester | 1 | RMAS-207 | Digital Preservation | semestrial | 6 |
| | | RMAS-208 | Principles and Methods for the Physical Preservation of Archival Documents | 12 - 23 Apr | 5 |
| | | RMAS-209 | Non-Textual Archives Processing | 25 Jan - 5 Feb | 4 |
| | 2 | RMAS-210 | Contemporary Middle East: History and Heritage | 26 Apr - 7 May | 3 |
| | 3 | RMAS-211 | Digital Tools and Environment in the Era of Artificial Intelligence | 15 - 26 Mar | 4 |
| | | RMAS-212 | Applied Work III – Digitising and Microfilming Documents and Archives | semestrial | 4 |
| | 4 (2 choices) | Foreign Languages (French, Spanish, German, Italian, Chinese, English) | | semestrial | 2 |
| | | Sports | | semestrial | 2 |
| | | Cultural Events | | semestrial | 2 |
| | | Communication Skills in Arabic for Records Management and Archives | | 27 Apr - 1 May | 2 |

Fundamental Courses | Professional Skills Courses | Academic Courses | General Knowledge Courses

## Programme Structure:

| | UE | Course code | Course name | Dates | ECTS |
|---|---|---|---|---|---|
| 5th Semester | 1 | RMAS-301 | Daily Operations of Archival Departments and Buildings | 28 Sep - 9 Oct | 5 |
| | | RMAS-302 | Business Records Management & Technologies | 19 - 30 Oct | 5 |
| | 2 | RMAS-303 | Digital Archives Law | semestrial | 4 |
| | | RMAS-304 | A Digital History | 16 - 27 Nov | 3 |
| | 3 | RMAS-305 | Independent Research Project: Research Methods and Design | semestrial | 5 |
| | 4 | RMAS-306 | Applied Work IV - Visits and Technical Reports | semestrial | 4 |
| | 5 | Foreign Languages (French, Spanish, German, Italian, Chinese, English) | | semestrial | 2 |
| | | Sports | | semestrial | 2 |
| | | Workshop about AI and Innovative & Disruptive Technology | | semestrial | 2 |

| | UE | Course code | Course name | Dates | ECTS |
|---|---|---|---|---|---|
| 6th Semester | 1 | RMAS-307 | Promotion & Dissemination of Archival Resources | semestrial | 4 |
| | | RMAS-308 | Archival Appraisal & Collection Development | 22 Feb - 5 Mar | 4 |
| | | RMAS-309 | Oral Archives & Collecting Memory | 22 Feb - 5 Mar | 3 |
| | 2 | RMAS-310 | Cultural Heritage Management | semestrial | 3 |
| | 3 | RMAS-311 | Professional Internship | semestrial | 12 |
| | 4 | Cultural Events | | semestrial | 2 |
| | | Introduction to Digital Humanities | | 15 - 19 Feb | 2 |

Fundamental Courses | Professional Skills Courses | Academic Courses | General Knowledge Courses

## Bachelor 1 Semester 1

| | |
|---|---|
| **Course code and title** | **RMAS-101 – *Introduction to Archival Science & Information Sciences*** |
| **Instructor** | Dr Victor Kabata, Assistant Professor - SUAD |
| **Date** | semestrial |
| **Credits** | 6 |
| **Course description** | The RMAS 101 introductory course, as the title mentions it, presents topical issues about current archiving. It provides to the beginners an overview about archiving during the full record life cycle. Then, the RMAS 106 about RM addresses the functions to process and to use data and documents since data creating and data capturing until the end of their activity.<br><br>This course presents the basic knowledge of main concepts and theories of Archival science. It introduces first the Information sciences and their perimeter and highlights its relationship with both Archival science and Records management. The course will present then the nature, the characteristic and the typology of archives and related concepts such as data, information, document and record.<br><br>The course includes the principals of Archival science and explains the major archival functions needed for rational and operational archival processing during the whole life cycle of archives. For each archival function, definitions, objectives, principals, processes, methods and tools will be explained and illustrated.<br><br>The course will include the study of digital the nature and non-digital archives including their nature and differences. The course will draw the portrait of the national and international archival institutions and instances. Some relevant international illustrations and practical use cases will be presented. |
| **Course learning outcomes (CLOs)** | Upon completion of this course, students will demonstrate their ability to:<br>• **Explain** the main axes of information sciences and its relationship with archival science;<br>• **Recognise** nature and perimeter of the archival science;<br>• **Distinguish** archival documents from other sources of information;<br>• **Use** properly archival terminology;<br>• **Understand** the archival principals and fundamentals;<br>• **Define** the archival functions and their implementation processes and tools;<br>• **Identify** the missions and roles of national and international archival instances and stockholders. |
| **Continuous assessment (50%)** | Mid-term examination<br>Attendance and participation |
| **Final assessment (50%)** | Written examination |

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|---|---|
| **Course code and title** | **RMAS-102 – *Managing Public & Private Sector Records in UAE*** |
| **Instructor** | Amal Saif – Technical Expert, UAE National Archives |
| **Date** | semestrial |
| **Credits** | 6 |
| **Course description** | This course is an introduction to the principles, concepts, processes and systems used in records management and archival administration as they apply in practice within UAE institutions.<br><br>Using these elements, students will explore real world issues and case studies. This course will start by an introduction about how does an administration work and create information and documents and keep archives. This will lead to a description of the panorama of different types of UAE institutions (public and private) and their history and organisation. This will show the national administrative schema and its evolution through the main periods of the UAE history.<br><br>Students will study and reflect on the practical, ethical and social issues regarding the creation, retention and disposal of records and archives. Evolutions of the digital innovations in the UAE companies and public institutions will be studied. The students have to be able to apply the processes of innovations and entrepreneurships from study cases. The course will include a study of the organisation charts of each category and the common activities between them. |
| **Course learning outcomes (CLOs)** | Upon completion of this course, students will demonstrate their ability to:<br>• **Recall** the UAE administration panorama and UAE history of the administration evolution;<br>• **Describe** the evolution of organisation charts;<br>• **Explain** the new models of management implemented in UAE administration;<br>• **Memorise** information about new technology applied to the management of UAE administration;<br>• **Define** the UAE private administration environment. |
| **Continuous assessment (50%)** | 1. In-class assignment (20%)<br>2. Attendance and participation (10%)<br>3. Mid-term examination (20%) |
| **Final assessment (50%)** | Final exam |

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|---|---|
| **Course code and title** | **RMAS-103 – *Information and Society*** |
| **Instructor** | Dr Mehluli Masuku, Assistant Professor - SUAD |
| **Date** | semestrial |
| **Credits** | 6 |
| **Course description** | The main purpose of this course is to contribute to the intellectual formation of future records managers archivists by making them know the global impact of their activity and of the major challenges they will have to face. They are actually at the heart of the information society and must be aware of the consequences of the dissemination, protection and commercial use of institutional and personal data, of the legal debates that they may pose, of their historical dimension and of the memorial debates or environmental issues.<br><br>Theoretical researches and many practical use cases will be associates. The purpose is to give examples of solutions adopted in the processing of data or documentary holdings in a range of situations and sectors of activity and to analyse recent cases and scandals (such as the Cablegate…), in order to raise the consciousness of the students about their role in educating records and archives daily users. Various challenges and social dimensions of the profession will be successively discussed and the national and international framework in which they can act outlined.<br><br>Taught during the last semester of the Bachelor, this course also has a practical dimension: it supplements the visits in various institutions (semester 5) and directly precede an internship (semester 6). |
| **Course learning outcomes (CLOs)** | Upon completion of this course, students will demonstrate their ability to:<br>• **Be prepared** to work in a worldwide professional environment;<br>• **Select** methods for external archives communication;<br>• **Comply** to the rights in disseminating information;<br>• **Organise** the support or training for archives and records users;<br>• **Manage** new challenges based on practical cases studied. |
| **Continuous assessment (50%)** | Website analysis (20%)<br>Case study analysis (30%)<br>Teamwork and in-class presentation (50%) |
| **Final assessment (50%)** | 3-hour exam |

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|---|---|
| **Course code and title** | **RMAS-104 – *History of the Arab-Muslim World, from Tribes to Empire*** |
| **Instructor** | Prof Mathieu Tillier, Sorbonne Université, Paris |
| **Date** | 2 – 13 Nov |
| **Credits** | 4 |
| **Course description** | The seventh century witnessed the appearance of a large empire, stretching from the Atlantic Ocean to the shores of the Indus, carrying a new monotheistic religion, i.e. Islam. The succession of Prophet Muhammad, the discord that appeared between his Companions and the Muslim armies' conquests allowed the emergence of a new regime, the caliphate, guarantor of the unity of the new empire. At the head of the state, the caliph appeared to the majority of Muslims as the representative of an Islamic order decreed by God, different from previous or contemporary kingdoms. The caliph regarded himself as the deputy of God on earth and as the successor of the prophet Muhammad. Beyond the ideological particularities of this institution, the creation of the caliphate did not, however, represent a break with the government systems inherited from Late Antiquity. Moreover, the legitimacy of the first caliphal dynasties remained fragile and several groups and trends proposed alternatives to their authority.<br><br>After studying "Arabian period" (632-661), i.e. the time of the foundation of an Islamic empire, the conquests and the establishment of the caliphate, this class will focus on the Umayyad century (661-750) during which the caliphate and its administration developed in Syria. The last stage of this journey through time will bring us to Baghdad, capital of a strong and centralised state, which eventually declined as it divided into several autonomous provinces.<br><br>Through the analysis of a variety of sources (literary, epigraphic, numismatic, papyrological), this class will explore the functioning of the Umayyad and Abbasid caliphates, their ideologies, courses and institutions, and analyse the strategies of the main political and religious opposition movements (Sunnis, Shiites, Kharijites). This class will also include the study of original documents that will illustrate the administrative and archival practices under the Umayyad and Abbasid dynasties. |
| **Course learning outcomes (CLOs)** | Upon completion of this course, students will demonstrate their ability to:<br>• **Understand** the main evolutions of Islamic history;<br>• **Assess** the impact of the emergence of Islam on the history of the Late Antique Near East;<br>• **Analyse** texts relating to the early days of Islam;<br>• **Develop** a historical analysis on political thought in the early centuries of Islam;<br>• **Understand** the bureaucratic functioning of the first Islamic empires;<br>• **Read** Arabic documents issued by the Umayyad and Abbasid administrations. |
| **Continuous assessment (50%)** | In-class assignment (15%)<br>In-class presentation (15%)<br>Report / homework assignment |
| **Final assessment (50%)** | The student will have the choice between:<br>• writing an essay about a topic examined in class;<br>• writing a commentary on a document read and explained in class. |

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|---|---|
| **Course code and title** | **RMAS-105 – *Introduction to Coding & Programming*** |
| **Instructor** | Mohamed Adel Yazid, Professional on assignment |
| **Date** | semestrial |
| **Credits** | 4 |
| **Course description** | This mandatory IT course will be divided into two groups. 20 students maximum are allowed to attend this course together.<br><br>This introduction course to coding and programming is related to the records management. It will offer, in the first semester, a basic study of the IT environment, language and coding and will give the students a valuable skill. This course aims at introducing the basic concepts of coding using a friendly and popular programming language: PYTHON. The course introduces first, the basics of coding, such as input and output instructions, data types, conditional statements and iterations. Then it covers some advanced structures like functions and modules, Tuples and sets, in addition to lists and dictionaries.<br><br>A more advanced teaching including a reflection about the IT tools used for RM will be delivered during the 3rd academic year (RMAS-211 – Digital Tools and Environments). |
| **Course learning outcomes (CLOs)** | Upon completion of this applied work, students will demonstrate their ability to:<br>• **Identify** various types of statistical variables and the typical representation tools employed to represent them;<br>• **Determine** various measures of centrality, dispersion and concentration for quantitative variables;<br>• Given two (typically qualitative) variables, **design** two-way contingency tables and **determine** measures of association and dependence;<br>• **Carry out** regression analysis among two quantitative variables;<br>• **Familiarise** with the statistical package SPSS and with its use in order to carry out the statistical analyses taught during the course. |
| **Continuous assessment (100%)** | Practical exercise 1 (20%)<br>Practical exercise 2 (30%)<br>Mid-term exam (50%) |
| **Final assessment (0%)** | NA |

## Bachelor 1 Semester 2

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|---|---|
| **Course code and title** | **RMAS-106 – *Records Management Programme*** |
| **Instructor** | Eliane Blumer, Archivist, Switzerland. |
| **Date** | 25 Jan – 5 Feb |
| **Credits** | 6 |
| **Course description** | This course covers the concepts and theories related to records management (RM). Records management is the area of management that is responsible for effectively and systematically controlling the creation, receipt, maintenance, use and availability of documents, including the processes of entering information and evidence on business and transactions. Records management designs, implements and controls specific systems for the organisation and management of records. The course presents the tools and methods necessary for the implementation of such systems in organisations. Some use cases will be presented and disused in class.<br>Contents about international standards in relation with this topic will be deepened in connection with the first course about the general introduction (1st semester), such as:<br>• **ISO 15489, 2001**. *Information and documentation* — Records management — Part 2: Guidelines. Geneva: ISO, 15th September 2001. ISO/IEC 15489.<br>• **ISO 15489, 2016.** *Information and documentation* — Records management — Part 1: Concepts and principles. 2nd ed. Geneva: ISO, ISO/IEC 15489-1<br>• **ISDF** *International Standard for Describing Functions*. This standard provides guidance for preparing descriptions of functions of corporate bodies associated with the creation and maintenance of archives. Analysis of the functions of corporate bodies is important as the basis for many recordkeeping activities.<br>• **ISDIAH:** *International Standard for Describing Institutions with Archival Holdings.* This standard provides general rules for the standardisation of descriptions of institutions with archival holdings.<br>The course explores the new trends in records management approaches. It includes a conference on Records continuum that will be delivered by Dr Hassemi from Monash University. |
| **Course learning outcomes (CLOs)** | Upon completion of this course, students will demonstrate their ability to:<br>• **Recognise** the nature and perimeter of the records management;<br>• **Identify** the advantages of a records management programme;<br>• **Analyse** the records management needs of an organisation;<br>• **Apply** a functional approach to records management;<br>• **Appraise** a records management solution with a cost / benefit study;<br>• **Analyse** the risks affecting an organisation's records;<br>• **Identify** the measures, the processes and the tools needed to protect corporate records. |
| **Continuous assessment (50%)** | Mid-term examination<br>Attendance and participation |
| **Final assessment (50%)** | Final written exam |

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|---|---|
| **Course code and title** | **RMAS-107 – *Archival Legislations – UAE Archival Laws and Regulations*** |
| **Instructor** | Amal Saif – Technical Expert, UAE National Archives |
| **Date** | semestrial |
| **Credits** | 5 |
| **Course description** | General introduction to archival legislation and its importance to manage and preserve all government documents and archives.<br><br>The course will include an analytical reading of the UAE National Archives law number 7/2008 and the bylaws, showing the legislative foundation of the archival policies and procedures for records management, collecting, processing, preserving, and communicating historical archives. It will show the challenges in the implementation of these texts in the government administration in correlation with other regulations issued by national authorities.<br><br>Based on international practices and benchmarks in this field including the most important models throughout the world, this course will show how to design regulation texts in the field of records management and archives.<br><br>The course will be reinforced by text readings and practical in-class exercises for writing internal regulations for documents and records management and archives. |
| **Course learning outcomes (CLOs)** | Upon completion of this course, students will demonstrate their ability to:<br>• **Memorise** all the legislation and regulation texts related to records management and archives;<br>• **Recall** the most important models of the legislation and regulation texts related to records management and archives, throughout the world;<br>• **Explain** the content of each legislation text;<br>• **Define** the main concepts and terminology based on the legislation and regulation texts related to records management and archives;<br>• **Identify** the challenges and difficulties to implement the legislation and regulation texts related to records management and archives;<br>• **Write** internal regulations for records management and archives. |
| **Continuous assessment (50%)** | In-class presentation (20%)<br>Mid-term exam (20%)<br>Attendance and participation (10%) |
| **Final assessment (50%)** | Final exam |

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|---|---|
| **Course code and title** | **RMAS-108 – *International Cooperation, Preservation Standards and Ethics*** |
| **Instructor** | Michel Cottin – Archivist, National Archives in Luxembourg |
| **Date** | 15 – 26 Mar |
| **Credits** | 5 |
| **Course description** | The course covers the concepts and theories of the records management discipline, as it is a set of activities focused on improving the creation, validation, preservation, access, description and disposition of records, as products of an activity. The matter has been more and more a focus these last years, due to the progress of digitisation and e-administration. As standardisation is the core ingredient to the harmonisation of professional practices, the course includes comparisons between national laws and regulation from various countries (USA, France, China, Australia, Sweden, Spain…) and the content of existing standards in the field of records management, that could enable students to forge a solid background by comparing different environments with an ethical and reflexive approach.<br><br>The course will include an overview of the process of creating a standard, but will particularly focus on the content of existing standards and technical reports on the subjects. The lecturer proposes to soften the harsh side of the content of these texts by bringing up the essential notions with specific examples such as: who are the actors of a records management process? the roles and responsibilities? what kind of metadata should be chosen?<br><br>Those elements would be necessary to fulfill the basic knowledge about standards. |
| **Course learning outcomes (CLOs)** | Upon completion of this course, students will demonstrate their ability to:<br>• **Identify** what is the core basis of the archival profession, from international standards and ethical behaviour;<br>• **Discuss** (in the same way as lawyers do with laws) and outline the main aspects of professional standards and interpret them;<br>• **Select, identify**, and **use** appropriate standards, or best practices based on their needs, projects and work context;<br>• **Define** what is the base of ethics in archival profession, routine of standard development as well as international issues, lobbying and interests;<br>• **Explain** and **promote** the role of each stakeholders in the constitution of reference literature corpus, professional practice and ethical behaviour;<br>• **State** what are the core elements throughout the profession that constitutes archival and records management practice. |
| **Continuous assessment (50%)** | Quiz (25%)<br>Teamwork oral presentation (25%) |
| **Final assessment (50%)** | Essay questions + MCQ |

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|---|---|
| **Course code and title** | **RMAS-109 – *Middle East in the Early Modern Connected World*** |
| **Instructor** | Dr Dejanirah Couto, Associate Professor EPHE (Paris) |
| **Date** | 12 – 23 Apr |
| **Credits** | 3 |
| **Course description** | This course introduces the main historiographical models used in current **historical discourses** - **global history**, **world history**, **connected history** and **micro-history** - by making use of **diplomatics** (critical analysis of historical documents) applied to early modern Middle East history **(sessions 1, 2)**. More precisely, the course is methodologically designed to develop the student's knowledge, from session to session, on the practical use of diplomatics associated with **Middle East history**, a source of considerable amount of heterogeneous documentation. In order to show how the document-source concretely builds the historical discourse(s), a cluster of archival pieces related to early modern Middle-East History will be presented. These archival pieces will provide concrete examples for establishing the value of the **document** before undertaking appraisal **(session 3)**. The process includes assessing the **authenticity** of the document **(session 4)**, by providing **external evidence** (i.e. **historical context**) **(session 5)**, and **internal evidence** (physical characteristics of the document and textual criticism) **(session 6)**. Being a key moment of the historical writing, the **appraisal** (by making use of some documents) will be addressed in **session 7**. **Session 8** will explain how criteria in records management is an essential tool that supports the historian and the archivist's work. This session also presents **Digital History tools** and **technologies**, **text mining** and **close reading**, approaching **TEI (Tex Encoded Initiative)**, **GIS (Geographic Information System)**, and **Sketch Engine**. **Session 9** provides some practical examples about how documents assembled using these software are exploited by historians, and also introduces **XML language** (to structure manuscript descriptions and archival documentation), **RDF (Resource Description Framework)** model and **LOD (Linked Open Data)** repositories. Taking into account the information provided in session 9, **session 10** introduces **Digital Libraries** and general **methodology** of their exploitation, providing examples such as *Bibliothèques d'Orient*, (BnF, 2016) a collaborative trilingual (French, Arab, English) resource on the Middle East and **DLME** (*Digital Library of the Middle East*). |
| **Course learning outcomes (CLOs)** | Upon completion of this course, students will demonstrate their ability to develop cluster of competencies:<br>• **Explain** the specificities of concepts and theories shaping current historical discourses and how they correlate;<br>• **Recognise** documents-sources and **describe** their relationship to Middle East connected history;<br>• **Discuss** documents authenticity by **identifying** criteria for internal and external evidence in the framework of Middle East connected history;<br>• **Express** the importance of the historical context in the appraisal of a document and give examples;<br>• **List** documents-source to select for appraisal in a cluster of primary and secondary sources related to Middle East history;<br>• **Name** tools in Digital Humanities selected in course [TEI, GIS, Sketch Engine, XML, RDF, LOD] and **state** their use by archivists and historians, **underlining** how the latter employ them to enrich and to clarify historical discourse. |
| **Continuous assessment (50%)** | Oral presentation (20%)<br>Case Study (10%)<br>Essay questions (20%) |
| **Final assessment (50%)** | Essay |

| Course code and title | **RMAS-110 – *Quantitative Methods*** |
|---|---|
| **Instructor** | Dr Gian Luca Pasin |
| **Date** | 26 Apr – 7 May |
| **Credits** | 3 |
| **Course description** | This course covers the fundamental concepts and tools of statistics needed to generate, explore and interpret databases. The sessions will be divided in two parts.<br>The first part of the course includes the statistical tools required to analyse databases. We thus introduce the indicators which are important to describe a sample - measures of central tendency and dispersion- regarding the different forms of data (quantitative or qualitative variables) found in a database. Then, we will present statistical inference and statistical tests in order to generalise results obtained from a sample to the entire population (confidence interval, analysis of variance, Chi-square test).<br><br>During the sessions, the students will use Excel for the different exercises. They will use the different part of the course in order to analyse a database and in order to write an oral presentation based on their analysis. This course does not require a previous knowledge in statistics. |
| **Course learning outcomes (CLOs)** | Upon completion of this course, students will demonstrate their ability to:<br>• **Recall** the fundamental concepts of statistics;<br>• **Relate** the principles of statistical reasoning in Social Sciences;<br>• **Describe** datasets and variables from Social Sciences surveys;<br>• **Explain** and **communicate** results. |
| **Continuous assessment (50%)** | Mid-term quiz (25%)<br>Teamwork report (15%)<br>Oral presentation (10%) |
| **Final assessment (50%)** | Final quiz |

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|---|---|
| **Course code and title** | **RMAS-111 - Applied *Work I – Legislative Text, Standards Analysis and Comparison*** |
| **Instructor** | Dr Liah Shonhe & Dr Mehluli Masuku |
| **Date** | 10 – 14 May |
| **Credits** | 4 |
| **Course description** | This course aims to introduce students to the laws, legal texts, directives, regulations concerning the management of records and documents in the United Arab Emirates.<br><br>The examination of UAE legal texts will be carried out in light of international standards governing the management of records and documents. Following the introduction to the UAE legal texts, students will compare UAE texts to international standards. Students will analysis legal tests and international standards and shed light on the similarities and differences between them. The course will be held in the National Archives as a fieldwork. |
| **Course learning outcomes (CLOs)** | Upon completion of this course, students will demonstrate their ability to:<br>• **Compare** UAE laws concerning records and archives to international standards;<br>• **List** the legal requirements from organisations to achieve compliance with the archives law;<br>• **Become** aware of the importance of compliance with rules and regulations;<br>• **Understand** the difference between legal requirements and international standards;<br>• **Carry out** case studies where an archive is evaluated in light of the law and international standards. |
| **Continuous assessment (100%)** | Case study on the ground (90%)<br>Attendance and participation (10%) |
| **Final assessment (0%)** | NA |

## Bachelor 2 Semester 1

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|---|---|
| **Course code and title** | **RMAS-201 – *Appraisal of Current Records*** |
| **Instructor** | Prof Proscovia Svärd, Professor, SUAD |
| **Date** | semestrial |
| **Credits** | 5 |
| **Course description** | This course covers the concepts of appraisal and acquisition, two main concepts that constitute an Archivist's intellectual work. Appraisal and acquisition impact the formation of archives and societal memory. It is the responsibility of an archivist to ensure that records that are not of enduring value are appraised and disposed of. It is further of paramount importance that records that according to legislation should not be kept are appraised and destroyed. This is to protect businesses from penalties and individuals / citizens from the violation of their personal integrity. The archivist therefore should ensure that appraisal is carried out in an ethical manner to maintain a documentary heritage that is representative. Equally, acquisition should be based on an inclusive policy that promotes representation in the archives. The records manager / archivist is hence expected to define the scope of records' appraisal and acquisition. In the digital environment, the archivist needs to have a pro-active approach to ensure that appraisal is embedded in the information management systems before the records are created. Records should regardless of format be managed in a continuum of care.<br>The student will be taught the role of appraisal and data collection from the following perspectives:<br>• The history of appraisal<br>• The role of the archivist in appraisal<br>• Knowledge and comparison of different appraisal theories.<br>• Appraisal and collection tools (retention schedule…) and communication about them.<br>• Independently explain and discuss the role of appraisal in the formation of archives.<br>• The role of appraisal when managing business information – e-discovery<br>• The impact appraisal has on individuals and the society at large |
| **Course learning outcomes (CLOs)** | Upon completion of this course, students will demonstrate their ability to:<br>• **Operate** a Records Management Policy discussing creation, communication, conservation and destruction of documents;<br>• **Analyse** the documents flow;<br>• **Examine** the archival appraisal (its goal, its criteria, its process);<br>• **Test** archival tools used in records management;<br>• **Distinguish** the data value from their creation;<br>• **Experiment** the archivist job as a service provider. |
| **Continuous assessment (50%)** | • In-class presentation – Group Work (20%)<br>• In-class assignment (20%)<br>• Participation (10%) |
| **Final exam (50%)** | Case study |

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| **Course code and title** | **RMAS-202 – *Information Governance in a Big Data World*** |
| **Instructor** | Lionel Husson, Assistant Professor – La Rochelle University |
| **Date** | 16 – 27 Nov |
| **Credits** | 4 |
| **Course description** | The main purpose of this course is to cover the concepts and theories related to information governance. In the new context of the information age, there is a need to define the quality and effectiveness of information and records management and to connect it to the business activities. Managing information is an asset but means applying strategic decisions, organisational choices, risk evaluation, security protection and implementation of appropriate tools.<br><br>This course provides an overview and models to understand information governance in various organisations, and also the different role and actors, processes, rights and values related to this field, mainly based on information production and exchanges. A global study of the many requirements for the implementation of an information governance policy is essential for future records managers and archivists. |
| **Course learning outcomes (CLOs)** | Upon completion of this course, students will demonstrate their ability to:<br>• **Evaluate** information governance upon its strategic, business and legal value;<br>• **Appraise** and **implement** information governance policies;<br>• **Analyse** information security standards and procedures;<br>• **Organise** the information governance and its structure in their organisation;<br>• **Implement** information governance principles. |
| **Continuous assessment (50%)** | Q&A. In-class assignment 1 (15%)<br>Q&A. In-class assignment 2 (15%)<br>Short analysis (20%) |
| **Final exam (50%)** | In-class preparation and oral presentation |

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| **Course code and title** | **RMAS-203 – *Archival Diplomatics for Electronic Records Management*** |
| **Instructor** | Dr Liah Shonhe |
| **Date** | semestrial |
| **Credits** | 5 |
| **Course description** | This course is directed to the methodology and tools related to description of archives and records, particularly in a digital environment. Firstly, it covers the physical archive finding aids in accordance with the description frameworks and how to make available online descriptions for aiming interoperability between archives institutions. Secondly, the course deals with digital or physical records and data description and is part of business processes dematerialisation. Its goal is to bring theoretical knowledge to students but also introduce them to the professional practice.<br><br>The course is to allow students to discover traditional finding aids and record indexing tools, then to analyse the difference between them in relation with their own nature and purpose. Upon completion of the course, students can not only create and use the main types of archive finding aids based on standardised description framework **(ISAD (G)** - General International Standard Archival Description – **ISAAR (CPF)** - International Standard Archival Authority Record for Corporate Bodies, Persons and Families, **ISDIAH** - International Standard for Describing Institutions with Archival Holdings. …) but also identify relevant metadata and design classification schemes, metadata schemas, databases etc. for records description. A specific attention will be given to the development of **RiC-CM** (Records in Contexts – Conceptual Model) and of RiC-O (Records in Contexts – Ontology). An introduction to EAD and EAC related to the Metadata Standards for Archival Control will be tackled, especially the structure and use of the Encoded Archival Description **(EAD)** and Encoded Archival Context **(EAC)** metadata standards.<br><br>They will be able to appraise needs for using archives (for purposes of historical research) vs managing and indexing records (for purposes of business). The course is aimed at ensuring that students relate data and document management to well-suited description methodology and tools and differentiate them from finding aids. Through a step-by-step approach, it enables them to produce physical and online finding aids for archive institutions and respond to needs of record-producing organisations by constructing appropriate solutions for keeping and retrieving efficiently relevant information and reliable evidence.<br><br>The pedagogy is based on teamwork and interactive sessions between students and teacher applied to classroom exercises, workshops and case studies. Demonstration and using of a description software (Ica-Atom) and of an electronic record. |
| **Course learning outcomes (CLOs)** | Upon completion of this course, students will demonstrate their ability to:<br>• **Distinguish** needs of information and evidence expressed by record-producing bodies and **appraise** secondary value of archives for research, heritage and memory related to description methodology of both;<br>• **Construct** archive description in accordance to standardised frameworks;<br>• **Operate** a description software;<br>• **Practice** naming, indexing and classifying records with relevant metadata which they have identified and selected;<br>• **Compare** archives description with searching for records tools and analyse difference between description software and search functionality of an electronic record-keeping system. |
| **Continuous assessment (50%)** | In-class assignment (20%)<br>In-class quiz (10%)<br>Homework (20%) |
| **Final exam (50%)** | Essay from a concrete case of a business process |

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| **Course code and title** | **RMAS-204 – *Classification, Arrangement and Description*** |
| **Instructor** | Dr Mehluli Masuku, Assistant Professor, SUAD |
| **Date** | semestrial |
| **Credits** | 5 |
| **Course description** | The course seeks to equip students with requisite skills on how to develop classification tools to support records management processes in various organisations. The course begins by providing important background to classification paying attention to its uses and importance within the broader spectrum of Information Governance and business administration. The course will proceed by explaining how business records and information are classified using different classification tools such as business classification schemes, records classification schemes, thesauri and indexes, that reflect the functions / activities of an organisation in traditional, electronic and hybrid systems. Other forms of records classification such as classification by security, vitality, classification by retention, classification by subject / topic, classification by location, classification by document type will also be covered. The course also looks at the classification standards such as ISO 15489-1:2016-Information and documentation — Records management — Part 1: Concepts and principles; ISO/TR 18128:2014(en)- Information and documentation — Risk assessment for records processes and systems Focus will also be given to the relationship between classification and retention and disposal of records. Students will also briefly be introduced to the relationship between classification and arrangement and description of archival materials. Students will learn how to implement, communicate and promote classification systems in organisations as part of Information Governance. The course further explores classification as an information risk assessment tool. Students are further exposed to the impact of ICTs on records and information classification. The application of contemporary ICTs such as Artificial Intelligence to business analysis and classification is also explored.<br>The course also covers arrangement and description of archives. The importance of arrangement and description as accessories to intellectual and physical control of records is examined. Principles of arrangement and description such as pertinence, provenance and original order are explored, including their origins and impact on archival records processing. The course further entails the study of different levels of arrangement such as repository level, group level, sub-group, series level and file unit / document level.<br>The course gives a brief overview of standards of arrangement and description such as the General International Standard Archival Description (ISAD-G), Describing Archives: A Content Standards (DACS) and the Encoded Archival Description (EAD) standard. |
| **Course learning outcomes (CLOs)** | Upon completion of this course, students will demonstrate their ability to:<br>• **Explain** the role of classification, arrangement and description in records and archives management;<br>• **Describe** different types of information classification, including classification by function and security level;<br>• **Explain** the main principles of archival principles such as provenance and original order;<br>• **Discuss** different levels of arrangement and description of archival records;<br>• **Sketch** dummy Business Classification and Records Classification schemes for different organisations;<br>• **Interpret** archival the main archival arrangement standards such as ISAD-G, EAD and DACS. |
| **Continuous assessment (50%)** | In-class assignment (10%)<br>Group project (20%)<br>Essay (20%) |
| **Final exam (50%)** | Essay |

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| **Course code and title** | **RMAS-205 – *Modern Middle East*** |
| **Instructor** | Dr Géraldine Jenvrin, Academic Researcher |
| **Date** | 2 – 13 Nov |
| **Credits** | 3 |
| **Course description** | This course is an introductory survey of the modern history of the Middle East prior to the establishment of nation-states. It outlines the factors that have shaped the political, economic and social features of the modern Middle East from 1798 to the end of the First World War.<br><br>Its geographic scope encompasses the central as well as the non-European territories of the former Ottoman Empire (Turkey, Iraq, Syria, Palestine, Egypt, Arabia) but also the Arabian Gulf and Qadjar Empire. The course comprises a brief background to the history of the region and follows with the long nineteenth century through the dissolution of the Ottoman Empire. Focusing on key concepts such as "Age of Revolution", "reforms" and "imperialism", it sheds lights on the connections between the Middle East and different political, geographic and economic spaces: the Indian Ocean, the Empire of the Raj, Central Asia and the Mediterranean.<br><br>This connected history of the Middle East questions the very concept of the Middle East, its history and the geographical boundaries of this space of current geopolitical importance. The course also highlights the globalisation of the Middle East during the long nineteenth century. The course treats several themes, including society and economy, central government reform, the emergence of new forms of identity and other challenges to the Ottoman order, and the entry of both informal and direct European colonial rule into the region.<br><br>The striking growth of European economic, political, and cultural influence in the region and the encounters with local political entities and societies will constitute the focus of the course. |
| **Course learning outcomes (CLOs)** | Upon completion of this course, students will demonstrate their ability to:<br>• **Demonstrate** an understanding of the key concepts, main themes and approaches in Middle East history;<br>• **Criticise** the notions of "modernity", "globalisation", "Revolution";<br>• **Evaluate** critically a range of secondary and primary sources through readings and discussions;<br>• **Experiment** written and oral presentation skills through individual and group presentations and assessments in class;<br>• **Employ** a range of textual and visual sources through a multi-disciplinary lens;<br>• **Interpret** primary and secondary source material and communicating ideas both orally and in writing. |
| **Continuous assessment (50%)** | Questions from an article and discussion (20%)<br>Oral presentation (15%)<br>Teamwork (15%) |
| **Final exam (50%)** | Essay questions and primary source analysis |

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| **Course code and title** | **RMAS-206 – *Applied Work II – Archiving Procedures: Practical Aspects*** |
| **Instructor** | Dr Victor Kabata & Dr Samson Mutsagondo - SUAD |
| **Date** | semestrial |
| **Credits** | 4 |
| **Course description** | In records management and archiving, it is very important to deal with appropriate procedures showing how technical operations are performed and sustained by proper methodology tools and forms. This course will present in depth the most important procedures applied to identify records and archives, transfer those with historical values and dispose of non-valuable ones.<br><br>All templates and forms will be analysed and explained in the proper operational context showing how they are mapping the process needs which will lead to understand how they have been designed and how they will be used.<br><br>The course will be delivered through interactive sessions allowing the students observe and analyse and study existing templates and forms in the National Archives bylaws and mandatory to all government institutions in the UAE. Also exercises of comparing similar best practices with other countries.<br><br>The goals of these applied works is to learn how to design and fill the templates and forms about transfer, disposition and inventory, in support to the official procedures. Also to learn how to use these templates and how to avoid the errors.<br><br>These applied works will be held at The National Archives premises and Students will be supervised and oriented by National Archives specialists and monitored by the representatives of Sorbonne University. |
| **Course learning outcomes (CLOs)** | Upon completion of this course, students will demonstrate their ability to:<br>• **Identify** and **analyse** all existing forms and templates;<br>• **Compare** with other practices best practices;<br>• **Employ** all the necessary templates used in the administrations and The National Archives;<br>• **Demonstrate** the ability in identifying process needs in terms of forms and templates used by the government institutions;<br>• **Use** real templates and forms, fill them out and examine possible errors. |
| **Continuous assessment (100%)** | Study and analysis of templates and forms (30%)<br>Exercise on design and usage of template and form (70%) |
| **Final exam (0%)** | NA |

## Bachelor 2 Semester 2

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| **Course code and title** | **RMAS-207 – *Digital Preservation*** |
| **Instructor** | Prof Proscovia Svärd, Professor, SUAD |
| **Date** | semestrial |
| **Credits** | 6 |
| **Course description** | This course covers the concepts and theories related to the management and preservation of digital records by the creating organisation / individual and its legitimate successor, such as an archival programme or institution. The course will introduce students to the major literature in the field and include study of international standards guiding digital preservation. Among other important standards and common practices, the course will cover in detail the Open Archival Information System (OAIS) reference model, PREMIS metadata standard for digital preservation, PRONOM format registry, and two open source tools that are increasingly being used around the world for digital preservation processing and access to archival descriptions, Archivematica and Access to Memory (AtoM). |
| **Course learning outcomes (CLOs)** | Upon completion of this course, students will demonstrate their ability to:<br>• **Demonstrate** an in-depth appreciation of the challenges presented to both records creators and records preservers by the adoption of digital technology for records creation, maintenance and preservation;<br>• **Document** and **address** such challenges through proper planning and strategising;<br>• **Choose**, among a variety of recommended and / or implemented methods for ensuring the preservation of digital records, the most appropriate for a specific institution or body of records;<br>• **Demonstrate** familiarity with recent and current research on the preservation of digital records as well as the entire body of relevant literature;<br>• **Interpret** new and unforeseen digital records issues from a solid knowledge of concepts and principles. |
| **Continuous assessment (50%)** | Essay questions on assigned readings (25%)<br>In-class presentation (25%)<br>Mid-term examination (20%) |
| **Final exam (50%)** | Final exam |

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| **Course code and title** | **RMAS-208 – *Principles and Methods for the Physical Preservation of Archival Documents*** |
| **Instructor** | Marie Courselaud – National Archives (Paris) |
| **Date** | 12 – 23 Apr |
| **Credits** | 5 |
| **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 which appeared in the 1970s-1980s, aims to prevent the risk of deterioration of documents or to limit their impact, by creating optimal conservation conditions compatible with their current use. It places its approach at the level of the collections and no longer the individual object and also involves all the actors of the institution.<br>Unlike restoration, all measures and actions implemented are indirect. They don't interfere with the materials and structures of documents. They don't change their appearance. Preventive conservation takes into account physics and chemical agents of deterioration but also human behaviour.<br><br>The course will develop:<br>• Precautions and the appropriate actions to be taken when handling, transporting, packaging, storing and exhibiting works,<br>• Collections management and organisation (Planification, Integrated risk management, etc.). The course will develop assessment and self-diagnosis tools useful for planning.<br>• Monitoring environmental conditions: temperature, humidity, light, pollution and biological agents such as rodents, insects and mould,<br>• Disaster prevention (flood, fire, etc.) and safeguarding of collections as appropriate.<br><br>The course will be organised between lectures and group work on different topics. Concrete applications will be valorised as far as possible to enable students to have practical skills applicable in a professional field. In order to allow students to experiment with theoretical knowledge, a practical application of the courses will be organised in collaboration with the National Archives. |
| **Course learning outcomes (CLOs)** | Upon completion of this course, students will be able to:<br>• **Apprehend** the boundaries of different conservation areas: preventive conservation / curative conservation / restoration;<br>• **Organise** the conservation policy of its establishment (conservation plan, integrated risk management);<br>• **Differentiate** basic concepts of conservation-preventive and know how to act / react (climate management, packaging, space and collections maintenance, etc.);<br>• **Manage** mass treatment (conduct assessment at the site, prepare for a move, disinfection treatment, etc.);<br>• **Implement** preventive and corrective measures to address the various risks analysed; **implement** an emergency plan;<br>• **Organise** an emergency event (internal organisation, first steps on documents, etc.). |
| **Continuous assessment (50%)** | In-class assignment x 2 (20%)<br>In-class presentation x 3 (30%) |
| **Final exam (50%)** | Essay |

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| **Course code and title** | **RMAS-209 – *Non-Textual Archives Processing*** |
| **Instructor** | Dr Ozge Calafato, Lecturer at the University of Amsterdam |
| **Date** | 25 Jan – 5 Feb |
| **Credits** | 4 |
| **Course description** | This course covers the concepts, theories and archival functions related to non-textual archives. It includes definitions of these specific archives: photographic archives, maps, postcards, audiovisual archives, etc., and a panorama of the history of these media and their different techniques.<br>It introduces students to the non-textual archives, archival practices and archival research, covering the following overarching themes and topics:<br>• PRESERVATION & REHOUSING – long-term preservation methods, processes and strategies, rehousing of materials<br>• CONSERVATION – photographic and audiovisual conservation<br>• DIGITISATION – digitisation methods, dissemination, ethical and legal issues, data storage, academic and professional uses<br>• CATALOGUING – descriptive metadata, EAD issues, keywords, online and physical presentations of the archive<br>• CURATION – curatorial work in archives<br>• RESEARCH – research for cataloguing and for scholarly work<br><br>The course also includes discussions on<br>• Meaning and function of the archive<br>• Types of non-textual archives, e.g. university archives, museums, private collections etc.<br>• Mapping photographic and audiovisual archives worldwide, with a focus on archives in the Middle East and North Africa<br>• Relations between archive, identity and (cultural and national) heritage<br>• Questions of authorship, ownership, ethics, dissemination, archival use<br>• The role and function of the archivist and possible career paths |
| **Course learning outcomes** | Upon completion of this course, students will demonstrate their ability to:<br>• **Report** on general principles of long-term photographic and audiovisual preservation and archival storage;<br>• **Appraise** acquisitions of photographic and audiovisual collections and **make** recommendations for their preservation;<br>• **Evaluate** the different types of cataloguing practices and learn how to work with metadata;<br>• **Develop** an understanding of digitisation processes and the meaning of digitisation for photographic and audiovisual preservation;<br>• **Value** legal and ethical issues relating to the promotion of archives (access, copyrights, etc.);<br>• **Understand** the role of the archivist;<br>• **Engage** with archives in a number of ways as archivists, curators and researchers. |
| **Continuous assessment (50%)** | Curatorial project + in-class presentation<br>Exercise: archiving and describing motion pictures |
| **Final exam (50%)** | Based on the general knowledge of this course, students will reflect on some of the key issues discussed. |

| Course code and title | **RMAS-210 – *Contemporary Middle East: History and Heritage*** |
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| **Instructor** | Dr Anne-Claire de Gayffier Bonneville |
| **Date** | 26 Apr – 7 May |
| **Credits** | 3 |
| **Course description** | The course aims to present an overview of the Middle East contemporary History through thematic studies. Based on a multidisciplinary approach, the course wants to report on the historical events and on their articulations. It seeks to make clearer the main dynamics and trends in the Middle East since the end of the First World War and to identify the historical fractures in this area. To truly understand the History of the zone, the course places the Middle East in a wider context, like imperialism or Cold War. At the same time the course focuses on more specific examples, with the analysis of different countries' history. This course covers the concepts and theories related to international relations, political science, social analysis. The course includes a discussion of political, economic and social evolutions in the Middle East. It will also include study of the regional challenges.<br><br>The course includes a part of conferences that provide the basis (events, main dynamics, main actors…). It also puts students in contact with historical materials (texts, maps, museum collections, etc.) to enable them to examine the documents, question them, analyse them and debate on the motivations of international actors. |
| **Course learning outcomes (CLOs)** | Upon completion of this course, students will demonstrate their ability to:<br>• **Distinguish** the historical context of an event;<br>• **Question** the causes of some historical events;<br>• **Differentiate** the main dynamics and trends in the Middle East since 1918;<br>• **Debate** on the motivations of actors;<br>• **Analyse** the key points in an historical text or a document;<br>• **Use** the knowledge and concepts acquired into an essay. |
| **Continuous assessment (50%)** | In-class assignment (20%)<br>In-class presentation (10%)<br>Report / homework assignment (20%) |
| **Final exam (50%)** | Essay questions |

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| **Course code and title** | **RMAS-211 – *Digital Tools and Environment in the Era of Artificial Intelligence*** |
| **Instructor** | Prof Sanja Seljan, Full Professor, University of Zagreb, Croatia |
| **Date** | 15 – 26 Mar |
| **Credits** | 4 |
| **Course description** | The course "The Digital Tools and Environments in the Era of Artificial Intelligence" will introduce students to digital tools and environments used in business, communication and in archival settings. This is an applied course covering implementation of advanced technology from the user's perspective. Besides having the opportunity to experience the identification, selection and application of digital tools, students will have the task to conceptualise innovative solutions by proposing a pipeline of selected AI technologies in the frame of Digital Humanities.<br>The course gives an overview of various digital environments where new disruptive technologies can be used, including creation of digital records in digital environment, the identification and characterisation of digital records through file profiling, analysis of data types, metadata for information, reuse of data within the frame of Machine Learning process for creation of new innovative solutions and emerging systems such as blockchain technology, Big Data and widely used platforms such as social media applications.<br>Digital tools will be considered as part of digital humanities, from the aspects of information management, human-computer interaction and for critical evaluation of usability, while working on web, cloud and big data environments, which will allow students to experiment with various disruptive technologies in various domains. Students will be acquainted with understanding of disruptive technologies, basic AI methods and techniques, such as Machine Learning, Natural Language Processing (NLP), prediction modelling, code bias, followed by text mining and data analytics. Several language technologies will be used and critically evaluated through human-computer interaction, such as machine translation system, speech technologies, chatbots and ChatGPT. Special attention will be given to ethical questions, code bias and development of AI indexes.<br>Besides considerable theoretical part, students will gain practical skills through experimenting with various digital tools and digital environment. Resources created in cloud on web and social media platforms will be used as input for Natural Language Processing, text mining and for web analytics, in order to be further implemented in Digital Humanities and applications, such as chatbots and information extraction. Students will gain and develop a range of academic skills, including critical thinking, cultural uses of digital information, technical and analytical skills, but also develop problem-solving skills through innovative use of AI technology. |
| **Course learning outcomes (CLOs)** | Upon completion of this course, students will demonstrate their ability to:<br>• **Define** key concepts related to disruptive technologies, AI techniques, machine learning, big data, role of data, data bias, language technologies, machine translation, speech technologies, digital humanities;<br>• **Understand** the role of data as basic source for AI implementation and **experiment** with archival materials for information management, information transfer, and record-making as the basis for planning for digital preservation, data use and re-use;<br>• **Choose** and use tools and online resources for managing and exploiting information, critically **analyse** and **evaluate** them from the user perspective;<br>• **Use** new skills and knowledge to propose innovative solution of pipeline process of AI tools in selected environment in archive settings, for digital humanities. |
| **Continuous assessment (50%)** | Individual assessment (30%)<br>Team assessment (20%) |
| **Final exam (50%)** | Final exam |

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| **Course code and title** | **RMAS-212 – *Applied Work III – Digitising and Microfilming Documents and Archives*** |
| **Instructor** | Dr Victor Kabata & Dr Samson Mutsagondo |
| **Date** | semestrial |
| **Credits** | 4 |
| **Course description** | Electronic Archiving represents the new era of the records and archives management profession, since decades many technologies and software have been developed and are used at very large scale throughout the world and in the UAE. It provides big advantage to the management of modern administration and gives large opportunities for content storage, management, search and ease of access.<br><br>In this context, the applied work intended to provide knowledge about how to deal with scenarios related to assessment planning for digitising historical documents and determine the timeframe resources and risk management.<br>Also this applied work will give the students the knowledge of the usage of the different scanners which are used, different technics for setting up the scanners for scanning different types of materials based on the National Archives digitising guidelines and standards.<br><br>The content will be oriented to practical activities related to planning, organising the processes of the preparation of documents for digitising and microfilming, performing the procedure from capturing, data entry to quality control and release for preservation. Students will also observe and manipulate different formats of electronic archives and learn how to use the electronic archiving system and try to find out the issues and challenges based on the knowledge they acquired during the theatrical course.<br><br>These applied works will be held at National Archives premises and students will be supervised and oriented by National Archives specialists and monitored by the representatives of Sorbonne University. |
| **Course learning outcomes (CLOs)** | Upon completion of this course, students will demonstrate their ability to:<br>• **Set up** the methodology for digitising and microfilming historical archives;<br>• **Plan** for projects of digitising and microfilming historical archives and allocating resources based on the case study;<br>• **Appraise** the appropriate archives to be digitised;<br>• **Apply** standards to plan, manage and execute digitising projects;<br>• **Use** efficiently electronic archiving systems. |
| **Continuous assessment (100%)** | Case study (practical digitising task) (70%)<br>Short presentations (share the knowledge) and assessment (30%) |
| **Final exam (0%)** | NA |

## Bachelor 3 Semester 1

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|---|---|
| **Course code and title** | **RMAS-301 – *Daily Operations of Archival Departments and Buildings*** |
| **Instructor** | Anne-Julie Coste |
| **Date** | 28 Sep – 9 Oct |
| **Credits** | 5 |
| **Course description** | This course covers the concepts and theories related to the management of Archival departments and buildings and will include:<br>• An introduction to the archival activities on a daily basis, including an analysis of prior or secondary activities, depending on the context of management. If some activities seem compulsory, some can be more or less important regarding in a specific context and it is crucial to identify and evaluate each situation.<br>• A survey of the different services and facilities needed in an archival building and the way they must interact. It will give a description of some key examples in the world and include a discussion about the different strategies and priorities of an archival administration regarding to its building situation.<br>• The specifications of archival buildings and equipment will also be examined: the needs regarding to climate and specific geographical risks, the anticipation of storage needs.<br>• The IT tools used to manage archival buildings and storage, and the maintenance issues will be presented and analysed.<br>• The daily management of teams and the way the administration must meet user's demand will also be examined, including the consequence for the infrastructure, as workspaces, technical laboratories, the development induced by technologies and digitalisation.<br>• As an operationally-focused course, it will provide real-word examples as a main way to fuel understanding to students. These examples can be given through websites, professional articles.<br>• In the end, the course has a practical extension: it includes a visit to the National Archives and is accompanied by visits in the various public and private organisations during semester 5 (Module n. 4). |
| **Course learning outcomes (CLOs)** | Upon completion of this course, students will demonstrate their ability to:<br>• **Manage** the activities of an archival administration and their priority;<br>• **Design** the specific requirements of Archival departments and buildings;<br>• **Appraise** different strategies regarding the conception and management of Archival departments;<br>• **Compare** the requirements of daily management of Archival institutions, depending on the context;<br>• **Estimate** the developments induced by technologies in archival departments and buildings;<br>• **Evaluate** the situation of an Archival repository during the visits proposed to them. |
| **Continuous assessment (50%)** | In-class assignment (30%); oral presentation (30%); report (40%) |
| **Final exam (50%)** | Written final exam |

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| **Course code and title** | **RMAS-302 – *Business Records Management & Technologies*** |
| **Instructor** | Aurélien Conraux, Ministère de la Culture et de la Communication, Paris |
| **Date** | 19 – 30 Oct |
| **Credits** | 5 |
| **Course description** | Private organisations Archives services, or Information Management units within non-public entities, have a slightly different focus than public archives: information serves mostly utilitarian purposes and risk management.<br>To better emphasise these particular uses, this course will focus on a series of particularities and assume students are familiar with "Heritage" information management and public archives' vocabulary and concepts. The course will build upon those to focus on:<br>• Different types of companies (Mintzberg), internal culture with regards to information management. Relationships between Group and Subsidiaries, Business Units, Zone / Area Entities Branches<br>• Information governance experts: position(s) in organisational charts, denomination and mission(s)<br>• The information management network: Information experts, IT, Legal, Business Owners, Providers and Consultants<br>• Usual categories of business records and specific risk exposure associated with extended retention or early deletion: Group statutory information (core legal records), Finances, Mergers & Acquisition, HR, Research & Development, Marketing, Client Relationship<br>• Regulatory constraints: impacts on data & documents retention, Risk Management: International / local legislation, Personal Data Management (GDPR and equivalent legislations), Cloud act, E-discovery & holds, lost information, over preservation<br>• Technical trends and perspective: the surge of metadata and business objects information rather than document-based file systems, categories of storage & repositories, migration towards cloud-based information storage and content services platforms. Main migration options: continuous flows or "shift & lift"<br>• Location of data in a global world: why it is important? Location of main repository, location of backup and replication datacentres<br>• Main deliverables of a Business records Management project: retention categories and schedule, data mapping, use cases and information management models<br>• Class interactions and exercises may include discussions on how much Business Records Management is linked to Change Management, Project Management, Negotiation and Project Team Management. Cross-fertilisation from those disciplines and Audit will be promoted to expand the students' interest beyond strict technical know-how. |
| **Course learning outcomes (CLOs)** | Upon completion of this course, students will demonstrate their ability to:<br>• **Interpret** priorities and strategic needs for records managers in the context of private entities;<br>• **Examine** business records in context (local / international, depending on the company's range of products / services);<br>• **Question** risk exposure stemming from erroneous Information Management policy;<br>• **Demonstrate** the internal logic of deliverables (retention schedules, email policies…);<br>• **Operate** advanced projects and sustainable policies within an organisation with other experts;<br>• **Use** and **appraise** Analytical and Information gathering tools and methods such as organisational analysis, business process analysis, risk management plan, SWOTs, registries of digital repositories… |
| **Continuous assessment (50%)** | In-class assignment (30%); in-class role play (30%); in-class presentation (40%) |
| **Final exam (50%)** | Written exam |

| Course code and title | **RMAS-303 – *Digital Archives Law*** |
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| **Instructor** | Prof Mélanie Clément-Fontaine |
| **Date** | semestrial |
| **Credits** | 4 |
| **Course description** | This course covers the concepts and theories in Law and in Archival Science regarding the digital environment. The course includes a discussion of interdisciplinarity between Law and Archival Science but also into each academic area, the confrontation of their own traditional principles to the digital environment. The course will include study of different bodies / branches of Law such as: Contracts Law and its legal formalism (traditional and on line issues), Personal Data Protection Law (mainly on line issues), Open Data Law (mainly on line issues and in the public sector), Cybersecurity legal-normative framework and its link with documents or archives, Information Technology Contracts Law and its impact on documents or archives through specific provisions, Archives Law (traditional and on line issues), Evidence Law (traditional and on line issues), Intellectual Property Law (traditional and on line issues). Even it is a Law course, it will make connection with relevant technical standards when it is useful. Each of the 10 morning sessions will consist of 3-hour lecture (except on Fridays: just 1.5-hour lecture) and before or after 1-hour tutorial per morning session. On the 11 hours dedicated to tutorials, 2 hours will focus on how to acquire the relevant methodology to apply for the 2 mock examinations (a 1.5-hour examination on Friday morning, each week) and the final examination in January. The 9 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 (CLOs)** | Upon completion of this course, students will demonstrate their ability to:<br>• **Judge** differences between paper documents and e-documents and their practical managements and legal regimes, respectively;<br>• **Assemble** legal requirements / needs / precepts and archival science requirements / needs / precepts in a digital environment;<br>• **Propose** an interdisciplinary approach (law / archival science) face to a technical-legal issue in the digital world;<br>• **Apply** this content course in a public or private sector work position, and not just the public sector side of archives;<br>• **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;<br>• **Select** legal references and catalogue which branch / body of laws is / are involved but also technical standards regarding a specific situation;<br>• **Describe** legal concepts linked to electronic records management and archiving;<br>• **Formulate** examples with respect to the concerned examined situation;<br>• **Choose** a technical-legal solution and **justify** it on a technical-legal basis. |
| **Continuous assessment (50%)** | Home reading analysis (20%); sitting written exam I (40%); sitting written exam II (40%) |
| **Final exam (50%)** | Written exam |

| Course code and title | **RMAS-304 – *A Digital History*** |
|---|---|
| **Instructor** | Prof Pascal Griset – Sorbonne Université (Paris) |
| **Date** | 16 – 27 Nov |
| **Credits** | 3 |
| **Course description** | The course will provide students with the main historical landmarks and concepts that will enable them to understand the evolution of the place of information and communication in our societies up to the present time. At the centre of the reflection will be the question of the "digitisation of society". It will be a question of understanding these technologies from a complementary perspective structured by four main axes:<br><br>• The innovation-based approach that allows technical, economic and commercial issues to be properly addressed.<br>• The approach through politics to highlight the issues related to power and freedoms.<br>• The geopolitical approach that will highlight the relationship between powers and the key role of the United States in this field.<br>• The cultural and societal approach will lead to analyses that focus on creative issues but also on freedoms and privacy.<br><br>The course will be based on a lively presentation of events and will define the main concepts related to the "digitisation" of society. Specific examples will be developed to link the topics covered to the future career of students. The evolution of archives and their use, Web archives, "digital" history will thus be specifically addressed through exercises directly linked to current practices.<br>**Four thematic dossiers (Focus)** will be discussed to give students a very precise overview of the 19h and XXI$^{st}$ developments in organisations and methods of document storage. Kindly find in the course schedule, these 4 main focuses. These topics will highlight points directly linked to students' future professional activities.<br>Technological issues will be addressed in such a way as to understand the global logic of this field. The course does not require any specific computer knowledge. |
| **Course learning outcomes (CLOs)** | Upon completion of this course, students will demonstrate their ability to:<br>• **Appraise** the evolution of archives and their use, especially the digital and the Web archives;<br>• **Argue** about the digitisation of society from different viewpoints (economic, commercial, geopolitical and technical);<br>• **Value** and **judge** the importance of the digital revolution and the use of new technologies in the way to produce information, to collect them and to disseminate them in the current societies;<br>• **Argue** through a critical and analytical essay from a wide range of digital documents related to the aforementioned topical issues. |
| **Continuous assessment (50%)** | In-class assignment (30%); in-class presentation (40%); report (30%) |
| **Final exam (50%)** | Essay questions (3hrs) |

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|---|---|
| **Course code and title** | **RMAS-305 – *Independent Research Project: Research Methods and Design*** |
| **Instructor** | Dr Forget Chaterera, Assistant Professor - SUAD |
| **Date** | semestrial |
| **Credits** | 5 |
| **Course description** | This course covers every range of technics and methods used in academic research from the subject definition to the independent professional research project. It includes study of the academic formal (bibliographic records, independent research project, formatting…) and intellectual (information and documentation gathering, problematisation, writing process…) requirements. This course prepares to the final independent research project and thus focuses on archival cases studies. From professional archival examples (internship missions, contemporary questions or controversies), students conduct every step of a research and perform its various kinds of presentation (short definition, oral presentation, article review, independent research project). |
| **Course learning outcomes (CLOs)** | Upon completion of this course, students will demonstrate their ability to:<br>• **Assemble** and **organise** information from various perspectives;<br>• **Select** and critically **analyse** academic and professional documentation and information sources;<br>• **Formulate** and **evaluate** research questions;<br>• **Develop** precise examples on contemporary archival theories and practices;<br>• **Argue** theoretical and practical case studies;<br>• **Develop** a personal thinking on contemporary archival subjects;<br>• **Write** a professional documentation. |
| **Continuous assessment (50%)** | In-class assignment (40%)<br>In-class presentation (30%)<br>Report / homework assignment (30%) |
| **Final exam (50%)** | Independent research project |

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|---|---|
| **Course code and title** | **RMAS-306 – *Applied Work IV - Visits and Technical Reports*** |
| **Instructor** | Dr Mehluli Masuku, & Dr Samson Mutsagondo, SUAD |
| **Date** | semestrial |
| **Credits** | 4 |
| **Course description** | This applied work will give an overview of the different kinds of archival departments or institutions in UAE, both in public and private sector, including banks and service providers in the field of archives and document management. The aim is to visit 3 locations mainly, one private another public and a third one has to be selected by the students themselves according to its professional goals in a public or private company. This choice has to be approved by the supervisor. We schedule to organise these visits from September to December, in link with the academic in charge of the course devoted to Daily Operations of archival departments and buildings. The first class will provide the students with the methodology of the field visits and to help them to write their reports.<br><br>During the visit the student assesses the records management system (from the creation of document until the transfer to the archives unit in the institution and the existence of the tools like policies, procedures, classification system and retention schedules and the software used for the records management system in each company visited. The student also evaluates the condition of storage (firefighting system, A/C, type of the shelves… )<br><br>After each visit, a report based on guidelines provided to the student during the first class is required. To do so, the student needs to have some academic prerequisites taught during previous courses (RMAS 301, 107, 208, 204) Students will be sensitised to assess innovation and entrepreneurship thinking and tools of the companies they will visit, in their report. They have to devote one section of their report about the innovative challenges that the companies implemented or should implement in the future. They have to retake the elements studied in the RMAS 102 course and to check if the company complies with the legal framework. A benchmarking study between the different companies visited by the students will be requested in the third report to analyse the value of the innovation in the companies and they will propose some solutions to improve the potential shortcomings. |
| **Course learning outcomes (CLOs)** | Upon completion of this course, students will demonstrate their ability to:<br>• **Value** how organised an archival institution or department is;<br>• **Appraise** the different premises such as existing records management system, storage rooms, reading halls and laboratories;<br>• **Prepare** a detailed and analytical report on a field visit to an archival institution or department;<br>• **Justify** and **measure** the software used for the records management system in each visited institution and company. |
| **Continuous assessment (100%)** | Analytical report for public company (30%)<br>Analytical report private company (30%)<br>Oral presentation (40%) |
| **Final exam (0%)** | NA |

## Bachelor 3 Semester 2

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| **Course code and title** | **RMAS-307 – *Promotion & Dissemination of Archival Resources*** |
| **Instructor** | Dr Samson Mutsagondo |
| **Date** | semestrial |
| **Credits** | 4 |
| **Course description** | This course aims to give students a general and practical knowledge of public communication and welcoming. The public of Cultural institutions in general and Archival institutions in particular has changed dramatically during the last twenty years. Our way of welcoming and challenging them must consider the new communication and information devices that have become a huge part of our cultural and personal lives. Traditional exhibitions and reading rooms must not be overlooked, but websites and social media are now more significant today.<br>New medias are necessary as much as news tools that permit the archivist to know the public and also gain a wider audience for all the resources he preserves. The users have many faces: the way they use, choose, study, disseminate records and archives have to be assessed. Stakeholder analysis is mandatory to offer the professionals to define to use right media and to offer the most appropriate service. Its purpose and utility are also to improve public outreach projects, to discover new opportunities and new ways to communicate with various publics.<br>The course includes a presentation, a large range of activities and communication: reading rooms, exhibitions, websites, educational activities, social networks. It offers a wide overview of projects currently implemented and will encourage students to disseminate data and documents in the digital world, by giving a large. For their final assignment, they will have to choose and realise a promotion project of archival resources. |
| **Course learning outcomes (CLOs)** | Upon completion of this course, students will demonstrate their ability to:<br>• **Develop** methods of welcoming the public and their different uses depending on the prospective purpose and audience;<br>• **Identify**, **analyse** and **target** user needs;<br>• **Appraise** the role of online and physical resources in the implementation of public communication;<br>• **Create** basic outreach and education activities;<br>• **Select** and **use** tools for managing and exploiting digital collections in order to organise the communication of an archives collection;<br>• **Design** a promotion project an archival collection. |
| **Continuous assessment (50%)** | Written assignment (10%)<br>In-class teamwork (25%)<br>Homework and in-class oral presentation (15%) |
| **Final exam (50%)** | 3-hour exam |

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| **Course code and title** | **RMAS-308 – *Archival Appraisal & Collection Development*** |
| **Instructor** | Conor Snow |
| **Date** | 22 Feb – 5 Mar |
| **Credits** | 4 |
| **Course description** | The main purpose of this course is to contribute to the intellectual formation of future records managers archivists by making them know the global impact of their activity and of the major challenges they will have to face. They are actually at the heart of the information society and must be aware of the consequences of the dissemination, protection and commercial use of institutional and personal data, of the legal debates that they may pose, of their historical dimension and of the memorial debates or environmental issues.<br><br>Theoretical research and many practical use cases will be associates. The purpose is to give examples of solutions adopted in the processing of data or documentary holdings in a range of situations and sectors of activity and to analyse recent cases and scandals (such as the Cablegate…), in order to raise the consciousness of the students about their role in educating records and archives daily users. Various challenges and social dimensions of the profession will be successively discussed and the national and international framework in which they can act outlined.<br><br>Taught during the last semester of the Bachelor, this course also has a practical dimension: it supplements the visits in various institutions (semester 5) and directly precede an internship (semester 6). |
| **Course learning outcomes (CLOs)** | Upon completion of this course, students will demonstrate their ability to:<br>• **Be prepared** to work in a worldwide professional environment;<br>• **Select** methods for external archives communication;<br>• **Comply** to the rights in disseminating information;<br>• **Organise** the support or training for archives and records users;<br>• **Manage** new challenges based on practical cases studied. |
| **Continuous assessment (50%)** | Websites analysis (20%)<br>Case study analysis (30%)<br>Teamwork and in-class presentation (50%) |
| **Final exam (50%)** | 3-hour exam |

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|---|---|
| **Course code and title** | **RMAS-309 – *Oral Archives & Collecting Memory*** |
| **Instructor** | Dr Jean-Philippe Dumas, General Heritage Curator, French Ministry of Foreigh Affairs, Paris |
| **Date** | 22 Feb – 5 Mar |
| **Credits** | 3 |
| **Course description** | This course gives a complete approach of oral archives; it presents the history and the main interests of the discipline, from ethnology to war history and diplomacy and its current extent in different countries of the world and especially in the Middle East. It also presents the ethical principles of oral archives, its scientific goals, but also its technical aspects: mainly how to describe archives, what are the best practices of cataloging complex content found in time-based media collections, and also digital preservation, and access programmes. |
| **Course learning outcomes (CLOs)** | Upon completion of this course, students will demonstrate their ability to:<br>• **Value** the importance of orality as a cultural phenomenon and the history and traditions of orality and oral transmission in the Middle East;<br>• **Argue** about a campaign of oral history, **formulate** it in clear terms for the witnesses, and **detail** the parameters of interviews;<br>• **Formulate** issues of ethical, legal, and social aspects of communicating with witnesses;<br>• **Construct** and **present** formal contracts between institutions and witnesses;<br>• **Design** oral interviews on case situations and **demonstrate** ability to transcribe and report them for research purposes. |
| **Continuous assessment (100%)** | In-class assignment (50%)<br>In-class presentation (25%)<br>In-class presentation (25%) |
| **Final exam (0%)** | NA |

| Course code and title | **RMAS-310 – *Cultural Heritage Management*** |
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| **Instructor** | Dr Forget Chaterera, Assistant Professor, SUAD |
| **Date** | semestrial |
| **Credits** | 3 |
| **Course description** | This course introduces students to the basics of the management and preservation of heritage resources in the UAE and beyond, and creates a basis for further study in the heritage field. Students study types of practice and current and emerging issues, as well as the social context, controversies, ethical questions, records management and general concerns that characterise efforts in heritage preservation and the work carried out in museums, archives, historic places and interpretive centres. It also discusses how government and non-government organisations preserve and use heritage resource. This course is also linked to the valorisation and dissemination issue of archival resources and how they can be used in the cultural heritage in the UAE.<br><br>The implications and consequences of the theorisation of heritage as a cultural practice concerned with negotiating the tensions between received and contested identity has consequences for both academic analysis and heritage practice and policy. |
| **Course learning outcomes (CLOs)** | Upon completion of this course, students will demonstrate their ability to:<br>• **Argue** about the basic terms in Heritage;<br>• **Judge** the different threats heritage is currently facing;<br>• **Evaluate** the basic practical mechanisms of heritage management, including interpretation and presentation;<br>• **Examine** and **compare** ethical issues related to heritage management. |
| **Continuous assessment (50%)** | Oral presentation (20%)<br>Mid-term exam (20%)<br>Participation (10%) |
| **Final exam (50%)** | 2-hour exam |

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| **Course code and title** | **RMAS-311 – *Professional Internship*** |
| **Instructor** | Dr Forget Chaterera, Dr Mehluli Masuku & Dr Victor Kabata |
| **Date** | semestrial |
| **Credits** | 12 |
| **Course description** | **Duration:** 6 to 8 weeks.<br>**Description:**<br>The internship is a mandatory unit, scheduled in the last semester of the Bachelor in the Records Management and Archival Science (Semester 6), after the first Final examination session. Depending on the timetables, the internship starts at the end of March, and runs for at least 6 weeks. The student will be exposed to a work environment, and must work in an independent way on a topic related to the records management and the archiving. The place of the internship will be determined according to the professional goals of the students and the availability in the private or public entities. The professional network of the National Archives will be used to propose some high-quality internships to the students, especially in the UAE. We already received some proposals from the Louvre Abu Dhabi, Constellio, Agility, Ministries…<br>At the end of the internship, the student writes a report and defends his / her work during an oral presentation. Both parts of this work are used for assessing the internship.<br>**Expectations:**<br>The purpose is to expose the student to the work environment. He / she should also understand how a team or a company is organised, should understand the rules and constraints imposed by the type of activity conducted, and should take part to projects or activities conducted by the company or institution. He / she must also show that he / she can work independently.<br>Students will learn to apply their knowledge to appraise, to collect, to classify, to describe, to manage and to preserve authentic records and / or archives in all medias to serve business, economic, administrative, cultural or / and legal needs of the public or private institutions in which they will be. In this framework, they will have to highlight their ability to apply innovative and entrepreneurial thinking and tools on the ground by personal initiatives. In the evaluation sheet, the professional supervisor and the academic will assess these soft skills. For the defense, they will be expected to set goals and strategies for their own careers and it will be one of the criteria defined in the evaluation sheet to comply with Stanford I&E expectations. Before the beginning of the internship, students will be told what the expectations are in terms of assessments and they have to perform on the ground.<br>The student will be assessed on his / her capacity to master and present the project he / she is involved in, giving a clear picture of the context, of the technical features, and of his / her mission and results or achievements. One of the main expectations is for the student to show an independent and proactive attitude.<br>**Mentors:**<br>The intern will have two mentors:<br>• 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.<br>• A mentor from PSUAD, who will follow up his / her activity, give advice about the report and the defense, and scientific or technical guidance if needed.<br>**Report:**<br>• The student must write a scientific report: a formal document presenting the project, its background, the technical features, the mission, the results and conclusions.<br>• The report must be submitted a few days before the defense (to be determined when the date of the defense is known).<br>• The student will be asked to prepare a short description of the internship: a template will be provided on time. This short-description will be submitted with the report.<br>• The report will be assessed by the Faculty members – except for the PSUAD mentor. |

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| | **Defense:**<br>• The defense is about 30 minutes long.<br>• The panel is made of PSUAD faculty members and mentor(s) from the institution or company.<br>• The defense will be scheduled in the first week of July (between the 2nd and the 6th of July). The student will present his / her work during 20 minutes, and answer questions for the remaining time.<br>• The presentation will be assessed by the Faculty members – except for the PSUAD mentor.<br><br>Documents expected from the company or institution:<br>• At the beginning of the internship: a short description of the work or mission given to the student.<br>• At the end of the internship: an evaluation form (provided by PSUAD) about the student's work. |
| **Course learning outcomes (CLOs)** | Upon completion of this course, students will demonstrate their ability to:<br>• **Evaluate** the records management services inside the company (appraising, collecting, classifying, describing, managing and preserving authentic records and / or archives);<br>• **Demonstrate** the ability to perform the soft skills acquired during the bachelor in a practical context;<br>• **Design** critical proposals to enhance the RM services inside the company or the institution;<br>• **Defend** and **argue** about his / her professional experience;<br>• **Implement** goals and strategies for their own careers from their professional experience on the ground. |
| **Continuous assessment (100%)** | Professional report (70%)<br>Internship defense (30%) |

## Elective Courses (Semesters 1 & 2)

Please, check which options are eligible and available for you. Some of the elective courses are only for L1, L2 or L3 students. Also check the availability of these elective courses according to the semester. Some of these options are only available during Semester 1 or 2. Lastly, some of the courses have a limited number of seats.

### Cultural Events – Dr Yann Rodier - semestrial

This elective course encourages students to be part of some academic and cultural events held in the UAE and beyond. Among a list of proposed events, students learn how to write an analytical report on different kinds of events. Then, they will be involved in the Newsletter that we will publish every semester for the major in Records Management and Archival Studies. Students have to publish some posts and articles in this newsletter. Kindly find below a sample of the events in which you could be involved:

- Movies (Cinemana programme, The Space, Warehouse 421)
- Exhibitions (Louvre Abu Dhabi, Museums, Qasr Al Hosn, Manarat Al Saadiyat, Qasr Al Watan Library…)
- Fairs (GITEX, Book Faire, Blockchain World Summit…)
- Research Seminar Series (SUAD)
- Academic lectures (NYUAD, Sorbonne University, UAEU…)
- ICA Congress preparation in October 2023

### Research Methodology in Humanities – Dr Samson Mutsagondo - semestrial

This course is conceived as a first introduction to research in Humanities. The aim of the course is in the first phase to develop the student's autonomy towards sources: ability to identify them, then find them in the relevant database according to their nature (printed, iconographic, digitalised), understand them using the proper material and conceptual tools, and retrieve relevant information as well as summarise the ideas and point of views or analytical angles expressed in them. They will be particularly trained in the correct use of internet sources and verification of information. In a second phase, the student will learn how to incorporate these sources following proper rules in his own research, in the realm of Arab and Middle-Eastern Studies assigned by the instructor. The students will be presented with the ethics of quotation in academic research, and the technicalities of using primary and secondary sources: in-text referencing, footnotes, endnotes. In a third phase, students will learn about the outcomes of humanities studies and possible achievements in the field of academic research. Sessions are 2 hours long.

### Communication Skills in English for Records Management – Dr Victor Kabata - semestrial

This course covers key concepts, acronyms and technical words used in records management and archiving. The rationale of the course is to introduce students to basic concepts and technical language used when undertaking records and archives management activities. In this regard, students will be exposed to technical terms used during the entire lifecycle of records management. This will enhance their understanding of records and archives discourse. As such, the course seeks to ensure that students can distinguish and understand the meaning of technical words relating to the creation, use, maintenance, appraisal and disposal of records. Further, acronyms and technical terms related to the arrangement and description of archives in the archival repository will also be covered. Overall, the course endeavours to empower students to clearly articulate records and archives management aspects.

## Communication Skills in Arabic for Records Management – Dr Rabii Bannouri - 10 - 14 May

This course is focused on archival terminology in the Arab world, as well as across the world. The course will start by exploring the process behind the making of terminology. This will be achieved through an exploration of websites and blogs that focus on terminology in these various fields.

Then, this course will focus on one of the related disciplines, namely archival science with a view to reaching a deeper understanding of the process at the heart of the formation of its terminology corpus. In doing so, this course will introduce students to the main concepts of archival science. This approach will be comparative in nature, examining side by side the diverse schools and archival practices around the world. The terminology studied will be in the three official languages of the International Council on Archives (ICA), namely English, French and Arabic.

**In the process, the student will be introduced to two types of dictionaries, one online and one in print. The online source will be the Multilingual Archival Terminology database of the International Council on Archives and the paper dictionary will be the Dictionary of Contemporary Archival Science. By the end of this course, the students will be adept at using the basic concepts of contemporary archival science in Arabic while being aware of its specific features and of the challenges in its usage.**

## Workshop about AI and Innovative & Disruptive Technology – Dr Samson Mutagondo - semestrial

This course is offered in the form of a workshop where students learn aspects related to emerging technologies such as artificial intelligence (AI), blockchain, augmented reality and other disruptive technologies. Importantly, the course takes into cognisance that increased adoption of new technologies has radically changed the way information is created and used. In this regard, students have a chance to reflect on the use of blockchain technology for digital transactions. Further, UAE public agencies that have implemented blockchain are invited to give students a first-hand account on how they are leveraging the technology to enhance security of digital documents and transactions. Similarly, through workshops, students interact with industry experts at the forefront of implementing UAE's AI agenda. As such, they are enlightened on how AI tools can be deployed to undertake records and archival practices such as classification, scheduling, preservation, and description.

**Overall, the course enables students to appreciate how different sectors of the UAE public service are leveraging emerging technologies to enhance efficiency of their operations. These include notable projects such as Zayed Smart City and the autonomous Robocop in the security sector.**

## Digital Humanities, Dr Moatassem Alrahabi, Sorbonne Université Paris - 15 - 19 Feb

The Digital Humanities (DH) is a field of research, teaching, and engineering at the crossroads of computer science, arts, letters, and human and social sciences. They are distinguished by their methods and practices that are related to the applied methods and computational digital tools to research and teaching in areas of the humanities and social sciences, as well as, for the humanistic study of the new media and digital cultures.
Through a practical and critical approach, this multidisciplinary course provides learners with a universal vision of digital content's production and circulation challenges using vast panoramic techniques used in DH, also from computer science, automatic language processing, and automotive learning. By the same means, it gives them the necessary methodological means to analyse, produce, transform, disseminate, and archive digital data from the human and social sciences.

The lessons are basically structured in two axes: a theoretical axis in the form of a lecture which covers the history and the theoretical foundations of DH; and a technical axis in the form of practical work, to enable students to assimilate knowledge and have autonomy in order to develop their technical skills and critical thinking. In addendum to the lessons (face-to-face, remote, or hybrid, according to the situation), the students should provide a final project (individually or collectively) about one of the two following subjects:

- A subject related to the teaching / learning of DH for Records Management & Archival Studies, by using a theoretical reflection and a critical approach;
- A concrete scenario of using digital tools with a real data. References (articles, books, moocs, sites, etc.) are to be provided by the start of the course in order to complete and deepen the acquired knowledge.

## Languages

Students have the opportunity to learn a foreign language or to enhance their linguistic skills. The following languages are available: Chinese, English, French, Italian, Spanish, German, Arabic. According to the level, courses are delivered on Mondays (4:30 pm to 6 pm) and Tuesdays (3:00 pm to 4:30pm, 4:30 om to 6 pm).

A placement test (to assess the level) will be held during the integration week (1 - 5 September) to create student groups by level. It is impossible to change your language during your academic years if you do not reach the top level (level 4). Once students are in groups, it is not possible to change.

No students can stay more than two semesters in the same level and when they get a grade higher than 15 out of 20, they have to go in the superior level. It is forbidden to be enrolled in a class where your mother tongue is taught.

## Sport Options - semestrial

Sports department offers a wide range of sports that students are able to do either freely (personal training) or to choose as an optional course (2 ECTS). These optional courses are delivered from 6 to 10 pm according to the sport. Only one optional sport course is eligible.

Sport courses and activities:

- During the full academic year, over 20 different sports are offered on and off-campus under the supervision of expert trainers.
- One eligible sport course can be included in your academic curriculum
- Unlimited access to the sport building in the case where you do sport on your own from 7 am to 10:30 pm, every day of the week.

**Inscriptions:**
**You have to make an appointment with the doctor at the infirmary because a medical certificate of physical capacity is required**

**Then you will have to fill out a form and to provide the following documents:**

- **2 pictures (copies are possible)**
- **A copy of your ID student card.**
- **Your sport card will be issued and printed.**

**Timings and locations of the sports available on the website:**
https://www.sorbonne.ae/fr/discover/sports/

## Administrative & Permanent Academic Staff

**Sahar Zaky –** *Coordinator of the RMAS programme* – Sahar.ZAKY@sorbonne.ae

**Malik Bensoltane –** *Coordinator of the FYRMAS programme* – malik.bensoltane@sorbonne.ae

**Dr Yann Rodier –** *Head of History Department in charge of the records management and archival science programmes at 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 programmes 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 17-18$^{th}$ c."

**Prof Proscovia Svärd –** *Professor in RM & Archival Science* – **Referee for the MRAS programme** – proscovia.svard@sorbonne.ae

Before joining SUAD in August 2022, **Prof 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 the author of a book entitled "Enterprise Content Management, Records Management and Information Culture Amidst e-Government Development. Information about the book is available on the Internet.

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At Sorbonne University Abu Dhabi, Dr Mutsagondo contributes to key research initiatives through his active membership in the Centre for Artificial Intelligence and Digital Policy and the Centre for Environment and Sustainable Development. An established voice in his field, Dr Mutsagondo has presented his work at numerous international conferences across Africa, Asia, and Europe. Before his current roles, he built a distinguished career in Zimbabwe, serving as Chief Archivist (Records Management Services) at the National Archives of Zimbabwe, Senior Lecturer at the University of Zimbabwe and Adjunct Lecturer at Zimbabwe Open University.

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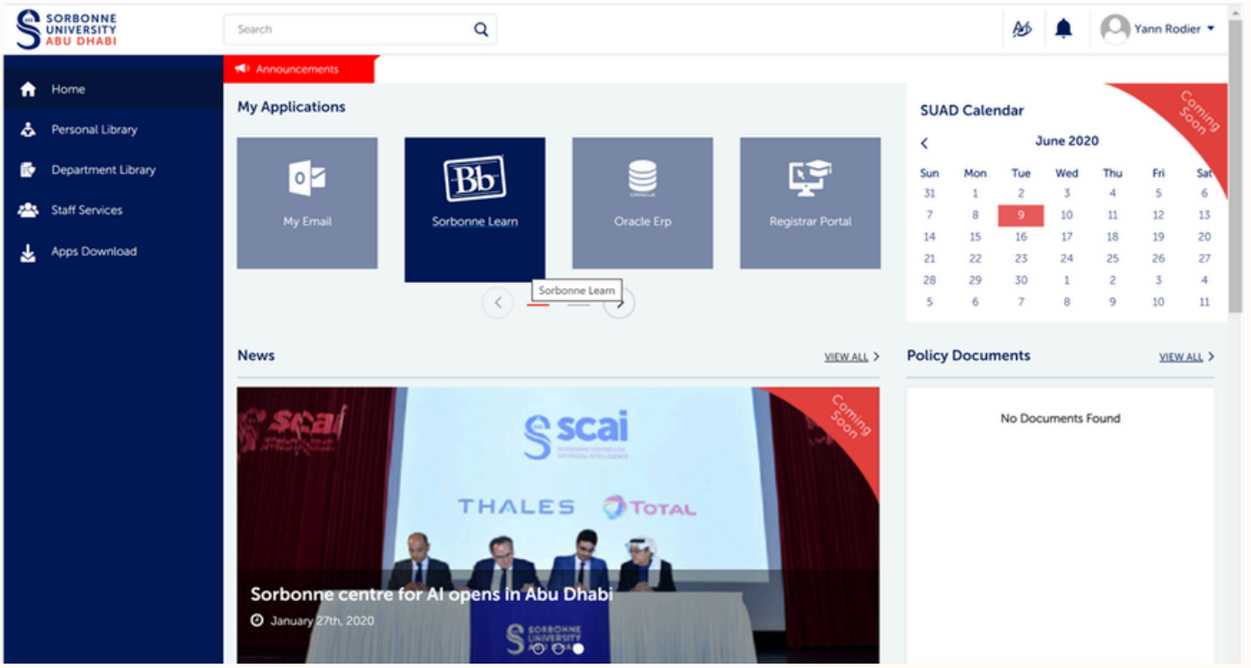
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# Community Services

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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 educational 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 catalogue:

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

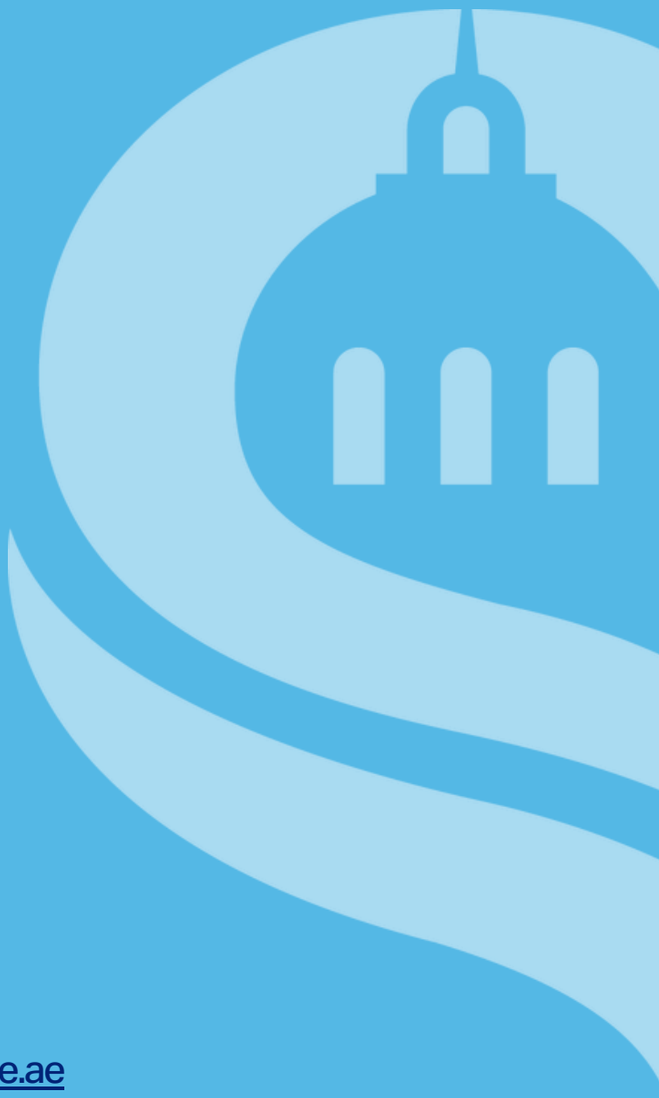
To have access to the list of the journals, the databases, and the open access resources, please click on the following link:

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

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