



GLOBAL  
STUDIES  
UNIVERSITY

جامعة  
الدراسات  
العالمية

# Global Studies University Student Handbook

2025-2026



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### **Disclaimer**

The information provided in this handbook is solely for informational purposes and should not be considered as forming a contractual agreement between the student and Global Studies University (GSU). While GSU strives to adhere to the policies, procedures, admission and registration requirements, and financial charges as outlined in this catalog, the university reserves the right to make changes to its policies – including those affecting the programs, course offerings, academic requirements, admissions, enrollment, and degree requirements – and teaching staff, or to adjust fees when necessary to better serve students' academic interests, without prior notices. While efforts are made to ensure the accuracy of the information provided, GSU may update provisions throughout the academic year. This handbook has been carefully prepared to align with UAE laws and Ministry of Education (MOE) regulations.

All students are required to abide by the GSU code of conduct, which is consistent with UAE norms and traditions. It is the responsibility of each student to stay informed about current policies and ensure that they meet all graduation requirements. This handbook is published annually at the beginning of each academic year, and students are held accountable for the information provided therein.

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## Message from the President

As President of Global Studies University (GSU), I wish to warmly welcome our graduate students to the Global Studies University. On this occasion of the launching of our pioneering graduate program, I look back with immense pride on the journey that has led to the establishment of this unique institution. Our roots trace back to the historic 1976 Symposium on African and Arab Relations, held under the visionary leadership of His Highness Dr. Sheikh Sultan bin Muhammad Al Qasimi. That moment of cross-cultural dialogue planted the seeds for a broader vision of academic collaboration, which was officially realized in 2023 with the issuance of the Emiri decree establishing GSU.

GSU embodies this long-standing vision as a globally oriented network of interdisciplinary institutes. Each institute is dedicated to exploring regions often overlooked in traditional academic settings. The Africa Institute, established in 2018, was the first of these institutes, focusing on African and African diaspora studies. With the upcoming launch of The Asia Institute in 2025 and the Oceania Institute soon after, we are expanding our academic horizons to include other critical regions including Europe and the Americas.

Our mission is to serve as a globally recognized interdisciplinary hub for critical engagement in global studies within the arts, humanities, and social sciences. We aim to produce new knowledge and nurture the next generation of critical thinkers who are equipped to address global complexities and interconnectedness. Uniquely situated in the Gulf region, GSU seeks to transcend traditional area studies by pioneering interconnected and interdisciplinary paradigms that redefine global studies.

Our Sharjah campus reflects the city's growing role as a regional, cultural, and educational hub and serves as a dynamic space for intellectual exchange. As we expand to our future campus, which is in the initial planning stage for a first-class architectural design, the new spaces to be built will continue to embody our commitment to innovation, collaboration, and cross-disciplinary learning.

Together, we are shaping the future of education and research. I invite students, scholars, and partners to join us on this exciting journey as we push the boundaries of knowledge and global understanding by launching our unique and cutting-edge graduate programs.

**Hoor Al Qasimi**

# Message from the Chancellor

It is a privilege to serve as Chancellor of Global Studies University (GSU) and Dean of The Africa Institute. It is with such a spirit I warmly welcome our first cohorts of graduate students to our graduate programs, and introduce this Student Handbook, which we hope will help them in navigating the intricacies of our graduate program at both the Master's and Ph.D. levels, and to assist them in their day-to-day activities and life on and off campus in the great city of Sharjah, a minaret of education, culture, and the arts.

It was indeed an honor to be entrusted with leading the creation of an institution designed to address the historic ties between Africa and the Arab world, focusing on Africa and its diasporas. Since then, The Africa Institute, which was established in 2018, has made significant strides in advancing knowledge within the humanities and social sciences, while fostering valuable scholarly connections across regions. Building on this progress, the establishment of GSU has marked the next significant step in our academic vision. Organized as a network of semi-independent but interconnected institutes, GSU's major objectives are to explore the histories, cultures, and peoples of various regions, further broadening its global impact and deepening its commitment to interdisciplinary research and education.

Our graduate academic programs are designed to challenge conventional paradigms and introduce innovative, interdisciplinary methodologies. With our inaugural MA program in Global African Studies and a forthcoming PhD program in Global Studies, we are equipping students with the tools to approach regional issues through a global lens. Our diverse faculty bring a wealth of expertise and perspectives, reinforcing our commitment to advancing scholarship and empowering future leaders to address the pressing challenges of our time.

I am deeply proud to be part of GSU's journey and excited about the future we are building together. Our university is committed to nurturing critical thinking and scholarship that transcends traditional academic boundaries. I warmly invite students, scholars, and partners to join us in shaping a brighter, more interconnected global future.

**Salah M. Hassan**

## **Licensure and Accreditation**

Global Studies University (GSU), located in the Emirate of Sharjah, is fully licensed and accredited by the Ministry of Education of the United Arab Emirates, through the Commission for Academic Accreditation (CAA), to award graduate degrees in higher education. GSU is also actively pursuing additional international accreditations, which will be announced as they are secured.

## **Preface**

This Student Handbook is developed to provide both Master's and PhD students with the policies and procedures of Global Studies University (GSU). Students are recommended to read and become acquainted with the resources pertaining to their degree program and should consult with their academic advisor to ensure that their preferred program of study complies with the university policies. It is worth mentioning that there are several academic programs under GSU, and the regulations governing them may vary. Hence, additional requirements and regulations for these programs were designed.

GSU reserves all rights for making changes to its academic regulations, policies, procedures, and requirements. These changes will be reflected in the Student Handbook without any prior notice. These alterations could touch on matters related to the programs offered in the form of modifying or eliminating degrees and programs, course degrees, the associated tuition fees of the programs offered, updating academic policies, requirements, student conduct of discipline, as well as all relevant areas that are applicable to students. The students are ultimately responsible for complying with and being aware of GSU's policies, procedures, regulations, and requirements.

As a student, it is important to understand your obligations. Therefore, we highly recommend reading the sections on academic standards and the code of academic integrity. For more detailed information, the handbook also includes interactive links.



# Introduction

# Global Studies University

Global Studies University (GSU) was established in 2023 as a non-profit institution for higher education by His Highness Sheikh Dr. Sultan Bin Muhammed Al-Qassimi, Member of the Supreme Council of the United Arab Emirates and Ruler of Sharjah. The Government of Sharjah has established GSU acknowledging both Sharjah's and the UAE's past, and its rising significance as a cultural and educational hub, as well as an economic nexus, both regionally and internationally. The establishment of GSU is closely aligned with the National Higher Education Strategy 2030 and the National Agenda 2021. GSU will set out to build and achieve the highest standards in global studies education to serve the UAE's future generations and international graduates who will become UAE international ambassadors. The Investment in Knowledge, an initiative of the National Higher Education Strategy, is closely aligned with GSU's mission to increase the number of PhD students by providing increasing support for postgraduate funding.

Historically, the UAE and the wider Gulf region have acted as a convergence point of peoples and cultures from across the globe, a pattern that continues today through migrations, tourism, pilgrimage, and other modes of exchange and the movement of diverse populations. The establishment of GSU illustrates the continued recognition of this rich and diverse cultural tapestry and the ambitions and visions of the UAE. GSU, therefore, is envisioned as a network of semi-independent but related interdisciplinary institutes and colleges, each concentrating on a different region of the world. This network includes The Africa Institute, which was established in 2018, as well as the soon-to-be-established The Asia Institute. Similar institutes focusing on other regions, such as the Americas, Europe, and Oceania, are also planned to follow. The aim of these multiple institutions is to focus on teaching, research, and documentation of histories, cultures, and peoples who constitute different regions of the world, with a focus on the Global South. The majority of these cultures and people inhabit continents and territories in Africa, Asia, the Pacific Islands, and the territories of Indigenous peoples in parts of the Americas, and the Pacific and Indian Ocean islands, which were all formerly controlled by Western colonial powers in one way or another.

With the unabated ambition of becoming the region's cultural and educational hub, coupled with the growing focus on building a knowledge-based economy, the natural next step is to focus on establishing and strengthening postgraduate education and specialized research institutes. GSU is the product of this ambitious vision. The creation of GSU is set to play a vital role in the necessary and timely training of a new generation of critical thinkers both within the UAE and globally. The students will be educated to focus on local and regional issues, understanding and framing them within a global context. As such, GSU's postgraduate curriculum, at both Master's and Doctoral levels, is designed to promote interdisciplinarity and interconnectedness, encouraging a deeper, more comprehensive understanding of global issues. The curriculum at GSU seeks to address the most vital and pressing questions related to global studies, spanning the full breadth and depth of the humanities and social sciences. It blurs traditional disciplinary boundaries, advancing interdisciplinary methodologies and thought processes by identifying key, intersecting thematic fields and areas of study. Moreover, with its emphasis on the teaching of non-Western languages and translation, to both graduate and undergraduate students as well as the public at large, GSU provides its graduates with a vital understanding of local contexts, relevance, and deep-rooted connections. GSU anticipates enrolling students from both the UAE and various global regions. Its graduates, hailing from the UAE and beyond, are expected to have a lasting impact on the ways in which research and teaching in the areas of social sciences and humanities are conducted and how knowledge is produced.

## Vision

Global Studies University (GSU) aims to establish itself as a leading global studies institution recognized worldwide for its excellence in teaching, research, and documentation. Situated in the Gulf region, GSU seeks to transcend traditional area studies and continental thinking frameworks by pioneering critical, interconnected, and interdisciplinary paradigms that redefine global studies.

## Mission

GSU's mission is to serve as a hub for critical engagement in global studies within the arts, humanities, and social sciences, producing new knowledge and nurturing the next generation of critical thinkers to address global complexities and interconnectedness through knowledge production and postgraduate training. GSU is conceived as a multi-institute entity focusing on Africa, Asia, the Americas, Europe, Oceania, and other key regions of the world.

# The City of Sharjah

The city of Sharjah is considered the third-largest emirate in the United Arab Emirates (UAE). With an area of 2,590 sq. km, it occupies 3.3 percent of the total area of the UAE. The city is popular for its picturesque landscapes and seascapes.

The emirate possesses a respective number of educational institutions, and this would safeguard the constant supply of talented students equipped with the latest knowledge of the various educational aspects including other skills needed to support the economic growth of the country.

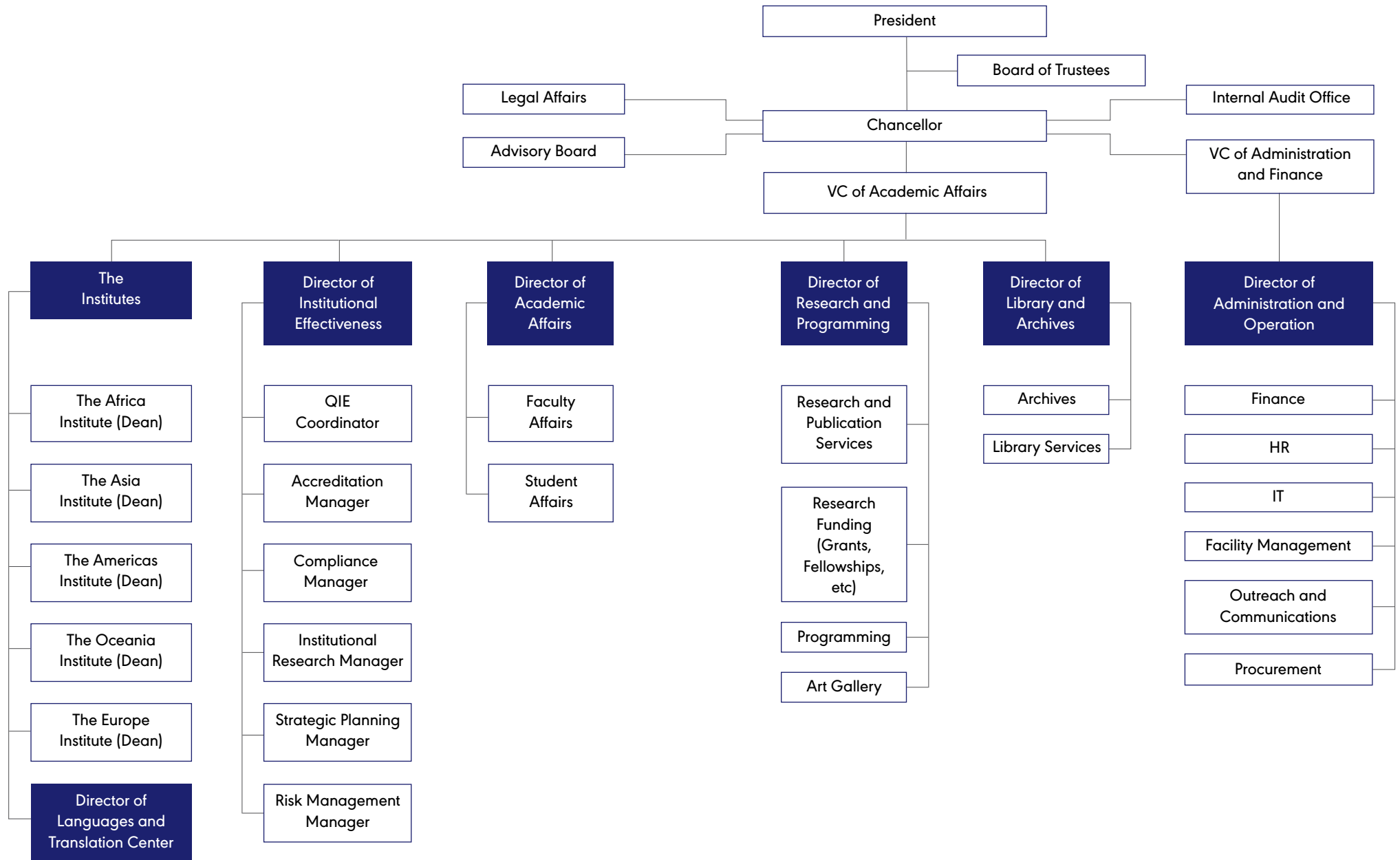
Its geographical location lies on both coasts, in the east the Gulf of Oman (Indian Ocean) and the Arabian Gulf in the west.

It has several islands and is the largest desert in the region, with plenty of marshes and acacia forests. It is the home to the largest number of natural reserves in the UAE.

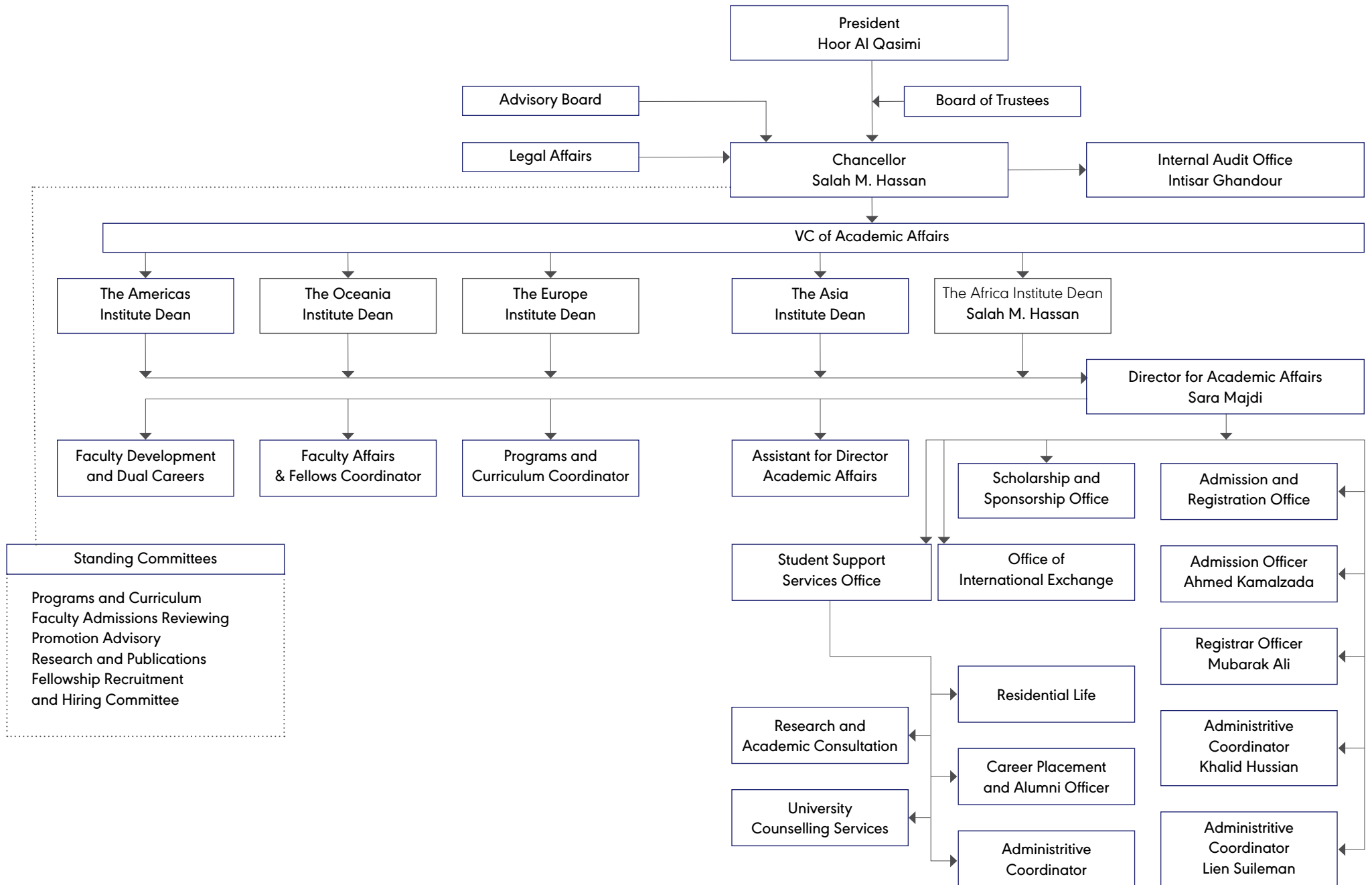
In Sharjah, there are five major cities:

1. Khorfakkan - It is the largest town on the east coast, located halfway between Dibba Al-Hisn and Fujairah.
2. Kalba - It maintains a historical charm and is known for its old forts. It attracts bird watchers, kayakers, and hikers.
3. Dibba - It is a set of three seaside villages. Dibba Bayah belongs to the Sultanate of Oman, Dibba Muhallab belongs to Fujairah, and Dibba Al-Hisn, which lies in between the two villages, belongs to Sharjah.
4. Al Dhaid - It is the third largest town in Sharjah and the main producer of fruit and vegetables such as strawberries, dates, limes, guava, and mangoes that are sold in the UAE.
5. Al Badayer - Located in the Al-Madam area, it is one of the most popular desert areas in the emirate of Sharjah, attracting campers and enthusiasts of off-road drives.

# GSU Organization Chart



# GSU Academic Affairs Chart



# Academic Calendar 2025-2026

Spring 2025		
January 2	Thursday	Staff resume work on campus
January 13	Monday	Faculty resume on campus
January 17-19	Friday-Sunday	Arrival of international master's students
January 20-23	Monday-Thursday	Student Orientation, registration and advising for Spring 2025
January 27	Monday	First day of classes
January 27-30	Monday-Thursday	Add/drop period
February 4	Tuesday	Welcome Ceremony
February 13	Thursday	Admission opens for PhD (Fall 2025)
February 28	Friday	Holy month of Ramadan* (Days may vary)
March 21-30	Friday-Sunday	Spring Break
March 31	Monday	Classes resume
April 1	Tuesday	Admission deadline for MA (Spring 2026)
April 1-3	Tuesday-Thursday	Eid Al-Fitr holiday*
May 1	Thursday	Admission deadline for PhD (Fall 2025)
May 22	Thursday	Last day of classes
May 26-29	Monday-Thursday	Exams
June 3	Tuesday	Submission of grades
June 6	Friday	Summer Break
June 9	Monday	Release of final grades to students
Fall 2025		
August 15-17	Friday-Sunday	Arrival of international PhD students
August 18	Monday	Faculty resume on campus
August 18-21	Monday-Thursday	Student Orientation, registration and advising for Fall 2025
August 25	Monday	First day of classes
August 25-28	Monday-Thursday	Add/drop period
October 1	Wednesday	Admissions open for PhD (Fall 2026)
October 10-19	Friday-Sunday	Fall Break
October 20	Monday	Classes resume
December 1-3	Monday-Wednesday	Commemoration Day and UAE National Day holiday (GSU closed)
December 3	Thursday	Admission deadline for PhD (Fall 2026)
December 4	Thursday	Classes resume

December 11	Thursday	Last day of classes
December 15-18	Monday-Thursday	Exams
December 19-20	Friday-Sunday	Submission of grades
December 21	Monday	Winter Break
December 22	Monday	Release of final grades to students

## Spring 2026

January 5	Monday	Staff resumes work on campus
January 9-11	Friday-Sunday	Arrival of international master's students
January 12	Monday	Faculty resume on campus
January 12-15	Monday-Thursday	Student Orientation, advising and registration for Spring 2026
January 19	Monday	First day of classes
January 19-22	Monday-Thursday	Add/drop period
February 18	Wednesday	Holy month of Ramadan* (Days may vary)
March 9-22	Monday-Thursday	Spring Break
March 19-22	Thursday-Sunday	Eid Al-Fitr holiday*
March 23	Monday	Classes resume
May 7	Thursday	Last day of classes
May 11-14	Monday-Thursday	Examination Period
May 7-21	Thursday-Thursday	Submission of grades
May 26-28	Tuesday-Thursday	Eid Al Adha Holiday
May 29	Friday	Summer Break
June 1	Monday	Release of final grades to students

\*Islamic holidays are determined after sighting the moon and actual dates may not coincide with the dates in this calendar. Commencement dates are tentative and are subject to change. The dates will be updated once the official public holiday dates for 2025 are released

# The Campus

Global Studies University (GSU) is currently working on commissioning an architectural firm to design a new building design to house The Africa Institute and all future institutes, which include the Asia, Americas, European, and Oceanic Institutes. In the meantime, the university has been operating out of a temporary location called Khalid bin Mohammed School (KBMS).

The following sections detail the current temporary location as well as the specifications to be included in the future building design.

## Khalid Bin Mohammed School

To fulfill its mission to start welcoming postgraduate students in 2024, GSU is temporarily operating out of Khalid bin Mohammed School located in Al Manakh, Sharjah, UAE. Established in the mid-1970s as a boys' school, forming part of a series of nearly identical schools constructed across the UAE, KBMS's distinctive soft orange colored design has been replicated 28 times across Sharjah City and the three port towns of Dibba Al-Hosn, Khor Fakkan, and Kalba, making it the region's most widely used school building typology.

The school model, which emerged as the first primary and secondary school typology after establishing the UAE's union on December 2, 1971, boasts a modular precast structure designed with shaded external circulation and passively ventilated classrooms. Its eye-catching features encompass repetitive flat vaulted bays, tall arcs with long corridors, and covered walkways encircling courtyard spaces, granting the schools an iconic and unmistakable presence that enhances neighborhoods across the country. These architectural structures were designed by the architecture studio *Khatib & Alami*, under the patronage of the Ministry of Education.

The doors of Khalid bin Mohammed School eventually closed. Recognizing the potential of this historical structure, the Sharjah Art Foundation acquired it from Sharjah Government, and architect Mona El Mousfy led the renovation, not only preserving Sharjah's modern heritage, but also showcasing a brilliant example of adaptive reuse, breathing new life into the existing framework.

Today, the once-abandoned school has metamorphosized into the vibrant center of GSU. Within its walls, one can find an auditorium, workshop spaces, modular classrooms, a library,

and a bookshop, all catering to the university's mission of fostering knowledge and engaging with the broader community of Sharjah, the UAE, and beyond.

## Layout

- Area: 23,053 sqm
- Floors: 2
- Facilities
  - Reception/Information Desk: 1
  - Bookshop: 1
  - Auditorium: 1
  - Library: 2
  - Archive: 2
  - Pantry: 1
  - Storage: 1
  - Classroom: 6
  - Language Lab: 1
  - Staff Office: 20
  - Faculty Office: 18
  - Fellowship Office: 6
  - Basketball Pitch: 1
  - Prayer Room: 2
  - Football Pitch/Multipurpose Field: 1
  - W/C: 6
  - Parking (including disabled parking)

Renovation plans are underway for the GSU campus, with expected completion in January 2025. The renovation plans will include the following facilities:

- Clinic
- Café
- Jogging track
- Student Center
- Volleyball Court
- Tennis Court
- Football Pitch
- Student Learning Center

# University Directory

Department	EXT. 06/5112	Email
<b>Dean Office</b>	403	deanoffice@theafricainstitute.org
<b>Academic Affairs</b>		
Admissions	445	admissions@gsu.ac.ae
Registrar	439	registrar@gsu.ac.ae
Student Affairs	443	studentaffairs@gsu.ac.ae
Career Placement	458	studentscareers@gsu.ac.ae
<b>Administration &amp; Operations</b>		
Student Medical Insurance	403	hr@theafricainstitute.org
Visa and Equalization	403	hr@theafricainstitute.org
<b>Finance and Accounts</b>	412	accounts@theafricainstitute.org
<b>Library &amp; Archives</b>		
Librarian	418	library@gsu.ac.ae
Archive	424	archive@gsu.ac.ae
<b>Communication and Marketing</b>	429	comms@gsu.ac.ae
<b>Human Resources</b>	444	hr@theafricainstitute.org
<b>IT Support Service</b>		it@gsu.ac.ae
<b>Security and Emergency</b>		
Security - Morning Shift	52 494 4867	
KBMS Security - Night Shift	56 395 4370	



# Degrees

## Overview of Graduate Programs

The Africa Institute of the GSU offers a PhD in Global Studies and master's in Global African Studies, which allow students to craft a fully interdisciplinary plan of study or to concentrate in one program area. In the master's curriculum, we have chosen to utilize the term "Global Africa" because we are committed to the study of the history, politics, and cultures of African people and people of African descent across the globe.

PhD students at the institute, in consultation with their advisors and members of their PhD committee, chart a curricular path in global studies through one program focus area/track or an interdisciplinary path through two or more program focus areas/tracks depending upon their scholarly interests, their research questions, their thematic field interests, and their career goals. Within each program focus area/track, it is also possible to focus or concentrate further in order to replicate a more standard, discipline-defined PhD program, for example, one housed in an art history department at a research university. Each program has developed a document that details its areas of concentration, including those with the breadth and depth to be legible as more traditional disciplinary bounded degrees.

In addition to the PhD, the institute offers a master's program in Global African Studies that provides students with opportunities to specialize with professional degrees in museum and critical heritage studies, Afro-Arab relations, or international relations and diplomacy. This program is discussed in a separate document. We expect additional professional master's programs to be added, including an MA in communications, journalism, and media studies (in collaboration with the University of Sharjah), MA in translation studies, and an MFA in creative writing.

## An Overview of the PhD Program in Global Studies

Students who want to pursue the PhD degree can apply to the doctoral program with or without a master's degree. All doctoral coursework is generally completed within the first four semesters (two years) after matriculation. Doctoral degree candidates are granted an MA degree after successful completion of two years of coursework and after passing the Admission to Candidacy examination (The A Exam). PhD students who do not continue their program after the second year (by their own decision or because of unsatisfactory annual reviews of their progress) may be awarded an MA after the completion of a capstone project designed in consultation with and approved by their advisory committee. An example of a capstone project includes a 10,000-word article based on original research.

All PhD students are awarded five years of financial support, including full-tuition fellowships and stipends to cover living expenses. The GSU's goal is for students to complete the PhD program in five years, but one to two-year extensions are possible if circumstances warrant and an extension request is approved by the Director of Graduate Studies (DGS). In order to monitor progress through their program and to provide clear feedback on that progress, students receive an annual written progress report from the DGS, which is crafted after consultation with the student's advisor and with all instructors with whom the student has worked over the course of the academic year.

# The Master's Program Curriculum in Brief

The content of The Africa Institute's curriculum engages the most important, pressing questions in the study of global Africa across the breadth and depth of the humanities and social sciences. Because all disciplines are moving toward interdisciplinary methodologies, our MA curriculum is clustered into three tracks, namely: museum and critical heritage studies; diplomacy and Africa's international relations, and Afro-Arab relations. As an interdisciplinary graduate program, the courses in the master's program engage major cross-cutting thematic fields, including intellectual thought, the Indian Ocean world, the Muslim world, gender studies and feminist futures and diaspora. Moreover, all MA students are expected to enroll in three semesters of courses in a chosen African language, and upon completion, they will receive a certificate. Since the most urgent questions of the moment necessitate trans- or interdisciplinary collaboration, the institute has assembled a faculty that has the requisite agility to work in, between, and across disciplines to run the program.

## Programs Focus Areas/Tracks

The MA program in Global African Studies at The Africa Institute has three tracks. These are:

- Track 1: Museum and Critical Heritage Studies
- Track 2: Afro-Arab Relations
- Track 3: Diplomacy and Africa's International Relations

## Thematic Fields

In order to encourage interdisciplinary work across our three program areas, most courses are also associated with one of seven thematic fields:

- Intellectual Thought in Global Africa
- Afro-Arab Relations
- Diaspora
- Gender Studies and Feminist Futures
- Political Economy
- The Indian Ocean World
- The Muslim World

## Non-Western Languages

Additionally, MA students of the program are encouraged to take three semesters of non-Western language during their first three semesters at The Africa Institute and earn a "Pass" grade. With its emphasis on the teaching of non-Western languages and translation, the program provides its graduate students with a vital understanding of local contexts, relevance, and deep-rooted connections.

The Language and Translation Program conducted a series of workshops in May 2022, March 2023, and November 2023 to discuss its plans and collaborate with experts from different parts of the world on curriculum framework and resource development. Our collaborators include: Dr. Abdulrahman Ado, expert in Hausa language, Umaru Musa Yar'adua University, Nigeria; Dr. Munther Younes, expert in Arabic language and linguistics, Cornell University; Prof. Aldin Mutembei, expert in Kiswahili, Institute for Kiswahili Studies, University of Dar es Salaam; and Prof. Moges Yigezu, expert of Amharic, Addis Ababa University. The language courses we offer have been licensed by the Sharjah Private Education Authority (SPEA).

The language courses we offer have been licensed by the Sharjah Private Education Authority (SPEA) as short-term courses to be provided to the public.

## Program Learning Outcomes (PLOs)

The Program Learning Outcomes (PLOs) of MA in Global Africa Studies are:

1. Knowledge: On successful completion of this program the graduate will be able to:
  - Demonstrate a comprehensive understanding of key historical and theoretical underpinnings, as well as engage critically with the most pressing and current debates in global African studies
  - Demonstrate proficiency in interdisciplinary research principles, approaches, and methods, with the ability to generate new and interconnected insights in African and African diaspora studies
  - Critically evaluate intellectual and artistic productions and representations of Africa and its diaspora, moving beyond the dominant area studies models
2. Skills: On successful completion of this program the graduate will be able to:
  - Develop advanced critical thinking and interdisciplinary research skills by analyzing and synthesizing complex cultural, historical and political issues of Africa and its multifaceted connections with the world
  - Communicate effectively the findings of one's own research or that of others to academic colleagues, peers, and the general public through both spoken and written communication, using face-to-face or digital platforms
3. Competence: On successful completion of this program the graduate will be able to:
  - Function autonomously and take responsibility for designing and managing interdisciplinary research project
  - Self-evaluate and take responsibility for critically assessing their own research work and that of others
  - Work collaboratively with individuals from diverse disciplinary and cultural backgrounds and demonstrate leadership and effective communication in complex settings

## Program Structure and Requirements

The normal length of the program is two years with 36 credit hours. To be recommended for graduation with an MA in Global African Studies, students must satisfactorily complete formal courses in the specified categories: 6 credit hours of Common Core required courses, 18 credit hours of Specialization Core courses from the chosen track, and 6 credit hours of electives (to be selected in consultation with their advisor). The curriculum also requires getting a "Pass" grade in elementary, intermediate, and advanced levels in the chosen language courses, a "Pass" grade for an internship program, and successfully completing 6 credit hours of thesis research. Students must submit a written thesis, which is evaluated by the examination committee, as well as satisfactorily defend their thesis in a viva format.



# Admission

# Application Requirements

## Overview

The admission decision at GSU is reached by the student committee, which includes faculty members in addition to the directors heading these programs. Students should check the application deadlines and the minimum admission and additional requirements. Detailed information about the admission process, requirements, and registration is available in the GSU student catalog.

## Research Programs of Interest

We recommend that students explore and research all the programs provided by the university thoroughly to find the best fit based on their academic interests and professional goals. GSU graduate studies is an interdisciplinary structure because all disciplines are moving toward interdisciplinary methodologies; our curriculum is clustered into five broad interdisciplinary programs, with seven cross-cutting thematic fields. Because the most urgent questions of the moment necessitate trans- or inter-disciplinary collaboration, we have assembled a faculty that has the requisite agility to work in, between, and across disciplines.

## Personal Information

To support your application, students are required to submit a set of documents, such as and not limited to: An updated CV/resume, certificates, transcript, letter of Statement of Interest, and recommendation(s), in addition to the research proposal. These sets of documents may vary depending on the course the student is applying for. Therefore, we recommend checking the course requirements to submit the required supporting documents for your course.

## Certificates and Transcript

Students interested in enrolling in one of the university programs must have received or are expected to receive a baccalaureate degree from a recognized college or university before admission as a graduate student. Students are recommended to scan each transcript as a PDF, JPEG, or GIF file, and to combine multiple pages from the same transcript into one file; the file size for each upload cannot exceed 10MB. Students should ensure each scanned or saved image is clear and easy to read before submitting their application. Transcripts are required for every college or university they have attended. If transfer credits are noted on a student's undergraduate transcript, they should list the transfer school on their application. They should also submit a certified copy of the diploma/degree certificate for any conferred degree. It is compulsory that all academic records submitted must be official documents issued by the university or college and in the original language. If the original language is not English, then a certified or notarized English translation must be provided. Students must submit their academic records indicating the name of the degree program in which they were enrolled, dates of attendance, a list of the courses they attended each year, and the course grades, in addition to the date the degree was conferred. Multiple pages from the same set of records should be combined into one file. Students must declare if their name on any of their credentials differs from the one stated in their application. After receiving the formal acceptance of admission, students must submit the official electronic transcripts (e-transcripts) directly to the university Registrar Officer; the file size for each upload cannot exceed 10MB.

### **Statement of Interest**

Students must think thoroughly before submitting the Statement of Interest, sometimes referred to as a letter of intent/purpose. This is the most critical document in the submission because it allows the admission committee to identify who the student is. It is advisable to provide a good description of one's academic and professional interest, experience, the reason that influenced the student's decision in pursuing a graduate degree at The Africa Institute (GSU), and how the student will bring added value to the program.

### **Letters of Recommendation**

References are a mandatory component, and students are expected to enter the names and contact details of their three references directly within the application. Subsequently, the designated faculty members will receive an email containing a link to an online form through which they can furnish their references. Referees have the option to either upload the required information or input it directly into the provided text box.

### **Recommenders**

For MA applicants, it is imperative that their letters of recommendation are provided by faculty members from their current or former academic institution who possess a strong understanding of the student's academic achievements. If the student has not been in an academic setting for an extended period, we recommend consulting their prospective department to ascertain whether recommendations from individuals familiar with their professional performance may also be considered. As for applicants pursuing professional Master's degrees, they have the flexibility to secure letters of recommendation from faculty members or individuals who can vouch for their professional accomplishments. We advise reaching out to their respective department for precise guidelines in this regard. Students applying for a Master's should provide three reference letters by faculty members or those who are acquainted with their professional performance.

### **Check Deadlines**

It is the student's responsibility to check the deadlines announced by the university on the official website. Please refer to the academic calendar for the application deadlines.

### **Application Fee**

If a student is interested in applying to a Master's program, they will be required to pay an application fee of AED 365 (non-refundable) before submitting their application.

### **Submit Application**

Once a student has finished writing their application, all their supporting documents have been uploaded, and they have paid the application fee (if applicable), their application is ready to be submitted. Please note that an application cannot be edited once it has been submitted. Additionally, copies of submissions cannot be downloaded, so students are advised to please save their applications before they submit if they would like their own copy.

### **Interview**

If a student's application is successfully accepted to the next stage in the admissions process and shortlisted, they will receive via their registered email an invitation from the Academic Office of Students Affairs to conduct an online interview. Admission interviews will be conducted in person or online via Zoom for shortlisted students.

### **Next Steps!**

1. You will receive a confirmation email after submitting your application. A successful application must include certificates and transcripts, letters of recommendation, a Statement of Interest, and a CV/resume.
2. Your application will be assessed by the faculty department based on your first choice of interest in study. The final decision of your application will be assessed by the admission committee. Accordingly, a final call for an interview will be made. If unsuccessful, your application will not progress further.
3. Review and assessment of applications can take up to one month from the closing date of applications.
4. Applicants are usually notified of their admission status no later than four months prior to the semester. Make sure to regularly check your email and the application portal for updates on your application.
5. Please contact the Admissions Officer in order to inquire about your application.
6. The offer of admission is issued only by the student's Academic Affairs Office on behalf of the university.
7. Successful applicants will receive the offer of admission via email.
8. Unsuccessful applicants will receive notification earlier than successful applicants.
9. The admission of applicants requiring a visa to study in Sharjah, UAE, is conditional and related to the UAE immigration approval.



# Records

## Students Records

All transcripts and other documents students submit from other institutions at the time of admission or later are the property of the university, and, as such, are part of the student record that is under the custody of the Office of the Registrar. The university is not required to provide (or allow the making of) copies of these documents. Transcripts submitted to the university for admission or credit hours transfer cannot be returned to the student or forwarded to other institutions. The academic record of an individual student is maintained by the Office of the Registrar for a maximum period of five (5) years after the student graduates or leaves the university. Beyond this retention limit, documents in a student's record are managed in accordance with the university's Office of the Registrar policy on file retention, which could entail the permanent destruction of some of these documents.

### Privacy Rights

GSU has the right to disclose student records to the relevant private or public authority that sponsors the student, if applicable. The university is obliged to comply with requests for student information from both the UAE Government and the Sharjah Government.

Students possess the following rights:

1. Inspect and review the information contained in their educational records. The university is not obligated to provide copies of (or allow the copying of) these documents. However, under specific circumstances, the university may permit certain documents from a student's record to be provided. Requests for copies of such documents will be reviewed after the student submits a signed request.
2. Request changes or updates to their personal data. Registered students can access and update their emergency telephone/mobile contact numbers and personal email addresses through the secure online student information system. For updates to mailing addresses, an official request, signed by the student, must be submitted to the Office of the Registrar/Student Records section. The required form is available (see Appendix).
3. Request non-disclosure, as permitted by UAE federal and local laws, of personally identifiable and academic information from education records.

### Transcription

The Office of the Registrar maintains and updates the academic records of all students who register at the university. The permanent record reflecting the academic achievements of each student throughout their entire study period at the university is referred to as an academic transcript or transcript. At the end of every semester/term, the Office of the Registrar updates the academic transcripts of the students who were registered in that semester/term. Students may access their transcripts through the secure online student information system. Students are encouraged to review their records online periodically. Online transcripts are not official and are only intended to update students on their academic achievement. Students may obtain copies of their academic transcripts from the Office of the Registrar. Transcripts will only be released with a signed request from the student concerned or an online request submitted by the student via the secured student information system. A nominal fee applies. The university will issue only complete transcripts, not parts of the student record. A brief explanation of the university grading system is provided on the back of every official transcript. A detailed explanation is included in the Grades and Academic Standing section.

## Student Participation in Institutional Governance

Global Studies University (GSU) is committed to fostering an inclusive environment where students are actively involved in the governance of the institution. To facilitate this, GSU will support the formation of a student body. Students will have the opportunity to elect their own representative(s) who will serve as a liaison between the student body and the university's leadership. This ensures that students have a voice in matters that concern them. The university leadership will also regularly consult with the student body to seek advice on important issues that affect the student community. This collaboration is a key aspect of GSU's commitment to ensuring that students play a significant role in shaping the policies and practices that impact their academic and social experiences.

## Strategic Employer Partnerships

As a recently established university, Global Studies University (GSU) is aware of how critical it is to establish long-lasting partnerships with businesses in order to offer internships, real-world experience, and career counseling to students. These partnerships will be essential to our students' professional growth since they will give them practical experience and prepare them for the workforce. GSU is actively laying the groundwork for formal employer relationships in several industries. Our strategy is to progressively establish a network of industry partners as we expand. Sharjah's diverse sectors, including cultural heritage, education, financial services, and government, provide a rich resource for GSU to engage with. GSU will take advantage of Sharjah's strategic location by working with both public and private employers to establish win-win alliances. Apart from offering top-notch academic guidance and mentoring, our goal is to ensure that students receive real-world career assistance. We acknowledge that, as a new institution, establishing lasting relationships will require time, even as we cultivate employer partnerships and take part in local and regional career fairs. A key part of our long-term strategy, especially as we graduate our first cohort, will be to cultivate a robust alumni network. Alumni in various sectors will mentor students and create pathways for future internships and job opportunities. GSU is dedicated to building and maintaining strong ties with employers both domestically and internationally in order to give our students access to real-world learning opportunities, tools for career development, and clearly defined career paths.

## Career Placement, Internship, and Alumni Services

As a vital component of GSU's student service unit, the Career Placement, Internship, and Alumni Office will help students get ready for their future career paths in line with the university's mission to develop critical thinkers and address global complexities. Despite being a recently established university, GSU is dedicated to forging significant alliances with businesses, sectors, and associations in order to provide students with real-world experiences.

The office's goal is to build connections with national and international organizations in fields related to GSU's humanities and social science programs. Our goal is to give students opportunities for experiential learning, like internships and career placements, that will help them apply their academic knowledge in the real world and give them the tools they need to succeed in the workforce. The office will provide career counseling, workshops, and seminars aimed at improving students' professional competencies as part of GSU's commitment to producing graduates prepared to handle complex global challenges. As the demands of the global labor market change, we will actively seek to match our academic programs to make sure GSU students are competitive and ready for leadership positions across a range of industries.

As a means of allowing students to apply classroom concepts in practical settings, internship programs will play a crucial role in the educational process. The office will work closely with academic divisions and outside organizations to guarantee that internship opportunities complement GSU's multidisciplinary global studies program while also being rewarding. Through one-on-one counseling, CV development workshops, and job placement assistance, the office will set up various ways to support students. To steer students toward in-demand careers and skills, we will closely collaborate with employers to continuously assess labor market trends.

## Academic Counseling

At Global Studies University (GSU), we prioritize the academic success and personal development of our students. To support this, GSU offers comprehensive academic counseling services designed to guide students throughout their academic journey. Academic counselors are available to assist students in selecting courses, understanding degree requirements, and developing effective study strategies. They also provide personalized advice on balancing academic workloads with extracurricular activities and managing any academic challenges that may arise. Whether a student needs help in planning their academic path, considering a change in their major, or seeking support for academic difficulties, GSU's academic counseling team is here to help. Our goal is to empower students to make informed decisions about their education and to achieve their full academic potential.

## Student Learning Support Center

Global Studies University (GSU) offers a comprehensive Student Learning Support Center for its postgraduate students, designed to enhance their academic experience. In addition to educational support, GSU will further leverage its facilities, such as the auditorium and Africa Hall, which are ideal for hosting seminars, lectures, and collaborative discussions. The African Language Program is also available to students looking to strengthen their language skills, a critical tool in their research and engagement with African studies. The university plans to organize workshops dedicated to dissertation writing and academic advising, helping students refine their research and writing capabilities under expert guidance.

As part of GSU's student learning support centers, we aim to incorporate future senior students into our learning support initiatives. Once our first cohort progresses, senior students will be encouraged to play a pivotal role in assisting new students through peer mentoring. This mentorship will complement the academic advising and learning support services, helping new students adjust to the academic environment, navigate campus life, and manage their postgraduate studies effectively. This peer involvement will enhance the sense of community and ensure a smoother transition for incoming students.

Students are also encouraged to participate in activities and programs at the Sharjah Art Foundation, which offers opportunities for creative expression, intellectual engagement, and interdisciplinary collaboration. These facilities and programs together create a robust environment for postgraduate students to thrive academically and culturally.



# Student Guidelines

## Introduction and Orientation

The student orientation program at Global Studies University (GSU) is designed to offer a warm and informative welcome to new students, setting the stage for their academic journey. The program introduces the diverse academic opportunities available at the university and acquaints students with the vibrant city of Sharjah, which is celebrated for its unique blend of modernity and tradition. A key focus of the orientation is building a sense of community by connecting students with faculty, staff, and peers, ensuring they are well-prepared and supported throughout their academic experience. This holistic approach aims to smooth the transition into university life.

## Students' Responsibilities & Rights

GSU believes in providing equal learning opportunities to all its students, without any discrimination regarding ethnicity, color, age, religion, gender, or nationality. Accordingly, students have the right to access all programs and facilities under the university. At GSU, students are encouraged to voice their opinions, make their own decisions, and take full responsibility for their actions and the consequences of their actions. In this section, we will shed light on the student's roles and responsibilities, to preserve the rights and property of all members of the university, and to foster a robust learning community. It is expected that students will adhere to the United Arab Emirate's federal and local laws.

Students who have been accused of misconduct or violation(s) of the university codes have the following rights:

1. Heard without bias.
2. Treated with respect.
3. Given reports detailing alleged violation of the code of conduct policy.
4. Provided opportunity to appeal for review of the penalty.

Students at GSU are expected to:

1. Treat everyone with respect and dignity.
2. Familiarize themselves with all policies and regulations set by the university.
3. Adhere to the codes.
4. Conduct themselves in a manner consistent with the university values on campus and in public.

The violation of any code is considered an unacceptable offense, and ignorance of policies and regulations shall not result in summary dismissal.

## Freedom of Assembly

The university recognizes the student's rights in pursuing knowledge, forming opinions, debating ideas, and freely expressing their views while respecting the rights of freedoms of others.

## Freedom of Expression

The Communication office will be responsible for approving any flyers, posters, advertisements, and announcements prior to being posted. All unauthorized materials will be removed. A student will be subject to disciplinary action if any unauthorized materials posted are found to be offensive and disrespectful to a group or individual or to violate any UAE laws.

## Student Code of Conduct

The Student Code of Conduct serves as a clear outline of the expected behaviors for students, as well as the consequences for any attempts to breach these expectations. It ensures that students will be subjected to a fair adjudication process in the event of alleged violations, ensuring that they receive a just assessment. The student conduct proceedings are designed to determine whether there has been a breach of the university's established standards of conduct. The Student Code of Conduct is considered an educational model to help understand the responsibilities and privileges available within the university community. These codes were made for the protection of others' rights while considering building a safe community for the university members. It is the student's sole responsibility to ensure they do not violate GSU policies, regulations, and code, nor the local laws of Sharjah and federal laws of the UAE.

### The Code

Students must adhere to the Global Studies University policies, regulations, and code, as well as the local laws of Sharjah and federal laws of the UAE. Students who seek knowledge or participate in group activities should not be discouraged or feel limited by this code, provided their actions will not interfere and cause any obstacles or disrupt the rights of the university members and community.

### Dress Code

It is prohibited to dress inappropriately by both males and females. This may include but is not limited to: indecently exposed back, waist, shoulders, or cleavage, tight or transparent clothing, and clothing above the knees. Students must avoid any clothing with offensive language, pictures, or slogans.

### Alcohol and Drugs

The following are violations of the code and Sharjah /UAE laws as they relate to alcohol and drugs:

- Possession, use, sale/distribution of alcohol.
- Entering the university with and/or being found to be intoxicated by or using/dealing with alcoholic beverages in any location within the university.
- Possession, use, sale/distribution of controlled substances/drugs.

## Smoking

GSU is committed to providing a healthy and safe environment for all community members. To support this commitment, we have implemented a smoke-free policy across the entire campus. This policy is in line with international health standards and UAE regulations, which mandate the creation of smoke-free environments to safeguard public health. Smoking is a leading cause of serious health issues, including heart disease, lung cancer, and respiratory problems, not only for smokers but also for those exposed to secondhand smoke. As such, smoking is strictly prohibited in all GSU facilities in accordance with local Sharjah laws and federal UAE regulations. To protect the GSU community, violations of this smoke-free policy will result in disciplinary action.

## Endangering the Safety of Others and Self

The following are prohibited as they relate to the safety of others and of oneself:

- Endangering or threatening the safety and/or health of any person on the university premises or attending university events.
- Deliberately committing or being involved in any form of physical, verbal, written, or depicted violence, harassment, and/or pervasive or persistent intimidation, which results in physical or psychological harm that prevents a person from performing their daily activities, job, or studies.
- Involvement in gang activities and/or overt display of gang affiliation.
- Misuse of any of the firefighting tools/systems and electrical equipment which may compromise or disrupt the university activities or cause potential harm to others. False activation of fire alarms.
- Engaging in coercion and/or blackmailing.
- Failure to respect safety and/or stated boundaries of any person on the university premises or attending university events.
- Attempts to enter any of the university's unauthorized buildings, facilities, or offices without permission from its lawful authority, or remaining therein or refusing to leave when asked by authorized personnel.
- Trespassing or entering the university premises, facilities, or offices by force without authorization during or after official working hours.
- Not complying with any of the university's authorized officials or security instructions.
- Failure to identify oneself when requested by the university's authorized officials and/or security at the time of performing their duties.
- Failure to comply with legal prohibition to sell, distribute, possess, or use fireworks, firearms, weapons, explosives, or relevant materials and substances.

At an incident where a student tries to harm themselves or others, or threatens to harm people, the security office will intervene immediately, and the individual could face immediate suspension from the university.

## Defamation

Disseminating rumors, the disclosure of a person's personal information, or the attempt to invade their privacy with the intention to deliberately cause embarrassment are strictly prohibited.

## Harassment

Disrespect or harassment of another person based on gender, race, color, nationality, religion, or disability is strictly prohibited.

## Institutional Affiliation and Scholarly Representation Policy

(Applicable to all fully-funded postgraduate students at The Africa Institute of Global Studies University, Sharjah, UAE)

### Purpose

This policy outlines the requirements and expectations for institutional acknowledgment by students receiving a scholarship at the Global Studies University, Sharjah, UAE. It ensures the university's contributions are properly recognized in scholarly and professional work, enhance institutional visibility, and support academic integrity.

### Affiliation Requirement

All students under funded scholarships must clearly acknowledge their affiliation with Global Studies University in any academic setting.

This includes, but is not limited to:

- Journal articles, book chapters, essays, or reviews
- Theses, dissertations, or capstone projects
- Conference presentations or seminar talks
- Exhibition texts or curatorial statements and works
- Fellowship applications or bios for public speaking engagements
- Media interviews or public scholarship (e.g. podcasts, op-eds)

### Approved Format Example:

"[Your Name] is a postgraduate MA student in Global African Studies / PhD in Global Studies, at The Africa Institute of Global Studies University, Sharjah, UAE, supported through a fully funded institutional scholarship."

## ORCID Registration

All scholarship recipients are required to:

- Register for an [ORCID iD](#) (a free, persistent digital identifier used by researchers globally)
- Add their institutional affiliation and funding information to their ORCID profile
- Use their ORCID iD in publications, submissions, and professional profiles

Note: ORCID helps ensure that your work is correctly attributed to you, even if your name or institutional affiliation changes over time. It is widely used by all universities.

### Institutional Repository Submission

To preserve and promote your scholarly contributions, you are required to:

- Submit a final version of all published work, major presentations, or curatorial documentation to the university's digital repository
- Include institutional affiliation and an ORCID iD in all deposited materials
- Coordinate with the Academic Affairs Office to ensure compliance

## Non-Compliance

We expect all scholarship recipients to fulfill the outlined requirements as part of their commitment to the university. In cases where obligations are not met, a formal written reminder with a request to address the matter will be issued.

## Support and Implementation

Academic Affairs will:

- Provide an ORCID registration guide during orientation
- Offer templates for correct affiliation acknowledgment
- Review compliance annually as part of student progress evaluations

## ORCID Setup Guide for Students

*Connect your research. Claim your identity.*

### What is ORCID?

ORCID (Open Researcher and Contributor ID) is a free, unique digital identifier that distinguishes you from other researchers. It helps link your work articles, talks, curatorial projects, and fellowships to you, even if your name or institution changes.

### Step-by-Step: Creating Your ORCID iD

1. Go to <https://orcid.org/register>
2. Fill in your full name and institutional email
3. Choose visibility settings (recommended: "Everyone")
4. Create a password and accept the terms
5. Click "Register" – done! You now have your ORCID iD.

### Next: Add Your Affiliation and Info

1. Login to ORCID
2. Go to "Employment" or "Education"
3. Add:
  1. Institution Name: The Africa Institute of Global Studies University, Sharjah, UAE
  2. Role/Program: e.g., MA student, PhD candidate
  3. Start Date: Your program start date
  4. Add sections like "Funding" (scholarship) and "Works" (publications, talks)

### Share Your iD

Your ORCID iD looks like this: <https://orcid.org/0000-0001-2345-6789>

Use it in:

- Email signatures
- Conference bios
- Submission portals
- Your CV or thesis

### Need Help?

Email: [admissions@gsu.ac.ae](mailto:admissions@gsu.ac.ae)

Visit: <https://support.orcid.org>

## Student-Run Media Policy

### Purpose

- The university recognizes student-run media as a vital component of the university's academic and cultural environment. These platforms provide students with opportunities to express creativity, engage in dialogue, and document campus life.
- Establishing regulations for student-run media is essential to safeguard the rights and responsibilities of all participants and ensure that media activities adhere to the university's legal, ethical, and academic standards.

### Scope

This policy applies to all students, faculty, and staff involved in media activities associated with GSU.

### Policy Statement

This policy governs all student-run media activities, including radio and television programs, student newspapers, student-generated websites/blogs, social networking sites, and emerging media formats such as vlogs and podcasts. All media content utilizing GSU's technological infrastructure, resources, trademarks, logos, or branding must adhere to this policy. The aim is to support student engagement while protecting the integrity and reputation of GSU and its community members. All media activities must comply with GSU's branding guidelines and GSU's Brand Management policy and other relevant regulations.

### Media Oversight and Approval

- All student media activities must be overseen by the GSU Communications Office and the Director of Administration and Operations, who are responsible for:
  1. Reviewing and approving all content to ensure compliance with the university's policies and legal requirements.
  2. Establishing submission procedures, including timelines and required documentation.
- All GSU-maintained official media accounts are the property of GSU. Content must not be copied or downloaded without permission from the Communications Office and the Director of Administration and Operations.
- Unauthorized media activities may result in disciplinary action. Students must obtain approval from the Communications Office before launching any media activities using GSU's name, logo, emblem, or other branding elements.

### Use of University Resources and Branding

- Student-run media may utilize GSU's technological infrastructure and resources in accordance with the university's branding guidelines and Brand Management policy.
- Permission must be obtained from the Communications Office before using GSU logos, trademarks, or other branding elements in any media content.

### Compliance with Legal and University Standards

- All student-run media must comply with UAE laws, including those related to media, intellectual property, and privacy.

- Content must be respectful and free from discriminatory, harassing, or defamatory material.
- The university reserves the right to suspend or terminate any student-run media activity that violates UAE laws, GSU policies, or poses a risk to the university's reputation.

### Responsibilities of Student Media Organizations

- The university supports a free student press in accordance with UAE bylaws.
- Student-run media must represent the entire student body, ensuring that it is not controlled by a limited number of students or specific groups associated with any faculty, program, or department/institute.
- All students should be encouraged to follow and like all the university's official media channels.
- Student media organizations must collaborate with faculty advisors and the Communications Office to ensure policy compliance.
- Members of student media organizations must participate in training sessions provided by the Communications Office on GSU's media policies and standards.
- The publication or dissemination of obscene materials is strictly prohibited.
- Appropriate disclaimers will be included to clarify that:
  1. The university is not responsible for the content of student publications or broadcasts.
  2. Views and opinions expressed through student-run media do not necessarily reflect those of the university. Contributors must clearly state that their views are personal and not those of the university. All GSU community members should understand the distinct considerations involved in representing the university through electronic media.
- All information presented through student-run media must adhere to professional standards of accuracy, objectivity, and fairness.
- Students responsible for producing content for student-run media must check and verify all facts and ensure the accuracy of and relevant permissions regarding all quotations before publication.

### Use of Social Media and Electronic Information Resources

- Social networking platforms such as Facebook, Instagram, and other digital tools facilitate student communication. While these platforms offer valuable opportunities, they also present potential risks. Students should be cautious when engaging with these platforms.
- Students are permitted to use online social networks and digital platforms. However, any content published through student-run media on these platforms must comply with the Student Code of Conduct and adhere to acceptable social behaviour.
- Students may utilize electronic information resources, including websites, email, and other digital tools, for gathering news, communicating, and consulting sources. They must:
  1. Avoid representing others without explicit authorization.
  2. Refrain from disclosing sensitive personal data about staff or students without proper authorization.
  3. Not download or copy software without appropriate licensing.
  4. Abstain from injecting viruses or engaging in hacking activities.

- The university reserves the right to remove or restrict access to online and electronic materials deemed inappropriate according to the university’s acceptable use policy for information technology.

## Social Media Policy

We encourage active social media participation and expect that staff and students use these platforms to uphold the trust placed in them as representatives of GSU. While individuals are not authorized to post on behalf of GSU unless officially designated, their personal social media contributions can positively impact the GSU narrative. Examples of popular social media platforms and integrated services include, but are not limited to:

LinkedIn	Flickr	Wikis, Blogs, and Tumblr
X (formerly Twitter)	Pinterest	Quora
Facebook	Discord	WhatsApp
YouTube	Yahoo/MSN Messenger	Zoom/Skype/Meet
Instagram	Facebook Messenger	Telegram
TikTok	iMessage	Teams
Reddit	Threads	Slack

- Official GSU social media sites must respect GSU’s bylaws and not contain sensitive or personal information. Any such information posted must be removed by the Communications Office as soon as practically possible.
- Social media activity should reflect GSU’s values. Offensive, defamatory, or illegal content will be removed, and responsible individuals may face disciplinary action.
- Social media sites must be managed by a permanent employee or authorized individual who ensures compliance with all applicable record retention requirements and manages the site’s content and accessibility. An alternative administrator should be designated during absences.

### Confidentiality and Privacy

- Students are prohibited from sharing confidential or sensitive information about GSU, its students, faculty, or staff without explicit consent.
- Privacy must be respected in all media content, ensuring personal data is not disclosed without permission.

### Enforcement and Disciplinary Procedures

- Violations of this policy will be addressed according to GSU’s student conduct protocols, which may include suspension of media activities, revocation of privileges, or other sanctions.
- The University Council and Disciplinary Committee may enforce disciplinary measures for non-compliance with this policy. The university retains the authority to pursue legal action if student-run media activities cause damage or legal liabilities to GSU.

### Appeals Process

Students may appeal decisions related to this policy by submitting a written appeal to the Director of Administration and Operations within ten (10) business days of the decision.

## **Training and Awareness**

The Communications Office will provide training sessions for students involved in media activities to ensure an understanding of policy requirements, ethical standards, and best practices.

## **Legal and Cultural Compliance**

Media content must respect the legal, cultural, ethical, and religious values of the United Arab Emirates and the Government of Sharjah. Content in violation of federal laws, such as those outlined in the [Federal Decree-Law No \(5\) of 2012](#) regarding Information Technology Crimes, will be subject to removal and may result in further legal action. It is essential to review and comply with the provisions of this decree-law.

## **Technology Infrastructure**

Global Studies University (GSU) provides its students, faculty, and staff with all the required technologies and software to fulfill their daily operations. To provide further details on this, the below section provides insight into all the systems.

### **Learning Management System (LMS)**

The university has recently acquired the license for the learning management system Canvas by Instructure. In addition to the LMS, the university is licensed with systems for library services, archives, Microsoft Office, and Adobe Suite, as well as administrative software such as Odoo, file backup, and filing systems.

### **Wi-Fi**

Ensuring adequate access to Wi-Fi for all students, faculty, and staff is critical. The Wi-Fi infrastructure at GSU is robust, secure, and capable of handling high traffic to support academic and administrative activities. GSU has 38+ Wi-Fi access points covering all areas and facilities, controlled by a controller and robust policies and rules, divided securely into staff and guest networks with appropriate permissions for each. Regular assessments and updates are performed to prevent connectivity issues, protect against cybersecurity threats, and ensure a safe and reliable network environment for all users within the institution.

### **Classrooms**

Classrooms and auditoriums used for teaching are equipped with state-of-the-art equipment and suitable furniture to allow faculty to provide the best form of teaching to their students. Classrooms include smart panels, proper/healthy students' seating layout, lecture capture technology, hybrid learning, lecture content management, and content sharing. This ensures that students and faculty can engage in effective and safe learning experiences. Regular maintenance, safety checks, and adherence to industry standards are essential to prevent accidents, ensure compliance, and maintain a productive educational environment.

### **Network Infrastructure**

GSU provides network infrastructure to all its students, faculty, staff, and visitors that is secure against cybersecurity threats and is robust enough to handle high demand. The university makes regular updates, regularly reviews security protocols, and monitors the integrity of the infrastructure to maintain data integrity and prevent unauthorized access. Additionally, the infrastructure is designed to provide consistent access across GSU, minimizing downtime and ensuring that all users can safely and effectively engage in their academic and administrative activities.

### **Off-Site Backup System**

GSU has set up an off-site backup system to ensure data integrity and availability in case of on-site failures, disasters, or cyberattacks. Security measures, such as encryption and access controls, are taken to protect sensitive information during storage and transfer. Regular testing of the backup system, restoration, and backup infrastructure is essential to ensure its reliability, safeguarding the GSU's critical data and ensuring continuity of operations.

### **Data Security and Confidentiality**

Data security and confidentiality is of utmost importance at GSU. The university has taken several measures to ensure this, including the implementation of firewalls, encryption, secure access controls, and regular security audits to prevent unauthorized access and data breaches. Additionally, GSU considers monitoring and prompt response protocols necessary to detect and mitigate potential threats. GSU ensures that all users are trained in cybersecurity best practices to further enhance the protection of these critical systems, safeguarding the institution's operations and sensitive information.

## **Health and Safety**

### **Regular Maintenance**

Through the Design and Production Office of Sharjah Art Foundation, GSU is contracted with GECO Maintenance and Electrical Ltd. Co. to carry out preventive and emergency maintenance for all mechanical, electrical, and plumbing works in the building, including all air conditioning, fire alarm and firefighting systems, water supply and drainage networks, CCTV, lighting, and electrical power network. These inspections occur every three months as per Sharjah Government law. The agreement also includes emergency visits whenever necessary.

### **Orientation and First-Aid Training**

Global Studies University (GSU) works with the Sharjah Civil Defense to organize regular evacuation, first aid, and CPR workshops for staff and faculty. The university's HR Department also offers regular first-aid courses to employees with the Sharjah Clinical and Surgical Training Center at the University of Sharjah to form a Health and Safety Team ensuring care during emergencies.

Moreover, the HR Department will be responsible for the implementation and supervision of all health and safety measures agreed upon by the university administration and will distribute and update health and safety procedures in accordance with UAE and Sharjah regulations.

### **Hygiene**

GSU is contracted with MAB Facilities Management, a local cleaning company that looks after the cleanliness and hygiene of employee offices and other facilities on campus. The university has assigned four cleaners operating full-time throughout the day and is prepared to deploy more staff in cases of emergency or special events.

All hazardous materials related to hygiene and upkeep of the campus are stored in a designated area and managed only by MAB professional staff. Students, faculty, staff, and visitors are not exposed to nor expected to handle such materials.

Regular inspection visits are made by the management of the company to ensure quality and continuity of service.

## Signage

Signage is available around campus to direct people and warn them of possible dangers. Signage is available for:

- Offices and various spaces on campus
  - Evacuation Plan
  - Emergency phone numbers
1. Police
  2. Fire department
  3. Emergency services
- Assembly Points
  - No smoking

## On-Campus Clinic and Health Insurance

GSU is currently working with the Sharjah Health Authority to establish an on-campus clinic that will provide health services to faculty, students, and staff. The clinic will be operational during working hours from 8:30 am - 5:30 pm. The clinic will provide consultation services, intermediary care before individuals are transferred to hospitals or emergency rooms in the case of surgeries, and counseling services.

Moreover, all students will have full health insurance coverage while studying at GSU. The health insurance policy offered to students, faculty, and staff is comprehensive and is accepted in all health centers in Sharjah.

## Operation Timings

At GSU, the official working week runs from Monday to Thursday, 8:30 am to 5:30 pm. However, the campus grounds are open to all GSU personnel every day of the week, at any time. Personal offices will be accessible to faculty and staff at all times, with campus security on hand.

All facilities on campus such as the auditorium, pantry, clinic, student center, classrooms, labs, bookshop, and archives will be closed outside of operational hours unless advance booking arrangements are made. The sports grounds (football, volleyball, tennis, and basketball) will be accessible every day until midnight and will require prior booking. For the GSU Library, please check the Learning Resource Center Manual for further details.



# Code of Academic Integrity

## Overview

Students at Global Studies University are expected to perform with integrity in all their academic undertakings. Students must adhere to academic integrity as a firm set of values that are grounded in the concept of respect for the intellectual work and efforts of oneself and others. Demonstrating academic integrity does not only apply to formal coursework, but is also expected to be performed in all the university interactions linked to the educational process and its relationships. The university assumes that the academic work submitted by the students is the student's own work. If students seek external assistance, then this must be declared. Students should also expect academic integrity from their peers.

## Guidelines General Guidelines

The principle of academic integrity should not be violated.

- Students are not allowed to mispresent their work.
- Students may not under any circumstances unfairly or fraudulently advance their academic stature.
- To maintain academic integrity, a student must not be involved or take part in any student's failure.

## Violations

Following are some examples of behaviors that violate the Code of Academic Integrity and will subject violators to proceedings under the code:

- Representing the work of others as one's own.
- Obtaining, using, or providing assistance without authorization on any research papers, examinations, or academic work.
- Intentionally modifying any data for supporting academic work.
- The attempt to forge any signature for certifying the completion of an assignment, course work, or any letter.
- The misrepresenting of academic achievements.
- Lying or furnishing inaccurate and false information in verbal or written statements or the representation of false facts intentionally and knowingly to any of the institute officials or offices.
- Posting or storing electronic or physical pornographic and offensive materials that violate relevant local and federal UAE laws.
- Breaching any of the disciplinary sanction terms imposed in accordance with the code.
- Violating the terms of any disciplinary sanction imposed in accordance with the code.

## Penalties and Procedures

Students who violate the Academic Integrity Policy (AIP) may face a range of sanctions. Repeated violations will result in increasingly severe consequences, with the third violation leading to dismissal from the university. Sanctions are applied only after due process, which includes thorough evidence review and the completion of the adjudication and appeal processes. Students who are dismissed

will receive a failing grade (FX) in the course where the violation occurred and administrative withdrawals (W) in all other courses for that semester. No refunds will be issued for tuition and fees to students dismissed due to AIP violations.

## Plagiarism

Plagiarism occurs when a student presents another person's work as their own without proper acknowledgment. It is a form of academic dishonesty, as it involves submitting work for grading that was not personally written or created by the student. This makes it impossible to determine whether the student has learned the material or simply copied it. While students may cite direct quotations and passages, these should serve to support original ideas. Even with correct citations, excessive copying is not acceptable, because students demonstrate understanding through their own words and thoughts. All borrowed content, whether quoted directly or paraphrased, must be properly credited to its original source. Examples of materials requiring citation include text, images, graphs, and other content from external sources like the internet, books, journals, and similar mediums.

Forms of plagiarism include:

- Using another student's work or outline, in part or whole.
- Submitting the same assignment for multiple classes.
- Presenting the same paper in different courses as original work.
- Rewriting sections of text by replacing a few words with synonyms or similar expressions.

At Global Studies University, faculty use Turnitin software to verify the originality of student submissions. Turnitin is designed to detect various forms of plagiarism, including cases where students replace individual words with synonyms. If a document is suspected of plagiarism, it will be referred to the Director of Graduate Studies. Students found guilty of violating the University's Academic Integrity Policy may face serious consequences, including possible suspension and/or dismissal.

## Examination Guidelines

### Types of Examinations

At GSU, exams may be "closed book" or "open book." In a "closed book" exam, all course materials are prohibited, while in an "open book" exam, students can use any materials unless specifically restricted by the instructor. In the absence of specific instructions, exams should be treated as "closed book."

## Students' Responsibilities

### Before the Examination

- Turn off all mobile phones and electronic devices and place them in the designated area outside the examination room.
- Store all personal materials, such as books and notes, outside the examination room.
- Choose a seat at random and avoid sitting near friends, family, or acquaintances.
- Bring only the type of calculator approved by the instructor.
- Turn off all mobile phones, smartwatches, and internet-enabled electronic devices, and place them in the designated area outside the examination room.
- Students are responsible for managing their own time during the exam without the use of personal electronic devices. A visible clock will be available in the examination room to assist with timekeeping.

### During the Examination

- Read and sign the "Warning Section" on the Exam Cover Sheet.
- Sign the exam's "Attendance Sign-Up Sheet."
- Do not look at another student's exam paper.
- Avoid any form of communication, including talking or whispering, with other students.
- Refrain from actions that might be perceived as suspicious.
- Do not argue with the instructor or proctor.
- Use only the provided answer sheets for writing responses.
- Use the back of the answer sheets for calculations if needed.

### After the Examination

- Stop writing when instructed and finish the exam on time.
- Exit the room quietly.
- Collect your belongings.
- Report any issues or concerns to the Deanship of Graduate Studies (DGS) staff.

### Procedural Guidelines for Examinations and Proctoring

Faculty members set the details of examinations and share them with proctors and relevant staff, including IT personnel. The DGS is responsible for maintaining the integrity of examination processes. Colleges and academic units are responsible for assigning proctors, though the DGS may provide additional proctors as needed.

Proctors should have:

- A strong reputation.
- The ability to effectively supervise exams.
- No conflict of interest, either real or perceived.

## Type of Examination

To reduce the risk of academic integrity violations, faculty are encouraged to prepare multiple versions of exams by altering question arrangements or changing numbers. All exams should include a standard Exam Cover Sheet. Exams at GSU may be “closed book” or “open book.” In a “closed book” exam, access to all course materials is prohibited, except for materials provided by the instructor (e.g., formula sheets). In an “open book” exam, students may use all materials unless otherwise restricted by the instructor. If no specific instructions are given, exams should be treated as “closed book.”

## Types of Proctors

- Proctor: Monitors exam-taking activities to ensure adherence to rules.
- Roving Proctor: Oversees all examinations during a given time slot and supervises the activities of other proctors.

## Assigning Proctors

The Office of the Registrar schedules final exams, while the DGS, in collaboration with colleges, assigns proctors.

## Proctoring Duties

### 1. Before the Examination

- Arrive in the exam room 20 minutes early and arrange chairs to ensure adequate space between students.
- Review the examination information sheet for any special instructions from the instructor.
- Allow students to enter the examination room 10 minutes before the exam begins.
- Ensure students are seated randomly.
- Ask students to show valid student IDs or other acceptable photo identification.
- Instruct students to place unauthorized materials, including mobile phones and electronic devices, in the designated area outside the room.
- Remind students of key cheating behaviors (e.g., talking, exchanging information, using unauthorized materials).
- Verify that each student receives the correct version of the exam.
- Distribute exam papers face-down, one at a time.
- Announce the start time of the exam, note the duration on the whiteboard, and adjust finishing times if necessary.
- Begin the exam.

### 2. During the Examination

- Prevent and detect violations of the Academic Integrity Policy (AIP) by maintaining vigilance and engagement.
- If direct evidence of a violation is observed (e.g., unauthorized materials), follow these steps:
  1. Approach the student.
  2. Collect the student ID and exam papers.
  3. Secure any evidence (e.g., notes, electronic devices).

4. Inform the course instructor or roving proctor.
  5. Complete and submit the Exam Violation Documentation Form with the evidence.
  6. Report non-cooperating students to the roving proctor or DGS representative.
- If only suspected violations occur without direct evidence, allow the student to finish the exam, but mark the paper as “suspected cheating,” notify the instructor, complete the Exam Violation Documentation Form, and refer the case to the DGS.

In addition to the general guidelines mentioned above, proctors are required to adhere to the following specific rules during examinations:

- Ensure that students are kept away from unauthorized electronic devices.
- Inform students that any breaches of the Academic Integrity Policy (AIP) will lead to their removal from the examination room.
- Distribute the exam’s “Attendance Sign-Up Sheet” to gather students’ signatures.
- Prevent students from entering the examination room more than 30 minutes after the exam has started. For such cases, complete and submit the Non-Admitted Late Comers Notification Form to the DGS.
- Do not allow students to leave the examination room before 40 minutes have passed since the exam began.
- Prohibit the use of unauthorized materials or resources, except those specifically permitted by instructors.
- Monitor students to ensure they remain focused on their exam.
- Maintain a constant physical presence by walking around and closely observing students’ behavior and conduct.
- Supervise students’ behavior during emergency breaks, such as restroom visits.
- Enforce the following exam rules: a. No talking among students. b. No answering of questions by students or proctors. c. No exchanging of materials between students. d. No changing of seats unless for a valid reason and with the proctor’s approval.

### **3. After the Examination:**

- Conclude the exam on time and in an orderly fashion.
- Secure the completed exam papers.
- Deliver the completed exams to the college representative or roving proctor.
- Ensure students stay seated until you have collected all examination papers.
- Collect the exam papers from students individually.
- Verify the total number of exam copies by counting the completed papers and matching this number with the attendance sheet and head count.
- Confirm that the total number of exam copies (including taken and excess copies) matches the number originally received.
- Contact IT staff to secure the lab if the exam was conducted in a lab setting.

- Remind students to retrieve their personal belongings.
- Hand over any items left behind by students to the Security Officer.

### **Assignments Submission**

Replication and resubmission of an assignment/work that receives a grade is forbidden unless approved in advance by the faculty. If part of the same work is submitted simultaneously in more than one course for the purpose of grading, then all involved faculty must approve this submission.

- Although students may discuss their course content amongst each other, they can't get help in the actual production of the assignment.
- Students will be accused of plagiarism and violation of the code if they represent the work of others as their own. Citation of works and sources must be clearly stated.

## **Use of Generative Artificial Intelligence (GAI) Tools and Academic Integrity at GSU**

Generative artificial intelligence (AI) tools have brought both challenges and opportunities to academic environments. This policy is designed to guide the use of AI in academic work at Global Studies University (GSU), fostering responsible innovation while maintaining the highest standards of academic integrity within our community. Generative AI can be a valuable resource for supporting students' education, such as by assisting the exploration of ideas, creating study guides, or clarifying difficult concepts. However, misuse of AI undermines GSU's mission to develop the unique talents and intellectual capabilities of its students. Using AI as a shortcut to avoid genuine engagement with coursework contradicts the essence of education. It's important to distinguish between using AI to enhance learning and using it as a replacement.

This policy aims not to be overly punitive, but to encourage deep, authentic engagement with course material in today's technology-rich environment. While AI is transforming the world and will likely play a role in students' future careers, GSU is committed to ensuring that students gain the knowledge and skills assignments are intended to develop. This preparation is crucial for students' success in an increasingly complex and evolving world. Presenting work that one did not create, including work generated or significantly modified by AI, as one's own is a violation of academic integrity. Using generative AI in ways not explicitly permitted by an instructor will be considered a breach of the Honor Code. GSU is dedicated to supporting students' learning journey, equipping them to navigate not only current technological changes but also those to come.

### **Definition of AI in Academic Context**

AI in academia refers to the use of artificial intelligence tools, which include but are not limited to Large Language Models (e.g., ChatGPT, Claude), image generation tools (e.g., DALL-E, Midjourney), code generation tools (e.g., GitHub Copilot), and other AI-powered tools that can generate, manipulate, or analyze content.

### **Permissible Use of AI Tools**

AI tools can be used for brainstorming, outlining, editing, or generating ideas, provided there is proper acknowledgment. AI tools can also serve as learning aids to understand complex concepts, assist with data analysis or coding, and support accessibility needs like text-to-speech or language translation, with full disclosure and critical evaluation of the output.

### **Prohibited Use of AI Tools**

The use of AI tools is strictly prohibited in the following instances:

- Submitting AI-generated content as one's own work without proper attribution.
- Using AI to complete assignments without explicit permission and guidelines.
- Employing AI to bypass the learning process or gain unfair advantages.
- Inputting confidential or sensitive information into public AI tools.
- Generating content with AI that violates academic integrity policies.

### **Responsibilities of Course Instructors for Using Generative AI**

When utilizing Generative Artificial Intelligence (GAI) tools in the classroom, the following guidelines must be adhered to by the instructors.

#### **Course Instructors:**

- Syllabus Requirements

Instructors are required to include the following details in their course syllabus:

1. **Generative AI Tool(s):** Specify the name(s) of the AI tool(s) being used. The instructor must also update the list of tools on the course's iLearn website whenever changes occur.
  2. **Purpose of Use:** Provide a clear rationale for the use of the tool(s) within the course.
  3. **Usage Guidelines:** Outline the tasks, assignments, or activities where the tool(s) can be applied.
  4. **Clarifying Generative AI Usage for Students:** Instructors should clearly communicate to students the permitted and prohibited uses of AI tools in the classroom. Even if an instructor believes that AI use is not relevant to their course, it is essential to address its potential use, as students may still engage with these tools.
- **Student Introduction to GAI Tools**  
Instructors should ensure students receive comprehensive guidance on both the cognitive and ethical aspects of using generative AI in their coursework.

#### **Recommended Principles**

To promote responsible and educational use of AI tools, it is recommended that the faculty adhere to the following principles for student AI use:

1. Students must disclose when they have used AI tools in any submitted work.
2. Students are fully responsible for the content and accuracy of the work they submit, regardless of how it was created.
3. Encourage students to understand that their learning is dependent on their own productive effort. Overreliance or misuse of AI tools can undermine the learning process and their educational development.

Instructors are recommended to take the following steps to help students learn how to use AI tools appropriately:

- Include a description of their AI policy in the syllabus and devote some class time to going over the rationale behind these rules.
- Give precise illustrations of what is and is not appropriate. For example: "Do not utilize AI for anything beyond proposing topics or sources," or "Do acknowledge and specify any use of AI."

- Assist students in realizing the drawbacks of generative AI technologies, including errors, a deficiency in critical thinking, and a lack of inventiveness.
- Emphasize that students genuinely want to learn and explain what valuable skills or knowledge they can gain by doing the work themselves. Shift the focus from potential penalties for misuse to the importance of personal academic growth through hands-on effort.

## Guidelines for the Use of Generative AI (GAI) Tools by the Course Instructor and Students

Course instructors and students should follow these recommendations if using Generative AI (GAI) tools in the classroom.

Course Instructors are advised to:

- Keep up with any changes to the international best practices for using GAI tools in accordance with the type and level of courses that they are teaching.
- Create tests that let students use GAI resources openly and in ways that advance learning goals.
- At the conclusion of each semester, assess the use of GAI tools on a continuing basis and record your findings in the Course Assessment Report (CAR) or Course Evaluation (CE).
- Utilize institutional learning resources on GAI tools, such as workshops and training offered by the CITL and other college or school-specific programs.

Students are responsible for:

- Thoroughly reading and understand the course syllabus, as well as the most recent university policies on academic integrity and acceptable IT use, raising any questions with the course instructor as needed.
- Make use of institutional learning resources on GAI tools, such as workshops provided by the Library, Academic Support.

## Guidelines on Using AI Tools by Faculty

The “human-in-the-loop” principle should be adhered to by faculty members when using AI tools in their work. This implies that, before being used, any output produced by an AI system needs to be examined by a human. This applies to both the materials faculty create and the work students produce. If instructors utilize AI to help create course materials, they should be open and honest with their students about how these technologies were employed.

It is imperative that instructors carefully verify any AI-generated feedback before forwarding it to students. ChatGPT and other generative AI techniques frequently generate responses that look plausible but could be inaccurate. Faculty should verify any AI output before utilizing it and should make students aware of the potential for errors when they are permitted to use AI in class assignments.

## Guidelines for Faculty on How to Communicate Using AI

Instructors need to be clear on their expectations of the use of Generative AI (GAI) tools, as students may not have default assumptions about AI in the classroom. Providing guidance on whether and

how AI tools can be utilized helps direct students toward appropriate academic use.

Instructors should be clear in their communication; they should also clarify how students should acknowledge their use of AI tools in their assignments. These expectations should be included in the course syllabus and ideally discussed early in the semester to avoid confusion.

Any correspondence instructors send out should also explain to students how they should credit the usage of AI in their work. Syllabi should outline the faculty expectations of AI usage and ideally should be discussed with the students early on in the lesson.

## Disclosure and Attribution

Students must disclose any use of AI tools in their academic work. This includes clearly stating which parts of the work were generated or assisted by AI, providing details on the specific AI tool used, and explaining how the AI-generated content was verified, edited, or incorporated into the final work. A statement of AI use should be included in the bibliography or references section.

## The University Obligations

1. Regularly educate instructors and students about the advantages and disadvantages of GAI tools through seminars and workshops.
2. Continue to update rules and procedures in accordance with new and worldwide best practices for the use of GAI tools in higher education.

## Data Protection and Privacy

To protect confidential data and maintain privacy, students and faculty should avoid entering data classified as confidential into publicly-available AI tools. Only AI tools that have been assessed and approved by the university's Information Security and Data Privacy office should be used for handling sensitive information. It's important to recognize that information shared with AI tools using default settings is not private, and ethical considerations should be made when using personal or sensitive data in AI systems.

## Academic Integrity and Assessment

Maintaining academic integrity requires that instructors adapt assessment methods to account for AI capabilities. Students are expected to demonstrate their own understanding and skills, regardless of AI use. The university may employ AI detection tools to identify potential misuse, and assessments may be designed to test higher-order thinking skills that AI tools cannot replicate.

### Steps for Instructors When Suspecting a Violation of Academic Integrity

If a Faculty member suspects a student has violated academic integrity, particularly through the use of unacknowledged generative AI tools, consider the following steps:

- **Collect Evidence:**  
Provide concrete examples that support your suspicion. Potential signs include:
  1. **Internal Indicators:** Perfect grammar throughout, a consistent but monotonous style, abrupt shifts in tone or writing quality, vague or unsupported claims, incorrect or fabricated references, or a list-based structure masquerading as idea development.
  2. **External Indicators:** Writing that differs significantly from the student's previous work (especially work produced in class), no rough drafts or evidence of revisions, footnotes or references unrelated to the text, or references to non-existent sources.
- **Confront the Student with Your Evidence:**  
Ask the student directly if they used generative AI inappropriately or without proper acknowledgment, based on the evidence you've identified. If the student admits to using AI (and if aligned with GSU policies), you might consider allowing them to redo the assignment and submit evidence of the revision process.
- **Escalate the Case If Necessary:**  
If the student denies using AI tools, but you remain convinced otherwise, escalate the matter by involving the Director of Graduate Studies (DGS) or the appropriate academic authority.
- **Caution Regarding AI Detection Tools:**  
Be aware that tools claiming to detect AI-generated content often have high error rates, especially for students for whom English is not a first language. GSU does not endorse or license the use of any such detection tools. Always prioritize evidence-based and fair evaluation processes.

By following these guidelines, a faculty can handle potential academic integrity issues with fairness, transparency, and respect for the university policies.

## Consequences of Misuse

Misuse of AI tools in academic work may result in grade penalties, failure of the assignment or course, disciplinary actions including suspension or expulsion, revocation of degrees or academic credits, and additional educational requirements on academic integrity.

It is significantly more dependent on the faculty assessment of the student's aptitude to intervene when they suspect AI misuse than it is on the availability of the source material on the internet or in a database.

## Promoting Responsible AI Use

The university is committed to providing resources and training on ethical AI use in academia, encouraging critical thinking and evaluation of AI-generated content, fostering discussions on the implications of AI in various disciplines, and regularly updating policies to reflect the evolving AI landscape. Additionally, the university supports research on the impact of AI in education and society.

## Reporting and Support

Students and faculty are encouraged to report suspected misuse of AI tools to the DGS. Guidance from instructors on appropriate AI use is available, and participation in workshops and seminars on responsible AI integration in academia is encouraged.

## Additional Guidelines

GSU emphasizes that AI tools should enhance learning, not replace the student's own work. Proper citation and acknowledgment of AI assistance are mandatory. At the university, AI tools can be used for formative assessments and learning activities, but students are expected to demonstrate their personal understanding and contribution.

## Guidelines for Computer Usage and System Network

Ethical behavior is expected from all students during the usage of the university computers and system networks. Students are responsible for their actions and the manner in which they use the computers and the system networks at all times. Students can check the IT policy for further details.

### Examples of Violations

- Attempts (successful or otherwise) to hack the university network system, classified files, or any unauthorized information to use for threatening and intimidating any of the university members (faculty, staff, and students) and causing security hazards.
- Deliberate acts of interfering with the university network or IT system.
- Using the university network or devices with the intention of spreading viruses and/or malware to damage its systems or disrupt operations and events.
- Acquiring access to any unauthorized device, computer, records, emails, course systems, finance systems, or any other operating system that functions under the GSU network.
- Unauthorized usage or manipulation of the GSU IT systems or processes with the intention to change or obstruct its operation for monetary or personal gain. This can be in form of selling, buying, or reserving seats, or taking advantage of reserved seats in courses during the registration process.

## Disruptive Behavior and Classroom Misconduct

- A grade penalty for any misconduct may be imposed by a faculty member. It is strictly forbidden by students to reproduce, copy, replicate, or even transmit any course materials or lectures for general distribution or sale without the written consent of the faculty member or academic staff of the origin source.
- If the faculty member decides to give a grade penalty for classroom misconduct, they should promptly notify the student of the degree to which their grade will be affected.
- Students charged with a classroom misconduct penalty can seek review by the Academic Integrity Hearing Board, because classroom misconduct is not considered a violation of academic integrity.
- For clarification, this section doesn't limit a faculty member's prerogative, under appropriate conditions, from removing a disruptive student.

## Forbidden Disruptive Actions

- Disturbing or intentional obstruction of teachers while teaching, disciplinary proceedings, or functions on the institute's premises by using insulting and/or threatening written or verbal comments, intimidating an individual, or collective actions that prevent the institute members from practicing their activities.
- Involvement in activities causing excessive noise that may disrupt the institute functions or activities.
- Public cursing, insulting and offensive language or signs such as, but not limited to, inappropriate slang, name-calling, speech, or vulgarity, or speech violating local and federal UAE laws.
- Continuous determinate actions of disobedience that disrupt the university functions and actions.

## Student Disputes and Resolution

In instances of code violations, the GSU has assigned an authorized committee with the responsibility to investigate and resolve such violations through listening, collecting, and presenting evidence, and determining the appropriate consequences for violators. A written or emailed report must be submitted to the authorized committee, and the following procedures will be followed:

- The committee will acknowledge receipt of the filed report.
- A meeting will be conducted with the student accused of the violation, the complainant, and the respondents.
- The committee will meet to determine whether the violation did or did not occur, determine the appropriate consequences, inform the violators of the consequences, and issue the penalty/punishment at a primary level. The committee will further issue undertakings, reprimands, and warnings in the form of first, second, and third (final) verbal warnings.
- If the decision was to charge the violator with a penalty, the committee will consult with the Director of Graduate Studies and Chair of the Department and Academic Affairs Director for approval.
- If the student is found responsible, the committee may impose the following consequences:
  - Suspension for a stipulated period of time (one or more semesters).
  - Dismissal from campus and any of the university privileges and levying fines.
  - Dismissal from the university.

## Disciplinary Files and Records Case

A disciplinary file may be produced under the name of the respondent. If it turns out that the student has not violated the code, the file will be void and will not be stored/filed among the active disciplinary records, as it will not be constituted as a disciplinary record. Any void file will be destroyed after five years. The files of students who have been found to have committed a violation(s) will remain open and active for five years from the day the student received a letter with a sanction for violating the code. All materials that are considered as evidence used against the student, such as video or audio recordings, text messages, written proof, or any material in the form of physical or electronic format, will be archived in the student file.

# Student Services

The university provides a wide range of learning resources, academic support services, publications and laboratory facilities.

## **Student Affairs**

The Student Affairs office is dedicated to enhancing the student experience by providing comprehensive support and resources. The office focuses on fostering personal growth, academic success, and a vibrant campus life through a range of services, including extracurricular activities and student engagement initiatives. The goal is to create a supportive and enriching environment where every student can thrive and achieve their full potential.

Located on the main building's ground floor (office: C4.1.GF), the Student Affairs team can be reached at 06-5112442.

## **Admission**

The Admission Office is dedicated to guiding prospective students through the admission process. It provides comprehensive information on programs, application requirements, and available scholarships to assist students in making informed academic decisions. The office's responsibilities include evaluating applications, determining eligibility, and making admission decisions. It also maintains accurate student academic records and transcripts.

Located on the main building's ground floor (office: C4.1.GF), the Admission team can be reached at 06-5112445 or by email: [admissions@gsu.ac.ae](mailto:admissions@gsu.ac.ae)

## **ID Cards**

The GSU's Admissions Office will handle the processing and issuance of all student ID cards, which during the orientation program.

All students must always carry their ID cards. These cards should be presented for verification when entering the campus, during exams, and in the university library.

If a student loses their ID card, they must pay a fee of 150 AED and apply for a replacement. During the replacement process, students can use their Emirates ID card to access the campus and the university library.

For questions related to ID card issuance, please contact: 06-5112445; or Email: [admissions@gsu.ac.ae](mailto:admissions@gsu.ac.ae)

## **Registration**

The Registration Office is responsible for managing the academic records of students, course enrolment, and scheduling. It assists students in selecting courses, resolving registration issues, and ensuring accurate academic documentation.

Located on the main building's ground floor (office: C4.1.GF), the Registration team can be reached at 06 5112439 or email [registrar@gsu.ac.ae](mailto:registrar@gsu.ac.ae)

## **Visa and Equalization Services (VES)**

GSU offers professional support for managing and processing official government documents related to visa, residency, and Emirates ID applications. If the student fails to arrive on time, the visa will be canceled.

For questions related to Visa and Emirates ID card issuance, please contact: [hr@theafricainstitute.org](mailto:hr@theafricainstitute.org) or visit the HR Office located on the ground floor of the main building (Office: B3.1.GF).

The Registrar office provides support with the equalization and attestation processes to ensure compliance with UAE Ministry of Education regulations. Please note that the university does not cover the associated fees; students are responsible for these costs.

For inquiries regarding equalization and attestation, please contact: 06-5112439 or Email: [registrar@gsu.ac.ae](mailto:registrar@gsu.ac.ae)

### **Library**

The GSU Library is a dedicated space for learning. The library is designed to foster a productive and engaging learning environment. It offers an extensive collection of physical and digital materials and study spaces to accommodate individual and collaborative needs.

Located on the main building's ground floor (A4.2.GF).

### **Meroë Bookshop**

Meroë Bookshop is the major on-campus source for books and periodicals available for sale at a discounted price. At Meroë, students can explore The Africa Institute (GSU) publications that cover a wide range of topics related to humanities and social sciences, providing readers with a comprehensive understanding of Africa and its diasporas' past, present, and future. The publications introduce African cultures in diverse humanities and social sciences genres, ranging from literature, visual culture, theater, music, song, and literary criticism, among other forms of creative expression.

Meroë Bookshop is located on the main building's ground floor (A3.2.GF).

### **Prayer Rooms and Religious Spaces of Worship**

GSU is committed to providing inclusive spaces that cater to the diverse needs of its diverse communities. Prayer rooms are conveniently located on the ground floor of the Main Building and are accessible to all members of the GSU community. Additionally, a mosque is available on campus, offering separate facilities for both male and female students. GSU's Guide to Sharjah publication also offers information on churches and spaces of worship different denominations in Sharjah. The guide to such resources and spaces is designed to ensure that everyone has a peaceful and respectful environment to practice their faith.

### **Dining Services**

GSU's on-campus café offers a diverse menu of snacks and beverages. The university café is located on the ground floor of the university's main building.

### **Sport Facilities**

The GSU sports facilities are designed for recreational as well as competition programs that foster discipline, sportsmanship, integrity, leadership, and teamwork through sports participation. Whether the student is an experienced athlete or just new to the game, there is something for everyone, from soccer, basketball, cricket, volleyball, and other team sports to fitness goals in a world-class setting.

Sports facilities include: a football field, a basketball court, a volleyball court, a tennis court, and jogging tracks.

### **Health Services**

GSU Clinic provides primary healthcare services to all GSU students, faculty, staff members, and their dependents. For serious illnesses, patients may be referred to a hospital for specialized treatment. Our clinic is equipped with an isolation room for short-term monitoring of patients before transfer to a hospital if necessary.

Located on the main building's ground floor.

### **Student Service Center**

The Student Service Center serves as a vibrant hub where students can connect, interact, and enjoy a variety of entertaining activities. The student center features a vending machine for your convenience, offering a selection of snacks and beverages.

Located on the main building's ground floor.

### **Auditorium**

The GSU Auditorium is a versatile space that serves as a hub for a variety of academic and cultural activities. This venue provides a dynamic platform for conferences, symposia, guest lectures, film and video screening, and other important events.

Located on the main building's ground floor (A1.2.GF).

### **The Africa Hall**

The Africa Hall, originally established in 1976 in Sharjah, UAE, has been a cornerstone of cultural and intellectual life in the region. Over the years, it has hosted numerous events, including lectures, symposia, and cultural activities that have brought together scholars, artists, and thinkers from across the globe. In 2018, Africa Hall was rebuilt to modern standards, ensuring that its historical significance is preserved while offering state-of-the-art facilities. Today, the Africa Hall serves as a versatile venue for conferences, symposia, lectures, musical concerts, film screenings, and stage plays. It provides a comfortable and inspiring environment for students, faculty, staff, and the broader community of Sharjah and the UAE to engage in thought-provoking discussions and presentations. As an integral part of The Africa Institute (GSU), the Africa Hall continues to be a central meeting place, fostering a vibrant academic and cultural atmosphere.

### **Lost and Found**

The Lost and Found is located at the reception desk, where misplaced items are carefully stored. Items are securely kept for a period of 3 months. Once this period has passed, any unclaimed items will be handled according to the established disposal procedures.

For questions related to Lost and Found, please contact: 06-5112435 or Email: [almulla@theafricainstitute.org](mailto:almulla@theafricainstitute.org).

### **Security**

The Security office monitors and ensures safety across the entire campus, including halls and all university-owned buildings. The office oversees the campus traffic and parking system, providing security personnel 24/7 on university premises and during campus events.

For inquiries, please contact the Security Office of at 06-06/524944867 - 06/563954379 or email [security@theafricainstitute.org](mailto:security@theafricainstitute.org).

## Wellness Service Providers

Global Studies University has forged key partnerships with a variety of esteemed wellness and fitness providers in Sharjah, including:

- Gymnation, AED 99 for the first month and AED 149 for the following months.
- Barakah Studio, 20% on all single and package mat classes.
- Sharjah Ladies Club, 15% on all fitness facilities and salon, and spa services.
- Fitness 180 Center, 15% discount on memberships.
- Club 21 Spa, The Act Hotel, 30% discount on published rates.
- Nest Campus: Strategically located right by University City, Nest at Aljada is a premium purpose-built student housing campus based in the heart of Sharjah's most exciting lifestyle community. With award-winning security and safety systems that have been reviewed and recognized by Sharjah Police, Nest provides students with an ideal environment in which to live, study, and play, with world-class facilities that have been carefully designed to allow learning to flourish and even assist with entry into employment. This campus offers swimming pools, gyms, and other sports facilities. Students residing at Nest are entitled to 20% discounts at various fitness centers in Al Jada.

## Adv+:

This lifestyle membership offers access, benefits, and discounts at a comprehensive range of facilities in the UAE. The portfolio includes leisure pools, chic hotels, beautiful beach spots, co-working spaces, family recreation areas, and top fitness sports venues. Includes a range of premium services such as:

- Sheraton Sharjah Beach Resort: Private beach, swimming pool, fitness center, kids' clubs.
- Sharjah Shooting Club: Mixed gym, ladies-only gym, group fitness classes, pool, tennis courts.
- Seventy Fitness & Spa Lounge: Fitness and wellness center, exercise studio, pool, jacuzzi, squash court, lounge, chess, sauna, steam room.
- Olympia Gym Sharjah.
- Toronto Body Gym.

## Wellness Programs and Workshops

In partnership with Barakah Studio, a wellness hub specializing in yoga, Pilates, and barre classes, Global Studies University offers a diverse array of wellness programs and workshops each semester. These initiatives are designed to address various aspects of wellbeing, including physical fitness, mindfulness, and stress management. The collaboration with Barakah Studio ensures that the offerings are inclusive and cater to the unique needs of the university community. Additionally, the University plans to organize wellness trips across the UAE, providing opportunities for exploration and holistic health improvement.

### **Expanded Discounts Program**

To further enhance the well-being of its community, students may benefit from the below expanded discounts program that includes exclusive benefits across multiple sectors:

- Emirates Airline
- SAMSUNG
- H&M
- Louvre Abu Dhabi
- iSTYLE
- Sharjah Ladies Club
- APPLE
- SPOTIFY
- 404 ERROR Trading

The University is also actively working to establish additional memberships and discounts. These partnerships and discount programs are strategically designed to enhance students' quality of life, supporting both their educational and personal development.

### **Tournaments**

The commitment to wellness extends beyond individual activities to encompass community-building. The university seeks to offer a range of sports and wellness tournaments throughout the year, including friendly football matches, yoga challenges, and competitive tennis events. These tournaments aim to foster team spirit, encourage healthy competition, and highlight the significance of physical activity and social connection. The university is dedicated to creating a vibrant and inclusive environment where all members can thrive, feel valued, and experience a strong sense of community.

### **International Students**

The Student Affairs department takes proactive steps to support students from the moment they are admitted, ensuring a smooth transition into university. This includes providing essential information on course registration, accommodation options, visa and travel arrangements, and the vibrant experiences that await them in Sharjah. The department is committed to guiding students through every aspect of their academic journey and beyond, fostering a sense of belonging and community. Through personalized assistance and comprehensive resources, the Student Affairs team helps students navigate their academic and social lives, ensuring they are well-prepared and supported throughout their time at the university.



# Residential

# Students Housing/Residential

The Africa Institute (GSU) has made plans to provide its students with housing at the Nest campus.

Nest at Aljada, strategically positioned adjacent to University City, stands as a high-end student housing campus at the center of Sharjah's vibrant lifestyle community. Nest provides students with an opportunity to reside, study, and engage in recreational activities, all within a secure environment featuring world-class amenities. These facilities have been meticulously crafted to not only promote a conducive learning environment but also to aid in career preparation and advancement.

## Nest Residential Code of Conduct

Students are required to abide by the Nest Residential Code of Conduct listed below and by any updates on rules, policies, and procedures provided by Nest. The original document of the Nest Residential Code of Conduct was provided by Nest Campus.

Adherence to the guidelines set forth in this Code of Conduct is an essential requirement for residing in Nest. Nest retains the right to terminate the tenancy agreement of any tenant discovered to be in violation of this Code of Conduct, initiate eviction procedures, and potentially pursue legal action. Failure to abide by the rules and regulations set herein may also result in fines and penalties being imposed. Nest is committed to fostering a safe and harmonious living environment for all residents, and the Residential Code of Conduct has been instituted to uphold these principles.

### Sustainability

Residents are expected to adhere to responsible usage of resources such as water, electricity, air conditioning, and heating systems. Additionally, residents are required to maintain a sanitary living environment within their homes. This includes practicing good hygiene and cleanliness.

### Respectful Behaviors

By adhering to the Code of Conduct, we can cultivate a sense of inclusivity and warmth within the Nest community, enabling everyone to fully enjoy the shared facilities and have a positive living experience.

### Smoking and Tobacco Products

Smoking on Nest premises is strictly prohibited, except within designated smoking areas. Residential rooms, outdoor areas, parking lots, balconies, and swimming pool areas are examples of areas where smoking is not allowed. This rule applies to all forms of tobacco products, including cigarettes, cigars, hookahs, e-cigarettes (vapes), shishas, and vaporizers.

### Alcohol

Possessing, consuming, distributing, or being in the presence of alcohol or alcoholic beverages violates both Sharjah law and the residential Code of Conduct and is strictly prohibited. The possession of any quantities of alcohol, alcohol in non-standard containers, alcohol production, and the use or possession of devices or games designed to facilitate rapid alcohol consumption are all considered illegal.

### Substance

The possession, production, sale, distribution, use, or exposure to illegal drugs or marijuana, including medical marijuana, is prohibited by UAE law. This also includes the possession of any paraphernalia that has been used with illegal drugs or has been contaminated by them. Prescription medications should only be used by the intended patient for the prescribed purpose. Over-the-counter medications must be strictly administered following manufacturer instructions.

### **Noise Disturbance**

During designated “silent hours,” which are every day from 10 p.m. to 8 a.m., it is strictly forbidden to create any excessive noise that disturbs the tranquility of neighboring residential rooms and buildings. Without exception, any noise that unreasonably interferes with residents’ daily activities, sleep, or productivity is considered unacceptable.

### **Entry Restriction Based on Gender**

Male tenants, as well as visitors from outside the building, are strictly prohibited from entering female-only areas. Female tenants, as well as visitors from outside the building, are strictly prohibited from entering male-only areas.

### **Abuse of Language**

Engaging in behavior that incites fear, nuisance, or coercion, or poses a threat to another individual or their property, is against Sharjah law. This encompasses all forms of electronic communication, including photos, social media platforms, and instant messaging. It is strictly forbidden to engage in bullying, harassment, coercion, or threats towards other residents or any staff member or their belongings, whether through verbal or written means.

### **Littering**

The act of littering is strictly prohibited. No one may throw, drop, or project any object or material from or into the premises. Individuals are required to place all unwanted items and waste into appropriate, designated areas for proper disposal. Under no circumstances may residents leave garbage in corridors outside of rooms and must make proper use of the garbage chutes available on every floor.

### **Theft and Authorized Use**

Unauthorized acquisition, usage, or retention of Nest’s or another person’s personal property, equipment, or resources constitutes a violation of the law. This includes actions such as sleeping on shared furniture or equipment and bringing personal belongings into communal areas without proper authorization. Engaging in any

for-profit activities that utilize Nest resources, including common spaces and The Nest logo, is strictly prohibited.

### **Weapons**

The possession of firearms, including those with or without a permit, tasers, hazardous instruments, or any other weapons that are deemed illegal is strictly prohibited. This prohibition also extends to the possession and usage of potentially hazardous recreational equipment.

### **Property Damage and Vandalism**

Unauthorized taking or alteration of Nest’s or another person’s property is strictly prohibited. This includes damaging property and vandalizing surfaces (such as walls or other furniture surfaces). Residents will be held responsible for any damage caused to household items, and Nest will charge them for repair or replacement services. The final bill may include fees for disposal, shipping, administration, and other costs directly associated with repairing the damage. These charges are based on commercial rates.

### **Room Upkeep and Decoration**

Only approved adhesive products may be used for hanging decorations. If residents use an adhesive that leaves marks, they will be held responsible for the entire cost of repainting the wall. The usage of nails and screws on walls or structural elements of the building is strictly prohibited. Common areas, including corridors, aisles, stairwells, and restrooms, should not be decorated. Modifying the appearance of light bulbs in any way is strictly forbidden. Please refrain from making any structural or ornamental changes to the room. It is important not to introduce anything into pipes or drains that could be harmful, unhygienic, or cause blockages.

### **Prohibited Action of Tampering**

Unauthorized alteration or removal of door or window restrictors is strictly prohibited. Any tampering with doors, including the latch, hinge, or closing mechanism, is considered a criminal offense, and is strictly forbidden. Tampering includes activities

such as removing button plates, forcefully manipulating doors, tampering with wiring or lights, engaging in disruptive behavior inside the unit, or triggering the fire alarm signal.

### **Preventing Arson**

Misusing or tampering with fire safety devices, including detectors, extinguishers, sprinklers, door closers, safety lights, and directional arrows, is strictly prohibited and considered a criminal offense. In the event of an accidentally activated fire alarm that leads to the dispatch of fire crews, or building evacuation, Nest reserves the right to reasonable reimbursement from the responsible party to cover all expenses incurred by emergency services.

### **Fire Risk**

The possession or utilization of explosive materials, flammable substances, or fire starters is strictly prohibited by Sharjah law. Grilling or barbecuing is strictly prohibited at Nest unless explicitly approved by the Nest management team. Residents are responsible for the correct use of electrical outlets and must avoid overloading them.

### **Visitors**

Overnight guests in resident rooms are strictly prohibited without Nest management approval. Visitors are allowed from 8 AM to 11 PM. Visitors need to present original and valid ID to security each time. Visitors should not be left unattended at any time. Residents will be held responsible for the behavior of their visitors. Visitors are subject to the same rules and regulations in the Code of Conduct. All visitors must register and sign in and out at security upon arrival and departure. Violations will result in appropriate consequences.

### **Dress Code**

To access Nest and Nest facilities, it is necessary to be dressed appropriately. Offensive images or phrases printed on clothing, as well as clothing that is transparent or excessively revealing, are not permitted. Wearing loose-fitting attire that covers the shoulders, arms, and legs will ensure

a more comfortable environment for both genders. Sunbathing without clothing is strictly prohibited, and swimwear should only be worn in designated swimming areas.

### **Trespassing**

Unauthorized entry or trespassing in private rooms, buildings, or common areas is strictly prohibited. Accessing restricted areas that are clearly marked or known to be off-limits is against the law. Avoid any location that has been designated as off-limits by a member of Nest. This includes roof access doors, roofs, ledges, seismic bracing, fire escapes, construction areas, and other structures. Entering or exiting a building through a window or a designated emergency exit in the absence of an actual emergency is considered illegal.

### **Access Keys**

You may not use, copy, or lend Nest-issued keys or key cards without proper authorization. Unauthorized duplication or sharing of keys is forbidden. In the case of lost keys, please notify security. Replacement of lost keys will be subject to additional cost.

### **Health and Safety**

Engaging in any activities or behaviors that pose a risk to the health and safety of oneself or others is strictly prohibited.

### **Zero Discrimination**

Engaging in discriminatory behavior based on someone's sexual orientation or gender identity is strictly prohibited. Any form of physical or sexual harassment directed towards another resident or individual based on their race, religion, disability, or other protected characteristics is strictly forbidden. This includes acts of assault, threats, or any actions that result in physical, sexual, or emotional harm.

Harassing any Nest employee physically or sexually is illegal. This includes obstructing a team member's ability to fully engage in the residential community or perform their duties, as well as engaging in acts of assault, making threats, or causing physical or emotional harm.

### **Indecent and Disorderly Conduct**

Activities such as urinating or defecating in inappropriate areas, invading personal space, hanging from balconies or buildings, or publicly exposing private body parts are considered serious acts of indecency. It is against the law to record someone's voice or video without their knowledge or consent. The use of cameras, mobile phones, or any other video recording devices is prohibited in all private areas of Nest, including restrooms. Respecting the privacy, dignity, and personal boundaries of others is essential to a safe and respectful environment. Violations of these guidelines may result in severe consequences.

### **Transmission of False Information**

You must not present false or misleading information.

### **Gambling**

Gambling of any kind is prohibited in the Emirate of Sharjah.

### **Animal and Pet Care Guidelines**

Pets and other animals are strictly prohibited in any building unit or common area.

### **Prohibited Storing**

Storing personal belongings, including bicycles, in common areas, on balconies, or in restrooms is strictly prohibited without proper authorization.

### **The Right to Access**

Nest management retains the right to reasonable access to rooms for maintenance, emergencies, non-responsive tenants, eviction, and/or any other reason they may deem fit.

### **The Community Features:**

- Dedicated common areas for males and females only.
- 24/7 safety and security.
- High-speed internet in public spaces.
- Community events.
- Free transportation to and from universities and colleges in the area, as well as the city's best hotspots (beaches, malls, attractions, etc.).
- 24/7 laundry service.
- Restaurants and cafés.
- Basement parking for residents.
- Outdoor seating areas.
- Professionally fitted rooms.



# Library

# Library Code of Conduct

The university is conceived as a research-based think-tank and a postgraduate studies institution (offering a Master's program), which aims to train a new generation of critical thinkers in global studies. Providing a productive learning environment for students is one of the university's missions, and, to continue supporting our students, we expect them to recognize the following while utilizing the library:

- No talking beyond what is necessary to conduct library business.
- Interacting with everyone inside the library with respect.
- Any disrespectful or inappropriate behavior will require the student to exit the library.
- Mobiles must be set to silent mode.
- Working and studying groups are limited to a maximum of 3 students.
- Lost or missing items are not the responsibility of the library or the university.
- Students' items are not to be left unattended.
- Food and drinks are not allowed inside the library.
- Smoking is prohibited inside the library.
- Staff working in the library have the right to request students to show their university ID.
- The university aims to engage with the community and create a learning environment. Accordingly, the same rules apply to them. Additionally, children under the age of 14 years old must be accompanied by an adult.
- Students or users violating the Library Code of Conduct will be suspended from library privileges and removed. They shall also receive a written warning notification.
- Students must present their original ID to borrow books or research materials and must return any borrowed items by the due date.
- Students must return borrowed items before the end of the term; otherwise, they will be charged the cost of these items and will not receive their grades until they resolve this issue with the library.

## Loan Policy

### General Rules

- Borrowers at the GSU will be required to present their user cards when checking out materials.
- The library administration shall collaborate with Academic Affairs and the IT department on this matter.
- Master's students can use their student IDs, issued by Academic Affairs, as their library cards.
- Off-campus borrowers will be required to present photo identification when checking out materials.
- All borrowers must agree to follow the library's rules, including accepting responsibility for overdue penalties, replacement costs, and, if applicable, collection account fees.

### Loan Period

Items	Faculty Members	Fellows	Master's Students	Staff	Alumni	Visitors
Books	90 days	40 days	30 days	60 days	20 days	1 week
Periodicals	7 days	3 days	1 day	1 day	1 day	2 hours consulting in situ
Newspapers	Do not circulate	Do not circulate	Do not circulate	Do not circulate	Do not circulate	Do not circulate
Microfilms (non-renewable)	90 days	40 days	30 days	Consulting in situ	Consulting in situ	Consulting in situ
Microfiche	7 days	3 days	1 day	Consulting in situ	Consulting in situ	Consulting in situ
Reserve (non-renewable)	Designated by the course instructor	Designated by the course instructor	Designated by the course instructor	Designated by the course instructor	Designated by the course instructor	Designated by the course instructor
Reference	Library use only	Library use only	Library use only	Library use only	Library use only	Library use only
Special Collections	Special request and Library use only	Special request and Library use only	Special request and Library use only	Special request and Library use only	Special request and Library use only	Special request and Library use only

N.B.: The library shall collaborate with faculty to establish a loan period for textbooks and reference materials that support general education courses and graduate programs.

## Loan Limit Circulating Policies

Patron Group	Numbers of Items	Renewal
Faculty Members	60	3
Fellows	30	2
Master's Students	20	2
Staff	15	2
Alumni	10	1
Visitors	5	1

## Renewal and Return Policies

### Guidelines

- Faculty members, students, and staff should bring items and their ID cards to the checkout desk to proceed with the checkout.
- Borrowers will be provided with a date due receipt, if not clipped directly to the material itself, as a reminder to avoid late fees.
- All patrons are permitted to renew most items unless there are reserves on them. Special items such as music CDs and seasonally themed books cannot be renewed.
- Borrowers who will not be returning to the Global Studies University Library should make arrangements to mail items back to the library by the specified due date or earlier.
- Renewal is not permitted if the item is on hold.

### Library Holds

Borrowers at GSU may place a hold on circulating items within the library system, including items available on the shelf at another location or checked-out items.

### Recalls

Books checked out may be recalled for another user at any time. Below are the guidelines for such instances:

- Borrowers, such as faculty, students, staff, alumni, and off-campus borrowers, will be notified to
- return the book by the revised recall due date.
- Any borrowed items may be recalled.
- The GSU Library users will be notified via email and are required to return the recalled items within 3 days.
- If the item is not returned within 3 days, a fine of AED 1 per day will be applied until it is returned.
- Users with overdue recalls will be unable to borrow new items until they have returned the recalled item.
- If the borrower is unable to return the materials on time due to unavoidable circumstances, the individual should send an email to [library@gsu.ac.ae](mailto:library@gsu.ac.ae) to make alternative arrangements to avoid fines.

## Use of Library Materials

- Patrons are responsible for the library materials they handle, whether they borrow the item or use it in the library.
- Users are not allowed to remove anything from the library unless they have followed the correct loan procedures.
- All patrons must respect copyright and licensing restrictions.
- Users must not damage or markup materials.
- Users are not permitted to purposefully misplace items in the library.

## Overdue Library Materials

### General Policies

- Materials are considered overdue if they are not returned or renewed by the due date.
- The library has the right to send courteous reminders for overdue items. However, prompt material return is still the borrower's responsibility.
- Items overdue for more than 30 days will be considered lost, and a replacement fee will be charged. If the item is returned after this period, the patron will still be responsible for paying the applicable overdue fines (AED 1 per day) plus a processing fee of AED 50 per item.
- Until the item is returned or the debt is settled, the borrower will not be permitted to borrow any additional materials.
- Students who have unpaid fines at the end of a semester will not receive their grades and will not be allowed to register for classes the following semester. Students who have graduated or transferred will not be able to receive transcripts until any outstanding library fines have been paid.
- The library shall collaborate with Academic Affairs regarding the overdue library materials and unpaid fines.
- Users can access information about their circulation status through their library accounts or by contacting library staff.
- Users of the GSU Library are urged to use these resources wisely and to be responsible borrowers to prevent being charged fees for late, lost, or damaged goods.

### Fines

- All overdue materials are fined AED 1 per day per item.
- The library has the authority to impose fines on items that are overdue when returned (AED 1 per day).
- Any lost, damaged, or non-returned material labeled as missing after being overdue for more than 30 days will incur late fees, replacement costs, and a processing fee of AED 50.
- These accounts will be turned over to the Accounts Department, and the borrower will be responsible for paying any interest that accrues on unpaid accounts.

### Replacement Fees

- The library has the authority to impose replacement fees for all lost, non-returned, or damaged materials.

- Replacement fees include the current cost of the item plus a AED 50 processing fee.
- Processing fees may be more for multi-volume sets or rare materials.

#### **Disclaimer**

- The Library Circulation Policy is subject to change; therefore, patrons should consult the library's website or ask a librarian for the most up-to-date information.
- The library shall inform faculty, Academic Affairs, the IT Department, and the Communication and Marketing Department of any updates to the policies and procedures.

#### **Interlibrary Loan Policy**

The interlibrary loan is a library service that enables our users to borrow materials that are not available at the GSU Library from another library. Interlibrary loan is available for the GSU faculty, Master's students, research fellows, and staff.

#### **Interlibrary Loan Request**

Patrons can submit interlibrary loan requests through the online request form available on the GSU Library's website. Requests may also be made via email or in person at the circulation desk. After submitting the form, patrons will be notified about the status of their requests and the availability of materials.

#### **Interlibrary Loan Request Form**

*User Information:*

Name:

Email:

Affiliation: [Faculty/PhD Student/Master's/Staff/Fellow]

*Requested Material:*

Title of the Journal/Book:

Author:

ISBN/ISSN:

Title of Journal/Book Chapter:

Vol:

Issue:

DOI:

Year of Publication:

#### **Eligible Materials**

The following materials may be requested through interlibrary loan:

- Books
- Journal articles
- Book chapters
- Theses and dissertations
- Other scholarly materials not available in the GSU collection

## Limits

Please note that priority may be given to requests for materials directly related to an academic course or research.

Patrons are limited to certain numbers of interlibrary loan requests per year. Please see the table below:

Patrons	No. of Requests
Faculty Members	60
Fellow	40
Master's Students	30
Staff	10

## Period

The period of interlibrary loan is prescribed by the lending library. In general, the period varies from 10 to 15 days.

## Notification

Patrons will be notified by email when a book or journal article is received. Patrons must pick up materials at the circulation desk in the GSU Library. PDF articles or book chapters will be sent to the patrons by email.

## Interlibrary Loan and Code of Ethics

Patrons are expected to adhere to ethical conduct in interlibrary loan transactions, including respecting due dates, honoring lending library policies, and handling borrowed materials with care.

## Lost and Damaged Materials

- Patrons are responsible for returning interlibrary loan materials by the specified due date. Lost or damaged materials must be reported immediately to avoid fines or replacement fees.
- A default replacement fee of AED 150 will be charged. The replacement fee may be adjusted based on the actual cost of the item billed by the lending library.

## Overdue Fees

- For interlibrary loan items that are not returned by the due date, an overdue fee of AED 5 per day (starting on the due date) will be charged, with a maximum overdue fee of AED 100.
- These accounts will be turned over to the Accounts Department, and the borrower will be responsible for paying any interest that accrues on unpaid accounts.

## Policy Review

- This interlibrary loan policy is subject to periodic review and updates by the Library Administration to ensure compliance with relevant regulations and best practices in resource-sharing.
- The library shall inform faculty, Academic Affairs, the IT Department, and the Communication and Marketing Department of any updates to the policies and procedures.

## Electronic Resources Usage Policy

### Purpose

The purpose of the Electronic Resources Usage Policy is to promote the rules for fair use and prohibited use of electronic resources available at the GSU Library.

### Scope

The policy applies to the GSU community, including faculty members, students, fellows, and staff, and serves as a guide for the fair use of electronic resources, outlining its philosophy, principles, and practices. This policy covers electronic resource subscriptions, one-time purchases of databases, individual e-journal titles and e-journal packages, individual e-book titles and collections, and electronic reference works (e.g., encyclopedias, dictionaries, directories, and handbooks).

## Responsible Party

### Policy Statement

Electronic resources made available by the GSU Library to authorized users (students, faculty, fellows, staff, and alumni of GSU holding a valid account) are for activities that support GSU's mission. The use of each online service is governed by copyright law and by the terms of the license between GSU and the respective publisher.

### Policy

#### Fair Use of Electronic Resources

##### *Permitted Uses*

- An authorized user is allowed to search, view, download, copy, print, and save the licensed content under the terms and conditions of agreements between GSU and publishers.
- An authorized user is allowed to send a copy of the licensed content to another authorized user.
- An authorized user is allowed to use the licensed content for scientific and academic purposes only.
- An authorized user can access electronic resources both on-campus and off-campus.

#### Prohibited Uses

- Any commercial use of electronic resources is not permitted (i.e., reselling or republishing the licensed content).
- Any systematic or substantial reproduction of the information provided in the licensed content or creation of derivative works.
- Any alteration, modification, or repackaging of the information contents in the licensed content, including creating a searchable archive.
- Any distribution of the information contents of the online service, or material downloaded from the online service, in any form.
- Any use of robots or intelligent agents to download any licensed content.
- Transmitting, publishing, or sending the licensed content to unauthorized users.

## Access to Electronic Resources

- Electronic resources are available on-campus from any computer terminal.
- Electronic resources are also available off-campus for students with student ID numbers as well as individuals with email addresses pertaining to GSU.

## Selection

- The library purchases electronic resources to support the teaching and research needs of GSU.
- The selection of electronic resources is a collaborative process between the Library Committee and the faculty.
- The librarian may suggest subscribing to an electronic resource based on the needs of the faculty.
- Faculty members can also propose an electronic resource if it aligns with the curriculum needs.
- Before purchasing a database, a free trial period should be coordinated by the librarian.
- Database content should be relevant to the subject areas of GSU.
- Site-wide licenses are preferred, with no restrictions on the number of concurrent users.
- The GSU Library expects the vendor to provide standard usage statistics upon request.

## Procedures Access

### *On-campus access to electronic resources*

- From the GSU homepage or through Canvas, the learning management system of GSU, click on the library icon or visit the library website directly.
- From the library homepage, use the main search box or Discovery to search the library's electronic resources from a single search box, or browse the list of library databases if you are searching for a specific database.
- Type any keyword into the main search box, Discovery, or any other database you choose. It will list all the eBooks and eJournals that contain that keyword.
- To access an article, click on the "Full Text Online" link in the citation or on the PDF.
- Once you access the article, you can read it, print it, email it, or save it.
- If the PDF or full text is unavailable, use the interlibrary loan form to request the article or book chapter.

### **Off-campus access to electronic resources**

- Electronic resources are available both on-campus and off-campus.
- From the GSU homepage, click on the library icon or visit the library website directly.
- From the library homepage, use the main search box or Discovery to search the library's electronic resources from a single search box, or browse the list of library databases if you are searching for a specific database.
- Type any keyword into the main search box, Discovery, or any other database you choose. It will list all the eBooks and eJournals that contain that keyword.
- To access an article, click on the "Full Text" link in the citation.
- The proxy server will prompt you for authentication; enter your username and password.
- Once you access the article, you can read it, print it, email it, or save it.

- If the PDF or full text is unavailable, use the interlibrary loan form to request the article or book chapter.

**Disclaimer**

- The Electronic Resources Usage Policy is subject to change; therefore, patrons should consult the library's website or ask a librarian for the most up-to-date information.
- The library shall inform faculty, Academic Affairs, the IT Department, and the Communication and Marketing Department of any updates to the policies and procedures.

For all questions related to access or acceptable use of electronic resources, please contact [library@gsu.ac.ae](mailto:library@gsu.ac.ae).



# Programs

# The Institute's Curriculum: Local and Global Connections

Although it is a semi-autonomous institution within GSU, The Africa Institute closely collaborates with its peer interdisciplinary institutions within GSU, such as The Asia Institute, and scholars and creative individuals across a broad range of local and international institutions. At the local and regional levels, these institutions include the University of Sharjah, the American University of Sharjah, New York University Abu Dhabi (NYUAD), Rutgers University, Cornell University, and the University of Pennsylvania (UPenn), among others. Of particular importance is the Sharjah Art Foundation (SAF) and those internationally reputable universities with which it has signed a collaborative agreement on quality assurance. Global Studies University (GSU) and The Africa Institute take full advantage of the close, synergistic relationship with the SAF, whose diverse and globally impactful programming – most notably, the Sharjah Biennial, the March Meeting, and the Sharjah Architecture Triennial – enrich the research, pedagogical, and community outreach missions of the institute and the university.

GSU's and The Africa Institute's local and global connections are also nurtured by a robust visiting fellows' program, which includes senior and postdoctoral fellowships. The Africa Institute has inaugurated senior fellowships named in honor of the late Toni Morrison, an acclaimed literary icon known as the first African American woman to win the Nobel Prize in literature, and the esteemed late professor of African studies Ali A. Mazrui. In addition to a Global Africa Translation fellowship, there are also two postdoctoral fellowships named for the scholar, curator, and art critic Okwui Enwezor, and for world-renowned Moroccan scholar Fatema Mernissi. More recently, the institute inaugurated the Tejumola Olaniyan Creative Writers-in-Residence Fellowship. This residency program was created in honor of the late Nigerian Professor Tejumola Olaniyan and his remarkable intellectual legacy in the field of African literature and critical theory.

These varied fellowship programs of The Africa Institute/GSU that have been in place for the last five years, which include regular workshops, lectures, exhibits and performances, not only enhance the intellectual and creative vibrancy of the institute and the university, but they also allow students to engage formally and informally, and on a daily basis, with leading scholars, artists, and writers from across the globe.

## Fellowships

### Senior and Postdoctoral Fellowship Programs

The Africa Institute/GSU, a globally oriented center for research, documentation, study, and teaching of Africa and its diaspora in the humanities and social sciences, hosts a series of senior and Postdoctoral fellowships, awarded through its Research Fellowships Program. Conceived as a research-based think-tank and a postgraduate studies institution, the institute offers Master's programs dedicated to training a new generation of critical thinkers in African and African diaspora studies and evolving a new model for academic research, teaching, and documentation in the field. In advancing these goals, The Africa Institute/GSU has inaugurated senior fellowships named in honor of the late Toni Morrison, an acclaimed literary icon known as the first African American woman to win the Nobel Prize in literature, and the esteemed late professor of African studies Ali A. Mazrui. In addition to these, there are two postdoctoral fellowships named for the scholar, curator, and art critic Okwui Enwezor and for world-renowned Moroccan scholar Fatema Mernissi.

### **Toni Morrison Senior Fellowship in African Diaspora Literature and Cultural Studies**

This fellowship is named in honor of the late Toni Morrison, a prolific woman of letters whose contributions to world literature, the humanities, and the understanding of the African American experience expand beyond her novels and into incisive texts in cultural studies and critical theory. Morrison is the winner of the National Book Critics Circle Award (1977), the Pulitzer Prize (1988), and the Nobel Prize in Literature (1993), to name a few of her prestigious accolades. Morrison is a unique voice who encourages individuals and entire nations to contextually imagine the Black experience through powerful lyrical prose that continues to inspire old and new artists alike. By all measures, Toni Morrison is one of the most important thinkers of our time. Eligible applicants include the level of associate or full professors in their home institutions, or independent authors and public intellectuals who earned critical recognition for their writings in all related fields to African and African diaspora and culture. [Read more about the namesake scholar, Toni Morrison.](#)

### **Ali A. Mazrui Senior Fellowship in Global African Studies**

Named in honor of the esteemed late Professor Ali A. Mazrui – whose contributions to the field of African Studies have left a remarkable and transformative impact on the world – this fellowship is open to senior scholars whose work shows emphasis on African and African diaspora studies and their intersections with social sciences and the humanities. Eligible applicants include well-recognized scholars at the level of associate or full professors in their home institutions, or independent authors and public intellectuals who earned critical recognition for their writings in all related fields to African and African diaspora studies. [Read more about the namesake scholar, Ali A. Mazrui.](#)

### **Okwui Enwezor Postdoctoral Fellowship in Visual Culture, Performance Studies, and Critical Humanities**

Named in honor of the late Okwui Enwezor, the famed scholar, curator, and art critic, whose contributions to the disciplines of art history, art criticism, and cultural studies have left a groundbreaking and dynamic impact, this fellowship is open to emerging scholars whose work focuses on visual and performance studies and intersections with discourses of art history, performance studies, and critical humanities. Eligible applicants must have earned their doctoral degree (PhD) within the last five years, prior to assuming the fellowship. [Read more about the namesake scholar, Okwui Enwezor.](#)

### **Fatema Mernissi Postdoctoral Fellowship in Social and Cultural Studies**

This fellowship is named in honor of the world-renowned Moroccan scholar, the late Professor Fatema Mernissi, whose contributions to gender, feminism, sociopolitical change, and Islam have been critical and transformational. The fellowship is open to emerging scholars in the field of social sciences with specific emphasis on gender, feminism, and cultural studies and visual cultures, as long as they intersect with African and African diaspora studies. [Read more about the namesake scholar, Fatima Mernissi.](#)

### **Application and Eligibility Criteria**

The applicant for the postdoctoral fellowships must hold a PhD awarded within the last five years. The senior fellowships are open to scholars who are at the associate professor or full professor levels, or their equivalents within or outside the academy. Applications should include a CV and cover letter indicating the proposed research project, in addition to two published or unpublished writing samples. The proposal must be submitted in English and emailed to: [applications@theafricainstitute.org](mailto:applications@theafricainstitute.org), with the subject line indicating the name of the respective fellowship applicants are applying to:

- Toni Morrison Senior Fellowship in African Diaspora Literature and Cultural Studies
- Ali A. Mazrui Senior Fellowship in Global African Studies
- Okwui Enwezor Postdoctoral Fellowship in Visual Culture, Performance Studies, and Critical Humanities
- Fatema Mernissi Postdoctoral Fellowship in Social and Cultural Studies

## Residential and Non-residential Fellowships

### Tejumola Olaniyan Creative Writers-in-Residence Fellowship

The Africa Institute/GSU, as part of its African Languages and Translation Program, opens applications for interested students and scholars of Tejumola Olaniyan Creative Writers-in-Residence Fellowship. This residency program is created in honor of the late Nigerian Professor Tejumola Olaniyan and his remarkable intellectual legacy in the field of African literature, performance, and critical theory. The residency program welcomes applications from creative writers including novelists, short story writers, playwrights, poets, and scriptwriters related to Africa and the African diaspora. The proposed project can be in Arabic or English (other languages will be considered). The residency invites recipients to Sharjah, UAE, for a period of three months to complete their work. Typically, the cohort begins in the fall of every year. Recipients will have the opportunity to publish their texts through The Africa Institute's publications program. Projects relating to theatre and film scripts can also be published as texts or receive support in facilitating productions. The project could be new or a work-in-progress and should be feasible for completion within the timeframe of the residency. All applications will be reviewed by The Africa Institute through a committee of peers of well-known writers. Three recipients will be chosen based on the quality of their proposal, and the demonstrated feasibility of completion within the timeframe of the residency.

Applications must include:

- CV/resume of the applicant.
- A two-page narrative of the project to be undertaken during the residency period, its significance, and a proposed date of completion.
- A sample of published or unpublished writings.

To submit applications, compile all application materials – CV/resume, two-page narrative, and writing sample (in case of a book, please attach separately) – into one single PDF in the mentioned order. Please name the file with the residency title abbreviation and the applicant's name in this format: TOCWRP\_LASTNAME\_FIRSTNAME. Use the same name in the email subject heading and send the PDF as an email attachment to [applications@theafricainstitute.org](mailto:applications@theafricainstitute.org).

### Global African Translations Fellowship

The fellowship welcomes applications from across the Global South for a grant of up to US \$5,000 to complete translations of works from the African continent and its diaspora into English or Arabic. This is a non-residential fellowship that allows the recipient scholar to complete the work outside of The Africa Institute (Sharjah, UAE). The aim of the fellowship is to make important texts in African and African diaspora studies accessible to a wider readership across the world. The fellowship provides funding in the range of US \$1,000 to US \$5,000, depending on the quality and breadth of the

project. Selected projects may be retranslations of old, classic texts, previously untranslated works, poetry, prose, or critical theory collections. The project may be a work-in-progress, or a new project feasible for completion within the timeframe of the grant. All applications will be reviewed by The Africa Institute's faculty and research fellows. Recipients will be chosen based on the quality of the proposal and the demonstrated capacity of the applicant to complete the project. The monetary award shall be disbursed in two halves, with the first half being transferred at the start of the project and the second transferred at the completion of the project. The Africa Institute requires receipt of a copy of the translation for its archival purposes only. The translation will not be published or used for any other purposes unless agreed upon with the awardee.

Applications must include:

- A two-page CV/resume including institutional affiliation, educational qualifications, highest degree received, and key publications/works produced.
- A two-page narrative explaining the translation to be undertaken during the fellowship period, an explanation of the importance of the work, a justification for a re-translation, if applicable, and proposed dates of completion. The project may be a work-in-progress or a new project that fits within the timeframe of the grant.
- A 4-5-page (double-spaced) sample of the original text(s) and translation.
- An explanation of the work's copyright status: If the work is not in the public domain, please include a copy of the copyright notice from the original text and a letter from the copyright holder stating that English language rights to the work are available.

Submitted applications must include a statement, sample, copyright status (if applicable), and CV, in that order into a single PDF file. Name the file with the applicant's name in this format: LASTNAME-FIRSTNAME.pdf. Use the same name in the email subject heading LASTNAME-FIRSTNAME Application and send PDF as an email attachment to [translation@theafricainstitute.org](mailto:translation@theafricainstitute.org).