

# **KILAW'S Academic Guide Including Students' Orientation**

**Academic Year  
2016 - 2017  
September 2016**

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- Rules and Regulations mentioned in this guide do not supersede bylaws, which are published in KILAW official website, some of the bylaws are attached to this guide.
  - If any provision or term herein differs in meaning from the Arabic version, then the Arabic version shall prevail.
  - This guide contains the rules of the Pvc's scholarships.

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Students who have obtained scholarships to study Master at KILAW:  
Hessa ALHazaa, Shorouq ALOthman, Khaled ALHusainan,  
Zainab ALMansouri, Anwar ALJanfawi



Students who have obtained scholarships to study PhD at Warwick University, and Queen Belfast University in the UK: Mohammad AlFahed, Rahima Mousaliar, Hamad AlFahed.





KILAW's participating Team in the Philip C. Jessup International Law Moot Court Competition in the USA for the Academic Year 2015-2016. Trainers: Dr. Marcia Denny, Dr. Ardit Memeti, Mr. Abdullah AlKandari, Students: Meshari Hamada, Narjis Karam, Khaled Ahmad with KILAW's President and Dean Prof. Mohammad AlMoqatei and the Associate Dean for Academic Affairs Prof. Yusri AlAssar.



KILAW's participating Team in the Willem C. Vis International Commercial Arbitration Competition for the Academic Year 2015-2016. Trainers: Dr. Dina Haddad, Dr. Amr AlAttar, Students: Amar Ibrahim, Shouq AlKandari, Hamad AlDousari, Anfal AlAttar, Sanaa AlQassar, with KILAW's President and Dean Prof. Mohammad AlMoqatei and the Associate Dean for Academic Affairs Prof. Yusri AlAssar.



KILAW's participating Team in the Moot Court Competition in Dubai for the Academic Year 2015-2016. Trainers: Dr. Khalil Victor, Student: AbdulAziz AlSoqobi, Adel AlMuteiri, Mohammad AlFailakawi, with KILAW's President and Dean Prof. Mohammad AlMoqatei.



KILAW's participating Team in the Moot Court Competition in Oman for the Academic Year 2015-2016. Trainers: Dr. Khaled AlHoweila, Mrs. Samah Khamman, Students: Mariam AlFailakawi, Mariam Mobarak, Dalal AlHindal, Khaled AlSarhid, Yousif AlSenafi, Ali Hussein with KILAW's President and Dean Prof. Mohammad AlMoqatei.





KILAW's participating Team in the Symbiosis International Criminal Trial Advocacy Competition in India for the Academic Year 2015-2016. Trainer: Dr. Iman AlQattan, Students: Hawraa Mohsin, Amna AlForaih, with KILAW's President and Dean Prof. Mohammad AlMoqatei and the Associate Dean for Academic Affairs Prof. Yusri AlAssar.



Photo of participating teams in the competitions for the academic year 2015/2016-.





Final of the Moot Court activity within the practical training course for KILAW's students.



The winner team of KILAW's Debating League with KILAW's Activities Supervisor Mrs. Nadra AlQashim



KILAW's students on a visit  
to the Ministry of Justice



KILAW EXPO



Sports Day Activity



Students' Talents  
Exhibition

### • Introduction:

Kuwait International Law School (KILAW) was established under the Amiri Decree No. 144 of the year 2008, under license from the Private Universities Council (PUC), Ministry of Higher Education. It is the first private law school in the State of Kuwait to provide education and training in law that complies with national requirements and needs with a comparative approach towards international legal systems with a special emphasis on Anglo-American and European methods of legal education.

KILAW was granted the Academic & Institutional Accreditation from the Private University Council (PUC) in July 2014, for (4) years, after the visit of the PUC's accreditation team to KILAW on October 2013.

### • Vision:

Achieve Excellence in Legal Education with a critical thinking approach.

### • Mission Statement:

To participate in providing the society with distinguished qualified personnel who perform in the legal profession to the highest professional standards, in both theoretical and practical aspects, with critical analysis of courts



School's Main Entrance

## • KILAW's Objectives:

- 1- Granting an LLB degree in law which meets the needs of, and qualifications for the legal profession.
- 2- Granting an LLM degree in law and the interrelated disciplines connected to law.
- 3- Granting a paralegal diploma qualifying for the paralegal profession.
- 4- Integrating theoretical and practical methodology in legal education.
- 5- Enabling high school graduates and other degree holders, via legal education, to secure new jobs within the public and private sectors.
- 6- Participating in the development of Kuwaiti manpower to meet market needs.
- 7- Promoting legal awareness and participating in creating general legal and Sharia'a knowledge in society.
- 8- Attracting students studying outside Kuwait to seek legal education at home.

## • The Values KILAW seeks to achieve:

- 1- Maintaining Islamic and Arab values.
- 2- Respecting and adhering to the academic and legal standards in practicing law.
- 3- Recognizing and adhering to the rule of law concept in the profession.
- 4- Commitment to the ethics of the legal profession, maintaining and preserving it. (وإذا حكمتم بين الناس أن تحكموا بالعدل)
- 5- Adhering to the values of diversity, and non-discrimination, and implementing the principles of equal opportunities in access to legal education.

## KILAW's Academic Management



Dr. Bader AlKhalefah  
Chairman of The Board of Trustees



Prof. Mohammad AlMoqatei  
President and Dean



Prof. Ahmad AlFaresi  
Chairman of KILRC



Prof. Yousry Al Assar  
Associate Dean for Academic  
Affairs



Dr. Saleh AlOtaiby  
Assistant Dean for Students Affairs  
& Head of the Exams Committee



Dr. Jamal Al-Eid  
General Registrar



Prof. Osama AlFouly  
Associate Dean for  
Research



Prof. Abdul-Hamid El Baaly  
Honorary Dean & Head of Islamic  
Law & Comparative Jurisprudence  
Department



Prof. Badria Al Awadi  
Head of International Public Law  
Department



Prof. Ali Qahwaji  
Head of Criminal Law  
Department



Prof. David Morgan  
Head of English Legal  
Courses Department



Prof. Mahmoud Abdul Rahman Ali  
Head of Private Law Department



Prof. Mustafa Salama  
Head of Postgraduate  
Studies programs



Dr. Abbas AlShammari  
Acting Head of English  
Department



Dr. Omar AlAmri  
Acting Head of Arabic  
Department



Dr. Mohammad AlIbrahim  
Acting Head of IT  
Department





Mr. Abdulmuhsen AlMoqatei  
Finance Manager



Mr. Jassim Al Kharafi  
Human Resources & Faculty  
Affairs Manager



Eng. Ehab Ali  
IT Manager



Mr. Abdulloh Al shemmori  
Security and Safety Manager



Mrs. Salwa Al-Ojairi  
Specialist of Strategic Planning



Mrs. Hanaa Allbrahim  
Competitions & Student's  
development Manager



Mrs. Fouzia AlShehab  
Head of Students' Affairs



Mrs. Nidal AlKatmeh  
Head of Registration



Mrs. Saied AlBersiji  
Librarian



Mr. Adel Al-Mulla  
Acting Head of Services &  
Maintenance



Mr. Adel AlEnezi  
Head of Public Relations  
& Marketing



Mrs. Khoulod Al-Khalifah  
Head of Office of Alumni



Mrs. Nadra Al Ghashim  
General activities Supervisor



Mrs. Ebtisam Abdul Rahman  
Head of Administrative office &  
Travel bookings



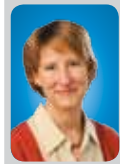
Mrs. Ebtisam Alduweila  
Head of Translation and  
Administrative Support



## Academic Advisory Board



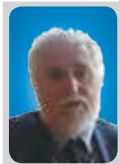
Prof. Mohammad Al-Moqatei  
KILAW President  
Dean / Chair of the Board



Prof. Barbara Bintliff  
University of Texas,  
at Austin, School of Law



Prof. Michel Coper (Former Dean)  
Australian National University,  
College of Law



Prof. Vincenzo Ferrari (Former Dean)  
Milan University, School of Law



Prof. Andrew Guzman  
Dean Designate – University of  
Southern California



Dr. Mark Hoyle  
Barrister, Chartered Arbitrator, Me-  
diator, University of Leeds, Editor  
in-chief - ALQ



Prof. Susan Karamanian  
Vice Dean of International  
Affairs - George Washington  
University, Law School



Prof. John Morison (Former Dean)  
Queens University,  
Law School at Belfast



Prof. Mostafa Salama (Former Dean)  
University of Alexandria,  
School of Law



Prof. Allen Weiner  
Stanford University, Law School



Prof. Jassim Al-Shamsi (Former Dean)  
University of United Arab Emirates



Prof. Catherine Mackenzie  
Professor of Law - Cambridge  
University - UK



Prof. Stephen Ferruolo (Dean)  
San Diego University

## Former Deans' Board



Prof. Badria Al Awadi  
Dean of Faculty of Law and Sharia'a-  
Kuwait University – Kuwait  
1979 - 1982



Prof. David Morgan  
Dean of University  
College Cork – Ireland  
1990 - 1996



Prof. Seham AlForaih  
Dean of Faculty of Arts – Kuwait  
University – Kuwait  
1991 - 1994



Prof. Mustafa Salama Dean of  
Faculty of Law – University of  
Alexandria - Egypt  
1998 - 2001



Prof. Ali AlQahwaji  
Dean of Faculty of Law –  
University of Beirut – Lebanon  
2000 - 2002



Prof. Majdi Shehab  
Dean of Faculty of Law –  
University of Alexandria – Egypt  
2001 - 2006



Prof. Amin Dawwas  
Dean of Faculty of Law – the Arabic  
American University – Palestine  
2004 - 2007



Prof. Osama AlFouly  
Dean of Faculty of Law –  
University of Alexandria – Egypt.  
2006 - 2008



Dr. Bader AlKhalefah  
Dean of Kuwait International  
Law School.  
2011 - 2012



Prof. Mohammad Al-  
Moqatei  
Dean of Kuwait International  
Law School  
2012 - Up to Date

## KILAW's Faculty Members

### Public Law



Prof. Mohammad AlMoqatei  
Professor



Prof. Youstri AlAssar  
Professor



Prof. David Morgan  
Professor



Prof. Sami Salhab  
Professor



Pr. Ahmad AlFaresi  
Associate Professor



Dr. Mostafa Moussa  
Associate Professor



Dr. Yahya AlNemer  
Assistant Professor



Dr. Hisham AlSaleh  
Assistant Professor



Dr. Khaled AlAjmi  
Assistant Professor



Dr. Ahmed Al-Otaibi  
Assistant Professor



Dr. Asim Jusic  
Assistant Professor



Dr. Ali Althufairi  
Assistant Professor

\*

\* Part Time.

## Private Law



Prof. Mahmoud Abdul Rahman  
Professor



Prof. Amin Dawwas  
Professor



Dr. Saleh AlOtabi  
Associate Professor



Dr. Khaled Al Talahme  
Associate Professor



Dr. Mahmoud Melhem  
Assistant Professor



Dr. Abdulwahab Al-Roumi  
Assistant Professor



Dr. Mahmoud Maghrabi  
Assistant Professor



Dr. Yousef AlHarbash  
Assistant Professor



Dr. Anadel AlMatar  
Assistant Professor



Dr. Nour AlAbdulrazaq  
Assistant Professor



Dr. Aseel AlFadala  
Assistant Professor

\*

\* Part Time.



Dr. Khalel Victor  
Associate Professor  
of Commercial Law



Dr. Nora Memeti  
Assistant Professor  
of Commercial Law



Dr. Nadia Ramzi Salama  
Assistant Professor  
of Commercial Law



Dr. Talal Al Adwani  
Assistant Professor  
of Commercial Law

\*



Dr. Abdul Hakeem Okosha  
Associate Professor of Civil  
Procedures



Dr. Amr Al-Attar  
Assistant Professor of Civil  
Procedures and Arbitrator



Dr. Abdullah AlRemeh  
Assistant Professor  
of Civil Procedures

\*

## Criminal Law



Prof. Ali AlQahwaji  
Professor



Prof. Hisham Rostam  
Professor



Prof. Hadi shollouf  
Professor



Dr. Bader AlKhelefah  
Associate Professor



Dr. Ahmad AlMeshal  
Assistant Professor

\* Part Time.

## International Public Law



Prof. Badria Al Awadi  
Professor



Prof. Mustafa Salama  
Professor

\*



Dr. Myra Williamson  
Associate Professor



Dr. Marcia Denny  
Assistant Professor



Dr. Ardit Memeti  
Assistant Professor



Dr. Judith Spiegel  
Assistant Professor



Dr. Farah Yaseen  
Assistant Professor



Dr. Dina Haddad  
Assistant Professor

## Public Finance & Economics



Prof. Osama Alfouly  
Professor



Prof. Majdi Shehab  
Professor



Prof. Abdul Hafeez Eid  
Professor



\*

Dr. Ashraf Alrefaei  
Associate professor



\*

Dr. Weam Masri  
Assistant professor



## Islamic Law & Comparative Jurisprudence



Prof. Abdul-Hamid El Baaly  
Professor



Dr. Bader Al Dahoum  
Assistant Professor



Dr. Khaled AlMotari  
Assistant Professor



Dr. Anfal AlAbdulhadi  
Assistant Professor



Dr. Rashed AlOlaimi  
Assistant Professor



Dr. Adnan AlMulla  
Assistant Professor

## Arabic Language



Prof. Seham AlForaih  
Professor



Prof. Rajab Othman  
Professor



Dr. Omar Al-Amri  
Assistant Professor



Dr. Mohannad Sari  
Assistant Professor

\* Part Time.

## General Knowledge



Dr. Jamal AlZanki  
Associate Professor  
of Islamic Civilization



Dr. Ahmad AlHasan  
Assistant Professor  
of Islamic Civilization



Dr. Ateyah Al-Weeshi  
Assistant Professor  
of Islamic Civilization



Dr. Jasem Beshara  
Assistant Professor  
of Environmental Studies

## English Language



Dr. Abbas Al Shammari  
Associate Professor



Mr. Ahmad Ali  
Instructor



Mr. Alfred Ershid  
Instructor



Ms. Noha Al-Abdulrazak  
Instructor



Ms. Nora Al-Majed  
Instructor



Mr. Abdulsattar Khan  
Instructor



Ms. Dalal Nasrallah  
Instructor



Mrs. Sreela Reviprasad  
Instructor

## IT



Dr. Jamal Al-Eid  
Assistant Professor



Dr. Mohammad Allbrahim  
Assistant Professor



Eng. Ehab Ali  
Lecturer



Mrs. Sumaia AlQenai  
Lecturer

## Teachers Assistants



Mr. Hamad AlFahed  
Teaching Assistant



Mrs. Rahima Musaliar  
Teaching Assistant



Mr. Mohammad AlFahed  
Teaching Assistant



Mrs. Samah Khamman  
Teaching Assistant



Mr. Mohammad AlUstath  
Teaching Assistant



Mr. Eissa AlKandari  
Teaching Assistant



Ms. Zainab Ali  
Teaching Assistant



Ms. Jihad AlBaaly  
Teaching Assistant



Mrs. Athari AlAdwani  
Teaching Assistant



Ms. Noura AlMutari  
Teaching Assistant



Mr. Hamed AlKandari  
Teaching Assistant



Mrs. Dima AlBassam  
Teaching Assistant



Ms. Samar Salah  
Teaching Assistant



Mrs. Dalal AlGhanim  
Teaching Assistant



Ms. Aisha AlQassar  
Teaching Assistant



Mr. Mohamed Al-Noubi  
Teaching Assistant



Mr. Abdullah Al-Kandari  
Teaching Assistant

## ***KILAW'S General Admission's Policy<sup>1</sup>***

### **• FIRST: KILAW's General Admission Policy:**

**A.** KILAW adopts a transparent admissions policy that is based on the following conditions:

- 1- Students must obtain high school (Secondary) certificate or equivalents that are recognized by the Kuwait Ministry of Education<sup>2</sup>.
- 2- A minimum grade of 70% in both sections scientific and arts, and the required GPA for transfer students for every specific program.
- 3- Selection of students is based on competition in accordance with the seat capacity of each program and each degree.
- 4- The School capacity is set annually by the Board of Trustees, in accordance with the School's capability and facilities, as well as the market needs for each degree.
- 5- Acceptance of internal scholarship students is based upon the number determined by the Private University Council (PUC), as per KILAW's request.

### **B. Admission requirements:**

1- Following are scores required for Admission:

- 70% for LLB applicants in both sections scientific and arts.
  - 65% for paralegal applicants.
  - 2.67 for LLM applicants, taking into account the conditional admission.
- 2- The students are required to successfully pass the personal interview.
  - 3- The students are placed based on their entry exam results, according to the Board of Trustees decision, which can be supplemented by TOEFL exam with 500 points or the IELTS with band 5.5 points, and those who receive an excellent mark on their Arabic exam on the high school

(1) Rules and Regulations mentioned in this guide do not supersede bylaws.

(2) Also approved by KILAW.

degree. No student shall be exempt from the placement test, no matter what the results of these tests.

### **C. Graduation Requirements:**

In order to graduate, students must successfully complete 124 credits to obtain an LLB degree, which are distributed according to the plan of study as per the credit system and according to each year's requirements. As for the Paralegal Diploma, students are required to complete 72 credits based on the two year program, according to the semester system. Finally, as for the LLM program it is a one year program, but may be based on a two year duration in certain programs. The completion of 24 credits is required to obtain such a degree, which includes six courses and a thesis.

#### ***Requirements to award the degree or completion of an academic program :***

- 1- Completion and passing of all required courses both compulsory and elective and the theoretical and practical courses as well as field work for each program, according to the major sheet for each program.<sup>1</sup>
- 2- The student should successfully complete the theoretical and practical exams as well as the activities registered per course for every subject with a grade of no less than 60% for the diploma, 60% for LLB and 70% for the LLM.
- 3- LLB and Diploma Students should have total GPA of 70% minimum, and 80% for LLM program.
- 4- He/She should not exceed certain hours of absence without proper excuse as per the school rules.
- 5- Payment of all fees / tuition to the School.
- 6- The student must not have been dismissed based on GPA warning (3 or 4 warnings).

(1) The Major Sheet may be amended by the School Council and the approval of the Board of Trustees, and works even before the approval of the Board of Trustees.

#### **D. Program Duration:**

- 1- The Bachelor of Law (LLB) degree requires 4 years of normal full time study that should not exceed six years and be no less than three and a half years. The regular duration of the LLM program is one to two years in accordance with the program. It should not be less than a year and no more than two years, unless extended with the approval of the Graduate Study Committee, and in all cases it should not exceed the duration of three years. As to the study period for the paralegal diploma program should not be less than two years and no longer than four years. Postponement of studies shall not exceed the period of two semesters for the LLB, and paralegal diploma. The postponement is not included in the programs duration.
- 2- The school academic year is divided into semesters; the duration of each semester is 15 or 16 weeks.
- 3- Each program is subject to time limits for its duration in accordance with the rules of the school for each program and the student enrolment status (Fulltime/Part time)

#### **E – Language of Study:**

- The main language of study in all programs and degrees is Arabic, in addition to the English language. Students in (LLB) program are obligated to study 6 legal courses in the English language distributed in school years in accordance with the School terms. An increase of the said courses may be determined by the Board of Trustees and applies to those accepted after the decision has been made. The School Board shall determine the distribution of these courses across the School's terms.
- Students are tested in both English and Arabic in accordance with what the school determines. The school requests the score of either the TOEFL or IELTS and it will be taken into consideration when determining the student's level.
- Passing the English test qualifies the student to take English101i, 101 and



102 and in all circumstances a student is required to pass two English courses with 6 credits notwithstanding the foundation program when implemented.

• **SECOND: Extracts from the study system and students' affairs regulations:**

Article 1

The duration of the academic year is 9 months. The academic year starts in September and ends in June each year, in accordance with the duration specified by the School administration for each degree, and according to the semester system for each program<sup>1</sup>.

Article 2

The school academic year is divided into two semesters and the duration of each semester is 16 weeks. The optional summer semester's duration is 7 to 8 weeks. The summer semester can be shortened provided that the number of hours is maintained<sup>2</sup>, and some courses can be intensified.

The school council can intensify some courses and for a shorter period of time, and can, upon the circumstances, assess students in the final exam of the intensify course as "Pass" "P" or "fail" "F"<sup>3</sup>.

Article 3

Each academic program for each degree shall include the duration of study and number of credits, in accordance with the details of the academic curriculum for each degree of the following:

*A- Bachelor of law (LLB):*

KILAW offers a bachelor of law degree which requires a normal 4 year duration of study (8 normal semesters). During the said period the students shall complete 124 credits according to the system of study.

(1) These are organized dates.

(2) According to the decision of the School Council at its meeting No. 4 of 2013.

(3) According to the decision of the Board of Trustees in its meeting No. 2 of 2015

The LLB degree is based upon a number of obligatory courses and optional courses mainly in law in addition to general education courses. The curriculum in this degree integrates, as much as possible, between courses in Arabic law schools and courses in international law schools, particularly British and American law schools. Students may complete the program in less than the stated duration (such as 7 semesters), provided he/she completes the courses of a given year class before registering in the following year, taking into account the requirements for both the cumulative and course GPA<sup>1</sup>.

Regarding courses delivered in English and to facilitate finishing the six optional legal courses taught in English, it is allowed on individual cases to consider the optional courses of the following year instead of the assigned optional courses in their current year<sup>2</sup>.

### **B. Masters of law (LLM):**

The duration of the Masters Degree is one to two years in accordance with the program, but not less than one year and no more than two years. A student may be granted a maximum of one extra year. The completion of six courses (18 credits) and the master's thesis (6 credits) is required to obtain the degree. The master's thesis should prove student's ability to present and prepare research related to practical legal issue, and its findings in clear fulfillment of research standards.

### **C. Diploma in law (Paralegal Diploma)**

The normal duration of study for the Paralegal Diploma degree is two years (4 semesters). The courses required for this degree include theoretical and practical modules (60 credits). In addition, the program includes practical training which lasts for one month each year and is equivalent to 6 credits in a full year of study making the number of required credits to graduate 72 credits.

(1) According to the decision of the Board of Trustees in its meeting No. 1 of 2013

(2) According to the decision of the Board of Trustees in its meeting No. 1 of 2013

## ***The Acceptance Requirements and Registration Procedures:***

### Article 4

Admission in any program (LLB - Paralegal Diploma) requires a high school diploma with a specified GPA or its equivalent in accordance with school bylaws or according to the school's requirements. In regards to the acceptance to the LLM program, students must have an LLB degree with a specified GPA or other degree depending on the program according to the school bylaws or according to the school's requirements.

### Article 5

The application should be submitted to the Admission Department. Applicant should complete the application form prepared by the School. Applications are accepted on the period specified by the School each semester or through online application. Those who apply on line should follow up their applications in person, data provided in the application form are believed to be compulsory.

### Article 6

#### ***The following documents should be attached with the application form:***

- 1- The original high school diploma or an equivalent certificate.
- 2- A copy of Civil ID.
- 3- A copy of passport.
- 4- Four recent colored passport photos.
- 5- A security card of the Kuwaiti mother of stateless applicants.
- 6- Copy of the civil ID of the Kuwaiti mother and a birth certificate of her children.
- 7- A certificate of proof for those of special needs.
- 8- An IELTS or TOFEL certificate to provide the school with his/her score in the said exams, for KILAW to take it into consideration, but these steps are not substitutes of KILAW entry test.

- 9- A "To whom it may concern" letter for all employees to determine his/her School schedule (day/evening).
- 10- Full payment of tuition fees.
- 11- Provide disclosure about his previous school or his past or present work.
- 12- Any other documents required by the school (statement for the time he spent after high school).

### Article 7

No registration in any program or course shall be allowed unless the registration fees/tuition are paid in full, as well as the tuition installment as specified by the School from time to time. Such tuition payment may be substituted by financial guarantee if accepted by the School<sup>1</sup>.

### Article 8

Acceptance of transferring students to any programs – Except LLM Students– offered by the school for those who are studying in equivalent programs, at other universities, shall be approved by the School's administration. Provided that all other conditions for transferring are met, such determination shall be based upon the fact that courses passed from other universities are equivalent to the courses offered by the school.

## • **THIRD: Student Transfer Requirements<sup>2</sup>:**

### **A. Holders of Bachelor from the Police Academy:**

- 1- The student's GPA should not be below the average of 75% (very good). In any case where the student's GPA is lower than 70% (good) the case will be presented to the Students' Affairs Committee.
- 2- Meet the minimum credits required which shall not be less than 12 credits.
- 3- The minimum grade required to be obtained for legal courses is that of a C or equivalent . The minimum grade for non- law courses is that of a C+ or equivalent.

(1) According to the Board of Trustees, all fees must be fully paid. Installments are not accepted.

(2) These are general rules, and it does not mean that the student application has been accepted.

- 4- Equivalent courses that are accepted from other universities can either be taken alone or combined with other courses. The equivalent courses must estimate to an average of at least a (C) for law courses and an average of a (C+) for those of general courses.
- 5- No Law courses that are within the second semester of the second year curriculum shall be equated.
- 6- The maximum number of credits to be taken for equation is 45 credits.
- 7- Equivalencies are decided by the School Equation Committee.
- 8- Students who do not fulfill the transfer requirements may be accepted with their secondary school certificate provided their (GPA) is not less than 70% or 2.00 in the four points scale, in this case, no transfer courses shall be counted for.

### **B. Holders of Diploma in law:**

- 1- The student GPA should not be less than a C average which is equivalent to 70% or 2.00 points in the four scale system.
- 2- The number of obtained credits from the previous college should not be less than 12 credits.
- 3- In equivalent courses, the student must have obtained a C for the legal courses and C+ grade for non-legal courses.
- 4- Equivalency courses that are accepted from other universities can either be taken alone or combined with other courses. The equivalent courses must estimate to an average of at least a C for legal courses and an average of a C+ for those of general courses.
- 5- No law courses that are within the second semester of the second year curriculum shall be equated.
- 6- The maximum number of credits to be taken for equivalencies is 45 credits.
- 7- Equivalencies are decided by the School Equation Committee.

- 8- Those who do not fulfill the transfer requirements may be accepted with their secondary school certificate provided they achieved a percentage of 70% or 2 points in the 4 points scale, in this case, no transfer courses shall be counted for.

**C. Those holding a Bachelor's degree or two-year Diploma in other specializations of law:**

- 1- The student GPA should not be less than C+ average which is equivalent to 75% or 2.33 in the four points scale.
- 2- The number of obtained credits from the previous college should not be less than 12 credits.
- 3- In equivalent courses, the student must have obtained a C+ grade for non law courses.
- 4- Equivalency courses that are accepted from other universities can either be taken alone or combined with other courses. These courses must estimate to an average of at least a C+.
- 5- No law courses that are within the second semester of the second year curriculum shall be equivalent.
- 6- The maximum number of transferred credits shall not exceed 45 credits.
- 7- Equivalencies are decided by School equivalency Committee.
- 8- Those who do not fulfill the transfer requirements may be accepted with their secondary school certificate provided they scored a percentage of 70% or 2 points in the 4 points scale, in this case, no transfer courses shall be counted for.



### **D. Transferred students from Other Colleges or Universities:**

- 1- The student GPA should not be less than C+ which is equivalent to 75% or 2.33 in the four point scale.
- 2- The number of credits obtained by the student who wishes to transfer from another college or university must not be less than 30 credits or a full academic year. Any student who has earned 24 credits may be registered as a non-degree student until he/she can meet the condition of obtaining 30 credits<sup>1</sup>.
- 3- The average required for the courses must not be less than C for legal courses and not less than C+ for general courses.
- 4- Equivalency courses that are accepted from other universities can either be taken alone or combined with other courses. The equivalent courses must estimate to an average of at least a C for legal courses and an average of a C+ for those of general courses.
- 5- The number of obtained credits must not be less than 12 credits from the previous college.
- 6- The maximum number of transferable credits shall not exceed 45 units.
- 7- Equivalencies are decided by School Equivalency Committee.
- 8- No legal courses that are within the second semester of second year curriculum shall be equated.
- 9- Those who do not fulfill the transfer requirements may be accepted with their secondary school certificate provided they scored a percentage of 70% or 2 points in the 4 points scale, in this case, no transfer courses shall be counted for.

(1) According to the PUC rules.

## • **FOURTH: Brief Description of KILAW system of study.**

### **A. Credit system / semester system:**

This system specifies the number of units that a student has to successfully complete in order to get a degree from an academic department or school. Every term or semester as the case may be, the student has the freedom to choose the courses that he/she is in need of according to his/her prior requirements with the help of his/her academic advisor, all within the minimum and maximum study units that are authorized to register for every semester. The objective is to achieve the required credits at the end of each year before the student is allowed to register for courses of the following year. This system allows the student to participate in deciding his/her educational goal and the pace he/she takes to reach it, according to the set rules. A student gets credit for all of the courses that he/she successfully completes, while he/she has to re-sit those which he/she could not pass in accordance with the said rules that allows the student to re-sit 10 course with a grade of C as the maximum<sup>1</sup>.

### **B. Credit Units:**

Credit units are the academic units which a student obtains when he/she successfully passes a course. They consist of one hour weekly for theory courses, or a minimum of two hours for practical courses. This does not apply to intensive courses. They are the basis for deciding the course load for a student according to the academic regulations. The academic department or school is responsible for deciding the number of credit hours for each course which is usually three credits for one course.

### **C. Academic Semester:**

An academic year consists of two semesters, each one lasts 16 weeks, from the beginning of the semester to the end, including the final exams. Registration in the Summer course is optional. It is seven to eight weeks duration, including final exams, School Council may adapt a shorter-time courses taught in intensive arrangement.

(1) According to the modification suggested by the school and approved by the Board of Trustees; students are allowed to repeat 10 courses instead of 8.

### **D. Registration and Study Load:**

The normal academic load for a full time student is 15 credits whereas the normal academic load for a part time student is 12 credits. Twelve credits are considered the minimum study load a full time student can take and 9 credits for the part time student. In that case the graduation period for the full time student will be 4 four years while the graduation period for the part time student will be 5 years. Moreover, a student can register in more than the said study load if his/her GPA was not less than 3.33 and with a decision from the Students' Affairs Committee in accordance with the school's capabilities and its consent (Maximum of 18 Credits)<sup>1</sup>. Furthermore, the study load may be less than 9 credits with the consent of the same committee. In all circumstances the student cannot register in the following year's courses unless he/she has passed the required credits for the year he/she is in which is 31 credits for first year students, 62 credits for second year, 92 credits for third year and to finish these courses as stated in the School Major Sheet.

Upon the approval of the Student and Academic Affairs Committees, a student who has completed 28 credits and finished all the legal courses during the first year may register in two courses of the second year. That is an exception to the 31 credits for the first year. The previous rules shall apply to student, who has passed 58 credits instead of 62 credits for the second year and 88 credits accordingly instead of 92 credits, for the third year.<sup>2</sup>

### **E. The importance of the Credit Semester System:**

The Credit Semester System is one of the modern educational systems that has been adopted by most American and non-American educational institutions, including law schools, due to the advantages this system permits, such as:

1- Maximizing the use of the academic year by adopting the Semesters

(1) According to the Board of Trustees decision in its meeting no. 3 /2013.

(2) According to the Board of Trustees decision in its meeting no. 1 /2012.

System. The year shall be divided into two semesters, and a possible usage of a summer semester.

- 2- Promoting an inter-active educational environment between the professor and student, by encouraging the freedom of discussions, debates and presentation, by enhancing critical thinking in tackling legal issues and judicial rulings.
- 3- Achieving the concept of periodical assessment and evaluation, maintaining academic standards and monitoring the quality of education and its results.
- 4- Merging the theoretical and practical aspects in the educational approaches and methodology, benefiting from the division of the academic year into two semesters. This helps both the student and the professor to distribute the study load within the one semester or mutually across both semesters in order for related courses to be divided into theoretical and practical courses, a distribution which cannot be achieved in the yearly system.

For the above advantages, the Credit Semester System has been determined as the educational system for KILAW.

## • FIFTH: Guidance Rules for Enrolled Students

### Article 1: Students' Responsibilities

KILAW's Students should adhere to the following rules:

- 1- Respect the School regulations and abide by the attendance rules for all of the theoretical courses and practical training.
- 2- Abide by the School's rules, regulations and decisions issued by the School administration.
- 3- Adhere to the safety and security rules in the school.
- 4- Adhere to proper appearance and show respect to traditions, moral, Islamic and social values.

- 5- Show due respect and politeness in all interactions with faculty members, administration staff and colleagues in the School.
- 6- Abide by the dress code set by School Administration that comply with traditions.
- 7- Smoking is strictly prohibited inside the campus or classrooms.
- 8- Possession of arms, weapons and illegal substances is strictly prohibited.
- 9- Pets and wild animals are not allowed in school.

### **Article 2: Disciplinary Action for Violation of School Regulations:**

- 1- Upon the school administration's authority, any student who violates the rules may be subject to one of the following actions, provided an investigation has taken place:
  - Warning.
  - Suspension for two weeks maximum.
  - Temporary suspension for 1 semester.
  - Dismissal from the School.
- 2- If any student is caught cheating in any exam or attempting to do so or helping others to do so, the school after investigating the matter, may:
  - a) Grant the student an F grade in all enrolled courses for that semester or dismiss the student as the case may be.
  - b) Grant the student an F grade in the course that he/she cheated on, instead of applying the penalty in clause A provided that there are sufficient legal grounds in the students favor.
  - c) Dismiss the student.
- 3- Shall any student repeat the above violation (cheating) in any other exam; the School has the right to dismiss the student permanently following an investigation that proves his/her guilt.
- 4- The Students' Affairs Committee shall interfere when the disciplinary action in failing the course due to cheating or attempting to cheat will affect

a student's general GPA. In that case the committee might recommend that the effect of the disciplinary action shall not be calculated in that semester but in the following semester for the sake of the GPA calculation so that the student will not be penalized twice for the same act<sup>1</sup>.

- 5- The Students' Affairs Committee considers the excuses presented by the students regarding postponing their final exams due to compelling excuses on the exam day (or days) and confirmed by an official document. These excuses are being internally admitted at a hospital, death of a second degree relative, delivery (for female students).

The Committee may, upon its discretionary power, and upon objective reasons relating to the student's study standing, allow him to take the make-up exam for students with GPA warning upon their request and with the Committee's approval.

And the Committee may in other cases and upon its consideration of the excuse provided by the student, grant him the opportunity to take the make-up exam, knowing that in these excuses the student is not eligible for a grade higher than (C+) regardless of his/her actual grade. The condition to accept this kind of excuse is that the student should submit a petition, and a declaration not to miss a final exam again.

After obtaining the Schools approval, the student can take the make-up exam as per the School's annual calendar , and an (i) will be granted to the student until he/she takes the make-up exam<sup>2</sup>.

- 6- Students who violate exam regulations, apart from cheating violation, one of the penalties set in the first item including dismissal according to the nature of the violation<sup>3</sup>.
- 7- The school may imply any penalty set in item one if a student violates any regulation or any other regulations or decisions taken by school administration<sup>4</sup>.

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(1) According to the Board of Trustees Decision in its Meeting no. 2 /2012.

(2) According to the Board of Trustees Decision in its Meeting no. 2 / 2015.

(3) According to the Board of Trustees Decision in its Meeting no. 1 / 2013.

(4) According to the Board of Trustees Decision in its Meeting no. 1 /2013.



## • SIXTH: KILAW's Grading System:

### A. Student evaluation system and its procedure:

Each course is awarded 100 marks. The student is evaluated based on his/her performance during the semester in one exam or more, in addition to course activities such as attendance, participation, research, projects, oral exams and others, which are awarded 40 marks. The student will also be evaluated based on his/her final exam in the courses that have a final exam. The exam will measure the different skills whether theoretical or practical. Such exams are awarded 60 marks.

### B. Grading System

The grading system is in accordance with the four points scale:

The four-point scale is as follows:

A	=	4	points	95% to 100%	outstanding
A-	=	3.67	points	90% to 94%	excellent
B+	=	3.33	points	87% to 89%	very good (high)
B	=	3	points	84% to 86%	very good
B-	=	2.67	points	80% to 83%	very good (low)
C+	=	2.33	points	75% to 79%	good (high)
C	=	2	points	70% to 74%	good
C-	=	1.67	point	67% to 69%	good (low)
D+	=	1.33	point	64% to 66%	satisfied (high)
D	=	1	point	60% to 63%	satisfied
F	=	0	point	0% to 59%	Fail
F*	Is given of failing due to cheating in final exam				
FA	Fail for absence				
P	Pass				
Inc	Incomplete				
NA	Grade postponed for later assessment				
CC	Course to be continued				
FAE	Fail for absence in the final exam				
W	Withdrawal from the course				
TR	Transfer				

**C.** The mark of the Practical Training course or any equivalent course may be postponed to later semester if the student does not fulfill the registration requirements in the competitions program at the time of enrolment. No marks will be awarded to the student in case of non-compliance with the registration requirements in these programs.

There might be some exceptions for some cases if submitted to School administration to study and take further action in this regard<sup>1</sup>.

### • SEVENTH: The method of calculating the GPA

**First:** The grade (A) is divided into two categories:

(A) which is equivalent to 4 points.

(A-) which is equivalent to 3.67 points.

**Second:** The grade (B) is divided into three categories:

(B+) is equivalent to 3.33 points.

(B) is equivalent to 3 points.

(B-) is equivalent to 2.67 points.

**Third:** The grade (C) is divided into three categories:

(C+) is equivalent to 2.33 points.

2- (C) is equivalent to 2.00 points.

3- (C-) is equivalent to 1.67 points.

**Fourth:** The grade (D) is divided into two categories:

1- (D+) is equivalent to 1.33 points.

2- (D) is equivalent to 1.00 points.

(1) According to the Board of Trustees' decision on its meeting No. 3 for the academic year 2015-2016.

**Fifth:** The grade (F) is equivalent to a grade of zero.

**Sixth:** In some courses, two grades may be issued: (P) corresponds to PASS or a (NP) for Not Pass. Some of the courses offered with this grading system are not calculated in the overall GPA method of calculation. As for the other courses based on this system, the (P) Pass is added to the number of earned credits. The decision for either one of these grades to be issued in accordance with the regulations of the Students' Affairs Committee, where an NA is considered to be a temporary grade until the class is retaken and replaced with a final grade.

**Seventh:** The grade INC is given to students who have approved excuses by the school's administration and therefore are given an incomplete grade.

To calculate the GPA using the four point grading system simply, follow the steps below:

- 1- Multiply the number of credits for each course with the number of points awarded. The student must conduct this process for each course separately, taking into account the rules of repeated courses.
- 2- Add together all the values of multiplication done in step (1).
- 3- Divide the result that has been obtained from step 2 over the number of credits that the student has registered for.

A student is given an F when he/she fails the final exam, and an FA (failure due to absence) is the grade given to students who failed the course due to not attending the final exam of the course, or due to not meeting the attendance standards of the school.

**Eighth:** The student can re-enroll for the courses in which he/she received an (FA). In addition, they can retake the courses that they received (C) or lower including (F) to a maximum retake of 10 courses during the specified study period and taking into consideration the GPA warning and the rules regarding exceeding the maximum duration of study <sup>1</sup>.

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(1) This is amended according to the Board of Trustees decision in its meeting no.2 /2012 in which it changed it from 8 to 10 courses.

### • Honor List and Graduation Assessments

- 1- Students who complete any academic semester with no less than 15 units with an average GPA 3.33 points or more will be listed in the honor list. Accordingly, the school will honor such students the way it deems appropriate.
- 2- Students who complete any academic semester with no less than 15 units with an average GPA 3 points or more will be listed in the Excellence list.
- 3- Students who obtain a GPA of 3 points, but they do not meet the conditions set in the previous items will be listed in the Excellence list unless they are part-time students and completed 12 units according to part-time system with total GPA of 3.33. In this case, such students will be listed in the Venerable list<sup>1</sup>.

At the end of each semester, the school announces the honored students, and honor them the way it deems appropriate.

- 4- A student who postpones a course's final exam in a subsequent period is not placed in the honor list even if he/she obtains the GPA requested.
- 5- Students who complete 15 units in a semester with a GPA of 3 or 3.32 points will be listed in the Excellence list.
- 6- Students are awarded the Bachelor's degree when obtaining a total GPA of no less than C following the approval of the Board of Trustees, and in accordance with the PUC ratification. Grades will be included in the student scale of points.
- 7- Student who complete their studies within the normal period required for graduation with a GPA not less than 3.33 will be listed in the honor list.

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(1) According to the Board of Trustees Decision in its Meeting no. 1 /2013.

**GPA Warning:**

- 1- A Student is put on the warning list if his/her cumulative GPA is less than 2 points in any semester. The student who receives 3 consecutive warnings will be dismissed from the School unless there are special and eligible situations that would stop his/her dismissal following a review of the Students' Affairs Committee where he/she is given the chance to register in one last semester course to correct his/her academic status and continue studying<sup>1</sup>.
- 2- The student who receives four warnings may be allowed to continue to register for the summer semester, provided that the summer semester follows immediately after the last regular academic semester, since the summer semester is not a regular semester and it is considered as a continuation of the previous semester<sup>2</sup>.
- 3- The student is advised to follow his/her study plan with his/her academic advisor and the guidance of the Academic Advisory Office.
- 4- The student should submit a graduation request before the beginning of his/her last semester to Office of the Graduation Affairs in order to verify that he/she has fulfilled the graduation requirements.

**• EIGHTH: Legal Research writing course:**

The legal research course aims to provide students with the ability to accomplish academic research in the field of law, through methods of research. It also aims to enable him/her to find out more about the selection of research topics, design, plan, references, information, writing research and critical analysis of legal texts. Students will learn how to reference useful texts, scholarly articles and the judgments of courts, and enhance their writing skills, (Legal Research 1).

While Legal Research 2 aims to help students acquire the ability to prepare legal memoranda how to obtain information from academic

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(1) To achieve the GPA of 2.00.

(2) According to the Board of Trustees decision meeting number 3 of 2013.

sources and how to use them. It also aims to help students apply principles of theory to real life situations, to enrich students critical and innovative capabilities. This will help to prepare students to succeed in the legal profession. It is not necessary that Legal Research 2 course will involve final exam. The research topic should be academic and related to the practical issues of the offered courses.

#### • **NINTH: Suspension:**

A student may suspend his/her enrolment in any semester following the School's approval, as long as it does not exceed two semesters for Diploma students, Bachelor students and Master students. Otherwise, his/her enrolment will be cancelled by the School.

If there are exceptional circumstances for a student to suspend his study for a third semester, his request shall be presented to the Student Affairs Committee or the Graduate Studies Committee, to decide his suspension for a third and last semester.

In case the student does not register in any course during a semester his/her enrolment will be automatically suspended and it will be calculated within the mentioned period.

*The following should be considered to suspend enrolment:*

- 1- To submit "Suspend Enrolment" request following the course that he/she was accepted in.
- 2- A Scholarship student is not permitted to postpone his enrolment during the first semester in which that he/she was accepted. This also applies to self-funding students and in case this happens the student will be considered not accepted.
- 3- Under any urgent circumstances, the scholarship students can apply for suspension, attached with the approved documents. The student must continue in attendance until the official approval of the Private University Council (PUC).



- 4- The said period will not be calculated within the study duration.
- 5- The request to postpone enrolment shall be submitted before the beginning of the term that he/she wishes to postpone his/her enrolment.
- 6- The student enrolment will be automatically postponed when he/she does not register for two semesters.
- 7- The Students' Affairs Committee decides on approving/disapproving the postpone enrolment requests.
- 8- With regards to postponing enrolment for scholarship students, the request will be sent to the PUC for approval among with needed documents.
- 9- The student who does not enroll in any courses at any given academic term, is not permitted to request the suspension of their enrolment in a subsequent semester<sup>1</sup>.

• **TENTH: Withdrawal from the semester or school:**

- 1- The student may withdraw from the semester in accordance with his/her circumstances by submitting a request.
- 2- The student is considered withdrawn from the semester following the approval of his/her request and after the registration of courses in that specific semester. The student will obtain a W grade until the specified date. However, he/she will, on a later date, receive an FA in the registered courses.
- 3- The student may completely withdraw from the School after submitting a request and he/she shall have returned his/her previous educational certificates upon the acceptance of his request. In this case, the student will be awarded an FA for every one of the registered courses in the semester he/she withdraws his/her papers. His/her name will be removed from the continuing students unless he/she re-applies through a new application following the same rules and procedures for the new

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(1) According to the Board of Trustees decision on its meeting No. 2 for the academic year 2015-2016.

- admission in the year that he/she applies without taking into account any previous courses taken in the school.
- 4- The student is entitled to obtain his/her school transcripts following the settlement of his/her financial records.
  - 5- The PUC shall be notified about any withdrawal by scholarship students.
  - 6- A student who withdraws from the course or courses in the period set for withdrawal of courses, will not be graded and instead will receive a W which shall not affect his/her GPA and be subject to the final procedures regarding reimbursement if applicable.
  - 7- The student can withdraw from all the courses in which he/she has registered on the condition that he/she provides an acceptable excuse. If his/her request was accepted before the end of the semester he/she will be awarded a W following the decision of the school's Management or the Students' Affairs Committee. This withdrawal is not accepted unless in force majeure circumstances. If the student request was denied or he/she fails to attend, he/she will be awarded an FA for every registered course.
  - 8- Withdrawal from classes is allowed within three weeks of the commencement of classes. In this case 25% will be deducted from the reimbursement if withdrawal is in the first week, 50% in the second week, and 100% in the third week or after. However, withdrawal does not release students from the minimum requirements of credits.

#### • **ELEVENTH: Attendance and Absence:**

- A student who does not attend (3 hours) per-course (without an accepted reason) is given a first warning notice.
- A student who does not attend (6 hours) per-course (without an accepted reason) is given a second warning notice.
- A student who does not attend (9 hours) per-course (without an accepted reason) is given a third warning notice.
- The student will be banned from the final exams of any course, if his/her absence is more than 9 hours (20%), unless he/she presents acceptable excuses.

The school has the right to address the student's parents directly in the case of the warning notices.

However, students are believed to be officially informed about their warning once it is announced in School's website, ads board or mail<sup>1</sup>.

• **TWELFTH: Dropping out:**

- 1- If a student drops out during the first semester of his/her acceptance in the School, his/her application will be cancelled and he/she should re-apply.
- 2- If the student drops out for two consecutive semesters following the first year, he/she is not allowed to return unless he/she files a request which should be approved by the Students' Affairs Committee and the student shall re-register in all the classes that he/she was awarded less than a C.
- 3- The student will automatically be considered a drop out in the following situations:
  - a) If indicted by a final judgment is awarded regarding a crime of ethics or honor.
  - b) If the student joins other schools without prior knowledge of the school.
  - c) If the student postpone his/her enrolment for two semesters or he/she dropped out for two semesters and then he/she did not resume his/her study.
  - d) If the student had been accepted on fraud misrepresentation or had been previously dismissed for any academic or disciplinary reasons.

• **THIRTEENTH: Rules and Terms of Registration for Summer Courses:**

- 1- Priority is given to failing students.
- 2- Next priority is also given to students repeating courses to improve their GPA.
- 3- Next priority is also given to students completing legal courses in English, including English 101 and 102.
- 4- Students in need to reach required number of credits to progress to the

(1) According to the Board of Trustees Decision in its Meeting no. 2 / 2013

next year's level (28 /58 /88 credits).

- 5- Students applying to register for courses to be taken for the first time on the condition it will not affect their registration schedule in the future.
- 6- Maximum load for summer registration is 6 credits<sup>1</sup>.
- 7- Minimum number of enrolled students in a class should be 15 students.
- 8- "Add and drop" is not allowed for summer enrollments. Fees are non-refundable or waived for next semester.

#### • **FOURTEENTH: Private Universities Council Scholarships:**

- a) The Private Universities Council (PUC) awards a number of scholarships each semester to high school students who have obtained a GPA no less than 78%<sup>2</sup> for Arts major and 70% for science major. Acceptance is based on the differentiation of GPAs, and may be subject to change in accordance with the PUC decisions.
- b) The PUC awards a number of internal scholarships for two-year Diploma holders or its equivalent in the following conditions<sup>3</sup>:
  - 1- For the LLB program: Student should have passed no less than 30 credits with a GPA of at least 2.5 points.
  - 2- For the Diploma program: Student should have passed no less than 15 credits with a GPA of at least 2.5 points.
  - 3- From Diploma to LLB: equivalency of no less than 30 credits, among which the student should have passed at least 15 credits with a GPA of 3 points minimum.
  - 4- the Student should not be employed in the governmental sector.

Those conditions are subject to change in accordance with the conditions of the PUC.

(1) Students are not allowed to register for legal courses in Arabic to be taken for the first time during the Summer Semester in accordance with point 5

(2) High school graduate in Arts, required GPA has been changed from 74% to 78%, starting from the academic year 2012/ 2013.

(3) These conditions were amended as per the PUC decision no. 19201/5-53/.

### **Private University Council Social Allowance:**

Every non-working student has the right to obtain a social allowance issued by the PUC in accordance with their rules and regulations and after submitting the necessary paperwork that is provided by the School including LLM Students.

Student must Submit his correct bank details in specific time. according to available forms.

### **Appendix:**

- 1- The LLB Degree Program: Indicative Template of Courses to be Taken in each Academic Year.
- 2- KILAW LLB major sheet.
- 3- KILAW LLB major sheet for new students of the academic year 2016 - 2017.
- 4- Student Application Form<sup>1</sup>.
- 5- Office of Alumni.
- 6- Final Exams Regulations.
- 7- KILAW's Academic Calendar.
- 8- Study System & Students' Affairs Regulations.
- 9- KILAW Postgraduate Studies Program Masters of Law (LLM) .
- 10- Basic rules for writing a postgraduate thesis at KILAW
- 11- Bylaws of the Kuwait International Law School Students' Association.

(1) Student may apply online using KILAW official website: [www.kilaw.edu.kw](http://www.kilaw.edu.kw).

## PhD Scholarships

Kuwait International Law School allocate three PhD Scholarships from a fellow university in the United Kingdom or the United States of America, in public law, financial law, commercial law, criminal law and criminal sciences.

### The following conditions are required:

- 1- The applicant should hold a master's degree in law with the priority for KILAW master's graduates.
- 2- Or the applicant should be a teaching assistant at KILAW and should hold a master's degree in law.
- 3- The minimum total GPA at the Bachelor and Master should be 3 points for each degree.
- 4- The applicant should be well versed in English language, and should provide before scholarship a TOEFL score of 550 to 580, or a minimum score of 6 points at the IELTS, upon the requirements of the university that he will join.
- 5- The applicant should pass the interview with KILAW's academic affairs' committee, including the determination of the PhD thesis' topic, and the approval to work at KILAW after obtaining the PhD, upon the duration and the specified specialization.

Applications should be submitted at KILAW's Campus



## **Master in Law and Financial Transactions**

KILAW offers a Master in Law and Financial Transactions upon the following rules:

- 1- The program's objective: Prepare and train the holders of law, sharia, finance, accounting, economics and similar degrees, to reach an outstanding level of academic and practical experience, through the study of the pragmatic interaction between these interrelated disciplines within the scope of modern financial processes and services.

### **2- Admission's Conditions:**

- > A bachelor degree in law, finance, economics, accounting, shariaa, or equivalent, with a minimum result (very good) or a total GPA of 2.67 in the 4 points GPA system, or equivalent.
- > Passing the English placement test.
- > Passing the English foundation program during an academic semester.
- > Passing the foundation course or courses in the fundamentals of law during the English foundation program for those who do not hold an LLB degree in law, in order to be able to continue their study in the same period of time.

### **3- Conditions for obtaining the Master's program:**

- > Completing 24 study credits with a minimum GPA of 2.67, including 7 study courses, in addition to the graduation project, and each is equivalent to 3 credits.
- > Obtaining the total GPA of 2.67.
- > The graduation project should have a practical aspect, should be 50 to 60 pages long and should include the academic study of the practical theory covered by the project.

Applications should be submitted at KILAW's Campus

## The LLB Degree Program: Indicative Template of Courses to be Taken in each Academic Year

### (Appendix 1)

Year 1: (31 Credit Hours) Semester 1 = 16 Credits		
No.	Course	Credit Hours
151	Personal Status Law	3
154	Introduction to Islamic Jurisprudence	3
101 A	Arabic Language (1)	3
101 E	English Language (1)	3
152	Constitutional Law (1)	3
156	Practical training on methodology of research	1
	<b>TOTAL HOURS</b>	<b>16</b>

Year 1: (31 Credit Hours) Semester 2 = 15 Credits		
No.	Course	Credit Hours
155	Introduction to Economics	3
153	Constitutional Law (2)	3
-	Elective Course	3
111	Introduction to Information Technology	3
102 E	English Language Pre-requisite for legal courses in English	3
	<b>TOTAL HOURS</b>	<b>15</b>

Year 2 : (31 Credit Hours) Semester 1 = 15 Credit		
No.	Course	Credit Hours
251	Obligations 1 (Sources)	3
253	Administrative Law (1)	3
255	Public International Law	3
257	Personal Status Law	3
232	Political Régimes	3
	<b>TOTAL HOURS</b>	15

Year 2 : (31 Credit Hours) Semester 2 = 16 Credit		
No.	Course	Credit Hours
252	Obligations 2 (Rules)	3
-	Elective Courses in English*	3
256	Public Criminal Law (General)	3
254	Administrative Law (2)	3
258	Practical Training of Methodology of Research 2	1
-	Elective General Education Course	3
	<b>TOTAL HOURS</b>	16

Year 3: (30 Credit Hours) Semester 1 = 15 Credit		
No.	Course	Credit Hours
352	Trade and Civil Procedures	3
353	Commercial Law (1)	3
351	Public Finance	3
–	Elective Course in English	3
–	Elective General Education Course	3
	<b>TOTAL HOURS</b>	<b>15</b>

Year 3: (30 Credit Hours) Semester 2 = 15 Credit		
No.	Course	Credit Hours
–	General Education Course	3
354	Private Criminal law (1)	3
–	Elective Course (3 <sup>rd</sup> group)	3
–	Elective Course (free choice)	3
355	Obligations (3) (Proofs)	3
	<b>TOTAL HOURS</b>	<b>15</b>

Year 4: (32 Credit Hours) Semester 1 = 17 Credit		
No.	Course	Credit Hours
451	Civil Law (Rights in Rem)	3
453	Commercial Law (2)	3
454	Principles of Fiqh	3
457	Practical Training	2
–	Elective Course (Free Choice)	3
–	Elective Course (4 <sup>th</sup> Group)	3
	<b>TOTAL HOURS</b>	<b>17</b>

Year 4: (32 Credit Hours) Semester 2 = 15 Credit		
No.	Course	Credit Hours
456	Law of Execution	3
452	Conflict of Laws	3
455	Criminal Procedure	3
–	Elective Course ( 4 <sup>th</sup> Group)	3
–	Elective Course ( 4 <sup>th</sup> Group) *	3
	<b>TOTAL HOURS</b>	<b>15</b>

**KILAW student's LLB major sheet applicable until the second semester of the academic year 2012 / 2013, for students registered at KILAW since January 2011.**

**(Appendix 2)**

Courses	Units	Requirements
<u>First</u> , General Requirements/ General Education (21 units)		
A- Compulsory (12 units)		
English Language 101	3	
English Language 102	3	E 101, placement test
Advanced Legal English 103	3	E102
Arabic language 101	3	
Introduction to Information Technology 111	3	
B- Elective (9 units) (students are to choose three courses)		
Arabic Language 102	3	A 101
Political History of Kuwait 112	3	
The History of Islamic and Arabic Civilization 113	3	
Introduction to Sociology 114	3	
Introduction to Accounting 115	3	
Introduction to Management 116	3	
Environmental Studies 117	3	
<u>Second</u> , Law courses (97 units)		
A- Compulsory (73 units)		
B- Elective (73 units)		
<u>The First Year (19 units)</u>		
Fundamentals of law 151	3	
Constitutional Law (1) 152	3	
Constitutional Law (2) 153	3	Constitutional law (1)
Introduction to Islamic Law 154	3	

Courses	Units	Requirements
Introduction to Economics 155	3	
Practical Training on Methodology of research (1) 156	1	
Elective course (1) (students choose only one)	3	
Human Rights 131		E 102
Punishment and criminology 132		E 102
The history of law and law systems 133		E 102
Law and information technology 134		
<u>The Second year (28 units)</u>		
Commitments (1) 251 (resources)	3	Principles of law
Commitments (2) (verdicts) 252	3	Commitments (1)
Administrative Law (1) 253	3	
Administrative Law (2) 254	3	Administrative law (1)
International Law 255	3	E 102
Penal code 256 (General)	3	
Family code 257	3	Introduction to Islamic Law
Practical training on methodology of research (2)	1	
Elective course (2) (students choose two courses only)	6	
Petroleum law 231		Economics
Political régimes 232		
International environment law 233		E 102
Regional and international Organizations 234		E 102
Comparative Law 235	3	Principles of Law E102



Courses	Units	Requirements
<u>The Third Year (21 units)</u>		
General Finance 351	3	Economics
Trade and Civil Pleading 352	3	Obligations (2)
Commercial law (1) 353	3	Obligations (2)
Penal law (1) (General) 354	3	Penal Code 256 (General)
Obligations (3) (Proofing) 355	3	Obligations (2)
Elective course (3) (Students are to choose two courses only)	6	
Civil Contracts 331		Obligations (1)
Social Legislations 332		Obligations (1)
Electronic commercial law 333		Commercial Law1/ E 102
Inheritance Law 334		Family code
Administrative contracts 335		Administrative Law1 /E102
Social theories of law 336		E102
Penal law (Private) (2) 337		Penal Law (private) (1)
Wills and Waqf 338		Family code
Forensic Evidence and law 339•		Penal Law (1)/ E102
International Criminal law 340		Penal Law (1)/E102
International Marine law 341		General International law/ E102
Planning Law 342		Administrative Law1/E102
<u>The Fourth Year (29 units)</u>		
Civil law (tangible rights) 451	3	Obligations (3)
Conflict of laws 452	3	Obligations (2)
Penal procedures 455	3	Penal Code (General)
Compulsory Implementation 456	3	Pleadings
Practical Training 457	2	

- Some courses are offered either in English or Arabic, this course is an example.

Courses	Units	Requirements
Commercial law (2) 453	3	Commercial Law (1)
Principles of Islamic law 454	3	Family Code
Elective course (4) (Students choose 3 courses only)	9	
Insurance 431		Obligations (2,1)
Arbitration 432		E 102 Pleadings
System of Islamic commercial deals 433		E 102 Obligations (2,1)
Insurance selling contracts 434		Obligations (2,1)
Marine law 435		E 102 Commercial Law
Air law 436		E 102
Islamic criminal law 437		Penal Law 256 (General)
Nationality and foreigners' centre 438		Conflict of Laws 452
Judicial monitoring of administrative actions 439		Administrative Law (2) 254
Commercial law (3)		Commercial Law (1,2)
Third elective courses (Students choose two courses)	6	
Introduction to Competition Law 157		E 102
Introduction to European law 158		E 102
Tax laws in Kuwait 344		Economics and Finance
Current Legal Issues 343		E 102
The total number of the required units is 124		

- The student must follow the required number of credits for each academic year before pass progressing to the next year.
- The shaded courses can be offered in English. They range between 6 to 10 compulsory and elective courses. They are also subject to modification according to the administration's decision makers. Students should take at least 6 courses in English.
- The elective courses mentioned above vary according to what the school offers. They are vulnerable to changes according to the circumstances. Therefore, the abovementioned courses are mere examples.
- These courses could be compulsory.
- Graduation requires completion of 124 credits.

## (Appendix 3)

## • KILAW LLB MAJOR SHEET for the Academic Year 2016/2017

#	Courses	Units	Requirements	
<b>First<sup>1</sup>, general requirements / General Knowledge (21 units)<sup>2</sup></b>				
A- Compulsory (12 units)				
101E	English Language <sup>3</sup>	3		
102E	Legal English	3	E 101	
103E	Advanced Legal English	3	E 102	
101A	Arabic Language (1)	3		
111	Introduction to Computer	3		
B- Optional (9 units) (students are to choose three courses)				
102A	Arabic Language (2)	3	A 101	
112	Political History of Kuwait	3		
113	The History of Islamic and Arabic Civilization	3		
114	Introduction to Sociology	3		
115	Introduction to Accounting	3		
116	Introduction to Management	3		
117	Environmental Studies	3		
120	Free elective Course	3		
<b>Second<sup>1</sup>, Major Legal Courses (97 units)</b>				
A- Compulsory (73 Units)				
B- Optional (24 units) + (6 Elective units)				
<b>First Year (31 units) (16 units Compulsory)</b>				
151	Principles of Law	3		
152	Constitutional Law (1)	3		
153	Constitutional Law (2)	3	Constitutional	Law (1)
154	Introduction to Islamic Jurisprudence	3		
155	Introduction to Economics	3		
156	Practical Training on Methodology of Research (1)	1		
<b>Elective course (1) (students choose only one course from this category) - 3 credits</b>				
132E	Criminology and Punishment		E 102	
133E	History of Law and Legal Systems		E 102	
134E	Law and Information Technology		E 102	
135E	Introduction to Legal Systems	3	E 102	

#	Courses	Units	Requirements
<b>Second Year (31 units) (22 compulsory units) Minimum 28 units</b>			
251	Obligations (1) (sources)	3	Principles of Law
252	Obligations (2) (rules)	3	Obligations (1)
253	Administrative Law (1)	3	Constitutional Law (2)
254	Administrative Law (2)	3	Administrative Law (1)
255E	<b>Public International Law</b>	3	E 102
256	Criminal Law (General Theory)	3	
257	Personal Status Law	3	Introduction to Islamic Jurisprudence
258	Practical Training on Methodology of Research (2)	1	
<b>Elective course (2) students choose one course from category (A) and one course from category (B) - 6credits</b>			
<b>Category (A)</b>			
231E	<b>Petroleum Law</b>		Economics + E 102
236E	<b>Human Rights</b>		E 102
233E	<b>International Environmental Law</b>		E 102
234E	<b>Regional and International Organisations</b>		E 102
235E	<b>Comparative Law</b>	3	Principles of Law + E 102
<b>Category (B)</b>			
232	<b>Political Systems</b>		Constitutional Law (1)
<b>Third Year (30 units) (15 Compulsory units) Minimum 58 units</b>			
351	Public Finance Law	3	Economics
352	Civil Procedures	3	Principle of Law + Obligations (2)
353	Commercial Law (1)	3	
354	Criminal Law (Specific Crimes 1)	3	Criminal Law (G.T.)
355	Obligations (3) (Proofs)	3	Obligations (2) + Obligations (1)
<b>Elective course (3) students choose one course from category (A) and one course from category (B) - 6credits</b>			
<b>Category (A)</b>			
333E	<b>Electronic Commercial Law</b>		Commercial Law (1) + E 102
336E	<b>Social Theories of Law</b>		E 102

#	Courses	Units	Requirements
340E	International Criminal Law		Criminal Law (G.T.)+ Criminal Law (S.C.1) + E 102
342E	Planning Law		Administrative Law (1) + E 102
341E	International Law of the Sea		Public International Law + E 102
<b>Category (B)</b>			
332	Labor Law		Obligations (1)
334	Inheritance Law		Personal Status Law
337	Criminal Law (Specific Crimes 2)		Criminal Law (G.T.)
338	Wills and Waqf		Introduction to Islamic Jurisprudence
331	Civil Contracts		Obligations (1) + Obligations (2)
339	Forensics Laws		Criminal Law (G.T.) + Criminal Law (S.C.1)
335E	Administrative Contracts		Administrative Law (1) +Administrative Law (2) +E 102
<b>Fourth Year (29 units) Minimum 88 units</b>			
451	Civil Law (Property Rights)	3	Obligations (3)
452	Conflict of Laws	3	
453	Commercial Law (2)	3	Commercial Law (1)
454	Fundamentals Islamic Jurisprudence	3	Personal Status
455	Criminal Procedures	3	Criminal Law (G.T.)
456	Law of Execution	3	Civil Procedures
457	Practical Training	2	
<b>Elective course (4) students choose one course from category (A) and one course from category (B) - 6credits</b>			
<b>Category (A)</b>			
432E	Arbitration		Civil Procedures + E 102
433E	Islamic Financial Transactions		Obligations (1) + Obligations (2) + E 102
435E	Maritime Law		Commercial Law (1) + E 102
436E	Aviation law		E 102
<b>Category (B)</b>			
431	Insurance Law		Obligations (1) + Obligations (2)
434	Lease Purchase Contracts		Obligations (1) + Obligations (2)

437	Islamic Criminal Law		Criminal Law (G.T.)
438	Citizenship Law and Status of Alines		Conflicts of Law
439	Administrative Judicial Review		Administrative Law (1) + Administrative Law (2)
440	Commercial Law (3)		Commercial Law (1) + Commercial Law (2)
<b><i>Third<sup>1</sup>: Elective Courses (6 units) (Students choose two courses)</i></b>		6	
458E	Introduction to Competition Law		E 102
259E	Introduction to European Law		E 102
344	Tax Laws in Kuwait		Economics and Public Finance
243E	Current Legal Issues		E 102
237	Professional Skills and Fields of Intellectual Communication		A Public International Law
237	Professional Skills and Fields of Intellectual Communication		E Public International Law + 102 E
<b>Total number of the required units is 124</b>			

- Grey - colored courses are delivered in English.
- Brown - colored courses are offered according to the demands of work market.
- students choose the elective courses from the elective category (a) and (b) the mention number of courses from each category.
- If "First", "Second", and "Third" are calculated, the total number of units required for graduation is 124 units.
- General knowledge and elective courses are distributed along the four years of study. It is allowed to take any of these courses any time.
- Students are obliged to complete two compulsory English courses according to their proficiency.
- English (E 102) is a prerequisite for all legal courses delivered in English.

Brief of the Course Description	
101 E	<p><b>English Language</b></p> <p>A general course, offered in English, built to provide the student with general language skills as well as skills sets necessary for advanced English language study.</p>
102 E	<p><b>Legal English</b></p> <p>A general course, in English, which focuses on the development of the student's linguistic skills (reading and writing) through the examination of classical texts pertinent to the development of the student in the English language and to students who finished 101 i and 101</p>
103 E	<p><b>Advanced Legal English</b></p> <p>This course is an advanced level of English language. This English course focuses on the development of the student's skills in writing legal researches with presenting and discussing them.</p>
101 A	<p><b>Arabic Language (1)</b></p> <p>A general course built to provide the student with a basic knowledge of the linguistic fundamentals of the Arabic language.</p>
102 A	<p><b>Arabic Language (2)</b></p> <p>A general course which focuses on the development of the student's linguistic skills (reading and writing) through the examination of classical Arabic texts.</p>
111	<p><b>Introduction to Computer</b></p> <p>A fundamental course in the understanding of the computer, associated software, and how to use the technology to aid the student in conducting research and using legal databases available via the internet.</p>
112	<p><b>Political History of Kuwait</b></p> <p>This course highlights the modern history of Kuwait and provides analytical thought to political events that influenced Kuwait in many aspects, especially in the legal system.</p>



113	<p><b>The History of Islamic and Arabic civilization</b></p> <p>This course focuses on the different aspects of Arabic and Islamic civilization in the earliest ages of said civilization, the role of the Arab in its developments, and the effect of this civilization on other modern civilizations. This course is also comprised of:</p> <ul style="list-style-type: none"> <li>- Islam and Muslim character</li> <li>- Islam and Development</li> <li>- Islam and the modern jurisprudence schools</li> <li>- Islam and Orientalism misunderstanding and modern Islam</li> </ul>
114	<p><b>Introduction to Sociology</b></p> <p>This course provides students with theoretical underpinnings of sociology (origins and evolution). It also addresses the meaning of community, culture, and social interaction and their influence in creating social constructs, the role they play in socialisation, and social change.</p>
115	<p><b>Introduction to Accounting</b></p> <p>This course provides students with the foundation of accounting systems in financial and administrative environments. The essentials of recording financial transactions and associated adjustments are also covered through practical examination.</p>
116	<p><b>Introduction to Management</b></p> <p>This course is especially for non-specialists in management and helps students to learn the language and understand managerial decisions in businesses. Students will learn these concepts through discussion, case studies, and projects in which these concepts will be applied.</p>
117	<p><b>Environmental Studies</b></p> <p>This course will provide the students with general knowledge about the sciences of the environment; its protection, the acts which negatively affect the environment, the methods of safeguarding the environment, and the role of law in safeguarding the environment.</p>
132	<p><b>Criminology and Punishment</b></p> <p>A basic study of the concept of crime, biological, psychological and sociological theories. Prerequisite for punishment and corrections, imprisonment, parole, probation and prevention of crime.</p>

133	<p><b>History of Law and Legal Systems</b></p> <p>The formation of early human societies and the history of early legal institutions and systems. A study of the major legal systems of our time with emphasis on their origin and the course of their development.</p>
134	<p><b>Law and Information Technology</b></p> <p>Aspects of legal regulation in the field of information technology and modern developments of this science within the framework of national legislation and international conventions. The international organizations consensus and rules are also</p>
135	<p><b>Introduction to Legal Systems</b></p> <p>This course consists of a general explanation of the main legal concepts and systems, and includes a comparison between the basic concepts of different laws (civil, criminal, private and public laws). It also involves an overview of the sources of law, the methods of legal research, the professional and civil responsibility and a presentation of the American and British legal systems.</p>
151	<p><b>Principals of Law</b></p> <p>The course comprises two parts:</p> <ul style="list-style-type: none"> <li>- Definition and characteristics of a legal norm and a study of its sources.</li> <li>- The study of the theory of rights, its type and nature.</li> <li>- The definition of legal capacity/eligibility</li> </ul>
152	<p><b>Constitutional Law (1)</b></p> <p>Part1: The general theory of constitutional law: different concepts and functions of the constitutions, different types of constitutions, sources of constitutional law, The supremacy of the constitution, amending the constitution.</p> <p>Part 2: Constitutional history and development in Kuwait.</p>
153	<p><b>Constitutional Law (2)</b></p> <ul style="list-style-type: none"> <li>- General characteristics of the Kuwait constitution.</li> <li>- Constitutional organisation of Kuwait and its structure.</li> <li>- Relations between the different branches of government in Kuwait</li> </ul>

154	<p><b>Introduction to Islamic Jurisprudence</b> Development of Islamic Jurisprudence</p> <ul style="list-style-type: none"> <li>- Islamic Rituals.</li> <li>- Sources of Islamic Law.</li> <li>- Differences among various schools of Islamic Law and their impact on the modern application of the Sharia.</li> <li>- Ijtihad and imitation: the role of reasoning and the value of precedents.</li> <li>- The Theory of right in Islamic Law.</li> <li>- The Theory of Property.</li> <li>- The Theory of Contract.</li> </ul>
155	<p><b>Introduction to Economics</b> This course introduces the student to economics, the main theories of economics, the crucial elements that play a strong role in the national and world economy, and the role of economic institutions.</p>
156	<p><b>Practical Training on Methodology of Research (1)</b> Theories of scientific and legal research are introduced to students. Students are trained on research basics, selection, and determination of the legal question for their legal research proposal.</p>
231	<p><b>Petroleum Law</b> Historical Development of the oil riches in Kuwait and the Gulf Area. Contemporary petroleum development in Kuwait and the Gulf area.</p> <ul style="list-style-type: none"> <li>- The legal status and regime of oil corporations in Kuwait.</li> <li>- The Economic Role of Oil.</li> </ul>
232	<p><b>Political Systems</b> This course focuses on:</p> <ul style="list-style-type: none"> <li>- Definition of political systems and institutions</li> <li>- Political systems under the classical theory.</li> <li>- The recent development of political systems and institutions.</li> </ul>
233	<p><b>International Environmental Law</b> This course highlights and studies the international rules related to the environment, particularly the modern international agreements on the environment and the major principles involved in the Stockholm declaration and Rio declaration. It highlights the major events like biodiversity protection and global warming and how to protect the environment in times of war as well as international responsibility.</p>

234	<b>Regional and International Organizations</b> <ul style="list-style-type: none"> <li>- General principles of International Organizations.</li> <li>- Universal International Organization.</li> <li>- Regional and other organizations</li> </ul>
235	<b>Comparative Law</b> <ul style="list-style-type: none"> <li>- Its origin and development</li> <li>- The function and uses of comparative law</li> <li>- Different aspects of Comparative Law               <ul style="list-style-type: none"> <li>– The major legal systems</li> <li>- The Latin legal system</li> <li>- The Anglo Saxon legal system</li> <li>– The Socio-legal system of socialism.</li> <li>- The Islamic system</li> </ul> </li> </ul>
236	<b>Human Rights</b> <p>Development of the concept of Public Rights and Liberties.</p> <ul style="list-style-type: none"> <li>- Internal and Regional efforts at protecting Rights and Liberties</li> <li>- International Human Rights declaration.</li> <li>- Civil rights and liberties in Arab, French and American constitutions.</li> <li>- International Humanitarian Law</li> </ul>
237	<b>Professional Skills And Methods Of Intellectual Communication</b> <p>This course focuses and highlights the following:</p> <ol style="list-style-type: none"> <li>1. Training on thinking and analyzing in the academic and practical fields.</li> <li>2. Training on the professional skills and intellectual communication.</li> <li>3. knowledge of the speech art, writing and body language.</li> <li>4. Training on dialogue methods and response speed.</li> </ol>
243	<b>Current Legal Issues</b> <p>This course will provide a forum for the discussion of issues of contemporary local and international law. The application of domestic law or legal theories on the issues presented and the stability of the evolution of ideas and theories through the legal analysis of emerging issues will also be conducted during the course.</p>
251	<b>Obligations 1 (Sources)</b> <p>Analytical study of the theory of Contracts as sources of obligations.</p> <p>Analytical study of the non- voluntary sources of obligations.</p>

252	<p><b>Obligations 2 (Rules)</b></p> <p>This course provides a detailed study of obligation rules and their legal consequences which include:</p> <ul style="list-style-type: none"> <li>-Fulfillment of obligation by the specified consideration</li> <li>-The modification of obligation</li> <li>-The transfer and assignment of said obligation</li> <li>- Termination of obligation.</li> </ul>
253	<p><b>Administrative Law (1)</b></p> <p>Basic concepts of Administrative Law. The organization and structure of public administration, vis-a-vis the study of government agencies. Instruments of public administration which are employed to enable the government to exercise its function (i.e. the use of public funds and civil servants as instruments).</p>
254	<p><b>Administrative Law (2)</b></p> <p>This course highlights the notion of public service which will address:</p> <ul style="list-style-type: none"> <li>-Basic principles governing the creation and functioning of public services.</li> <li>-Administrative Decisions (Acts)</li> <li>-Administrative Contracts</li> <li>-Administrative Police: Police Powers of the Government; nature and scope; enforcement power of police.</li> <li>- The Prerogatives of Administrative authorities</li> <li>- Administrative Courts and judicial power</li> </ul>
255	<p><b>Public International Law</b></p> <ul style="list-style-type: none"> <li>- Public international law in time of peace.</li> <li>- Sources of public international law;</li> <li>- Relations between international and internal law;</li> <li>- The law of recognition.</li> <li>- The law of the Sea: Privileges and immunities.</li> <li>- International responsibility,</li> <li>- International law in time of war.</li> </ul>
256	<p><b>Criminal Law (General Theory)</b></p> <p>General principals of the Penal Code, elements and fundamentals of crime, similar criminal action involving engagement in the crime scene, and the notion of punishments with details of the type and nature of the penalties.</p>

257	<p><b>Personal Status Law</b></p> <p>This course is divided into three sections:</p> <ul style="list-style-type: none"> <li>-Marriage and its provisions in Sharia and the Kuwaiti legal system.</li> <li>-Ways of marriage and its implications</li> <li>-Dissolution of marriage</li> <li>-Divorce and other incidences of the dissolution</li> </ul>
258	<p><b>Practical Training on Methodology of Research (2)</b></p> <p>Students are trained to search for information and sources to prepare scientific research under the supervision of the course professor.</p>
259	<p><b>Introduction to European Law</b></p> <p>An introduction to the basic institutions of the European Union and the legal regulation of the Union. Also addresses the legislative role of the European Council, as well as the European Commission and European Parliament, dealing with aspects of the mechanisms and provisions of the European Courts of Justice.</p>
331	<p><b>Civil Contracts</b></p> <p>This course covers sales, lease, agency, and construction contracts and Power of Attorney. The topics to be covered will be chosen at the beginning of each semester. The type of contract and/or contracts will be covered by the appropriate Law School Department and/or professors</p>
332	<p><b>Labor Law</b></p> <p>This course will address issues of:</p> <ul style="list-style-type: none"> <li>-Labor Law</li> <li>-Labor Relations</li> <li>-Industrial and Collective relationships</li> <li>-Labor contracts and Relations (nature)</li> <li>-Labor Unions</li> <li>- How to solve labor disputes</li> </ul>

333	<p><b>Electronic Commercial Law</b></p> <p>The course includes a study of comparative legislation in the field of E-commerce, the unified international rules governing E-commerce and dispute resolution. The nature and the possibility of implementing E-commerce within the existing legal system of Kuwait, in addition to highlighting legislative gaps in Kuwaiti legislation, as well as Kuwaiti judiciary trends and principles related to the subject.</p>
334	<p><b>Inheritance Law</b></p> <p>This course will discuss the Law of Inheritance in Islamic Law, the heirs and their shares, and the rules and regulation of inheritance. It will also specify the rule of obligatory heirs (Fouroud Hiers), system of male cousin or nephew heirs of the deceased, the execution and rejection of inheritance, missing person inheritance, exit-from inheritance, voluntary and obligatory wills (according to Islamic Law), and "en ventre sa mere".</p>
335	<p><b>Administrative Contracts</b></p> <p>This course highlights the definition of the formation of administrative contracts, the different types of these contracts, elements of administrative contracts, their effects, the right of the contractor with the State, and the termination of administrative contracts.</p>
336	<p><b>Social Theories of Law</b></p> <p>This course examines social theories related to the law through the introduction of contemporary theories and debates and provides students with an understanding of the role of law in modern society. Topics covered: theories of justice, feminist legislation, child protective legislation, and legal pluralism.</p>
337	<p><b>Criminal Law (Specific Crimes 2)</b></p> <p>Deals with special crimes such as offenses against public funds, rape and indecent assault, adultery, libel, insult and false complaint crimes, as well as drug offenses.</p>



338	<p><b>Wills and Waqf</b></p> <p>This course highlights the will; it's definition and elements. The legal conditions of the will and the philosophy of the will's legitimacy as well as its objective, efficacy, including the will of benefits and the compulsory will. The Law of Wakfs (Endowments) will also be covered in the course along with Wakfs' definition, elements, conditions of validity and efficacy and expiration. A comparative perspective with trust systems shall be considered.</p>
339	<p><b>Forensics Laws</b></p> <p>A study of the main methods and instruments employed in forensic sciences in support of evidence and proof, and the latest developments in that field.</p>
340	<p><b>International Criminal Law</b></p> <p>This course covers the following subjects:</p> <ul style="list-style-type: none"> <li>- Current history and development of prosecuting war criminals.</li> <li>- International investigation tribunals and similar instruments.</li> <li>- International conventions on an international criminal court (Rome Statute).</li> </ul>
341	<p><b>International Law of the Sea</b></p> <p>This course provides the basic definitions that are related to the subject matter of the course. It then explores Geneva Conventions on the Law of the Sea and other international conventions as well as:</p> <ul style="list-style-type: none"> <li>- Third United Nations Conference on the Law of the Sea</li> <li>- Customary rules, negotiations, and methods related to the Law of the Sea</li> <li>- International Law of the Sea in Arabian Gulf</li> </ul>
342	<p><b>Planning Law:</b></p> <p>By the end of this course, students will:</p> <ol style="list-style-type: none"> <li>1. Understand the policy background (political, social, economic and environmental) to Planning Law.</li> <li>2. Follow the inter- action between private law( Obligations and Real Property) and a public law licensing system.</li> <li>3. See how the planning law system tries to make a compromise between: Community interests in transport, public health and amenities, convenient location of residential or commercial areas and respect for the Environment; And, on the other hand, the private property rights of developers</li> <li>4. Be familiar and confident, in reading and interpreting typical English language law texts, for example the Organization of Building Works Decree.</li> <li>5. Notice the difference between theory and practice in the real world, particularly in the field of the enforcement of Planning Law.</li> </ol>

344	<p><b>Tax laws in Kuwait</b></p> <p>This course focuses and highlights the existing taxation systems in Kuwait and explains the constitutional fundamentals of taxation as per the Kuwaiti Constitution, along with the nature and types of Kuwaiti taxes, and their sources: particularly, Law # 31955/, the subsidization of the national workforce #19 of 2000, and the Law #2 of 2008 introducing company income tax and Zakat.</p>
351	<p><b>Public Finance Law</b></p> <p>This course is comprised of the following subject matter:</p> <ul style="list-style-type: none"> <li>-Public Revenues and expenditures of the State and the independent government agencies of two types with an independent budget or attached budget.</li> <li>-The financial regimes applied by the State in relation to its revenues or expenditures such as taxes, public loans, and the budget.</li> </ul> <p>In short, this course highlights all issues related to public budgeting.</p>
352	<p><b>Civil Procedures</b></p> <p>This is the traditional course of civil procedure materials. It discusses:</p> <ul style="list-style-type: none"> <li>-Rules of jurisdiction</li> <li>-Judicial organisation</li> <li>-The theory of legal action (litigation)</li> <li>-Claims and counter-claims</li> <li>-Formalities and procedures.</li> <li>-The theory of nullity in procedures, judgments and appeals, as well as judicial orders are considered.</li> </ul>
353	<p><b>Commercial Law (1)</b></p> <p>This is the typical course that is related to commercial law, thus it highlights all the subjects related to commercial law, which include:</p> <ul style="list-style-type: none"> <li>-Commercial transactions (type and nature)</li> <li>-Definition of merchants and commercial transactions</li> <li>-Type and nature of commercial companies as stipulated by the Commercial Company Act which includes: public-shared companies, closed-shared companies, limited-liability companies, and personal-shareholding companies.</li> </ul>
354	<p><b>Criminal Law (Specific Crimes 1)</b></p> <p>This course studies some examples of special crimes that are stipulated by the Penal code or any other laws which compliment the code. Among the topics addressed are money laundering crimes, media crimes, and crimes of similar nature.</p>

355	<p><b>Obligations (3) (Proofs)</b></p> <p>This course studies the general principals of the law of evidence, which include criminal evidence such as written evidence, testimony, secondary evidence, undertaking, cross examination of the criminal party, the oath, field evidence, and the factual evidence proceedings, expert testimony, and other forensics according to civil law.</p>
431	<p><b>Insurance Law</b></p> <p>This course addresses the following issues:</p> <ul style="list-style-type: none"> <li>- Definition of insurance.</li> <li>- Technical basis of insurance.</li> <li>- Insurance contract and its conclusions.</li> <li>- Characteristics and effects.</li> </ul>
432	<p><b>Arbitration</b></p> <p>This course will cover:</p> <ul style="list-style-type: none"> <li>-Arbitrative procedure in Kuwaiti law.</li> <li>-International Arbitration.</li> <li>-Institutional Arbitration.</li> </ul> <p>All of which will provide a complete idea of arbitrative procedure, the process of arbitration, the parties, jurisdictions, the binding power of awards, and the effect of arbitration on the tried cases etc.</p>
433	<p><b>Islamic Financial Transactions</b></p> <p>This course addresses the current and newly emerging Islamic business transactions in different forms, which include the following:</p> <ul style="list-style-type: none"> <li>- Providing crucial differences between Islamic transactions and traditional transactions</li> <li>- Forms and nature of sale contracts, Murabaha-Mutharaba, and others</li> <li>- Forms and examples of Islamic financing contracts</li> </ul>
434	<p><b>Lease Purchase Contracts</b></p> <p>This course addresses the special nature and definition of the lease-purchase contract, in addition to the following points:</p> <ul style="list-style-type: none"> <li>- General theory of lease-purchase.</li> <li>- Guarantees of the sellers including mortgages in different forms.</li> <li>- Rights and obligations of contracted parties.</li> </ul>

435	<p><b>Maritime Law</b></p> <p>This course provides the definition and sources of Maritime Law, its autonomy, cargo, charter parties, ship purchases and sales. Contract of maritime transportation according to the law of Kuwait and the Brussels Convention of 1924.</p>
436	<p><b>Aviation Law</b></p> <p>This course provides a definition of aviation law, the elements of civil and commercial aviation, its scope, and cargo transportation. It also examines the relationship of air law to other branches of domestic law and to international law, air carriers' duties, negligence and damages.</p>
437	<p><b>Islamic Criminal Law</b></p> <p>This unique course addresses the theory and philosophy of punishment in Islamic Law, which discusses the principals and rules governing crime and its punishment in Islamic Law. It will also cover the nature and type of punishment in Sharia Law and its sources as well as the form of punishment, qasas, hudood, and supplementary punishment (tazeer).</p>
438	<p><b>Citizenship law and status of Alines</b></p> <p>This course covers the following topics:</p> <ul style="list-style-type: none"> <li>-General theory of citizenship with the definition of the notion of citizenship based upon the concept of loyalty on the basis of blood relationship or place of birth.</li> <li>-The differences between original and naturalized citizens, reasons and cases for losing citizenship and/or its withdrawal.</li> <li>-Kuwaiti Law on nationality, legal status of aliens, and their rights and duties.</li> </ul> <p>This course will also highlight the implementation of the Citizen Law of Kuwait as it is promulgated by the law.</p>
439	<p><b>Administrative Judicial Review</b></p> <p>This specialized course deals with the concept of judicial review of the administrative acts, and provides a study of:</p> <ul style="list-style-type: none"> <li>-The principle of the rule of law, its sources, scope and different mechanisms of its enforcement.</li> <li>-A comparison of common law systems and the French system. Court Invalidation of Administrative Acts and remedies for administrative acts in general.</li> <li>-Governmental tort liability in general and in Kuwait.</li> </ul>

440	<p><b>Commercial Law (3)</b></p> <p>This course provides a detailed study of commercial papers, their definitions and negotiable instruments. Rights and liabilities of parties to the instruments and of third parties. The role played by Banks in the creation of commercial papers, cheques, drafts, and notes as well as the legal consequences for dealing in commercial papers and the statute of limitation of its validity and the legal action thereof.</p>
451	<p><b>Civil Law (Property Rights)</b></p> <p>This course is made up of two main components:</p> <ul style="list-style-type: none"> <li>- Real property real estate rights which include property ownership, its nature, and the causes for ownership and consequences thereof.</li> <li>- Secondary real estate rights (securities and interlocutory rights) which include rights of passage, mortgages, etc.</li> </ul>
452	<p><b>Conflict of Laws</b></p> <p>This course covers the following issues:</p> <ul style="list-style-type: none"> <li>- Definition of Private International Law</li> <li>- Conflict of laws, its conditions and scope</li> <li>- The concept of conflict of jurisdiction and the proper law implementation</li> </ul>
453	<p><b>Commercial Law (2)</b></p> <p>This course addresses the following subjects:</p> <ul style="list-style-type: none"> <li>-Commercial Contracts</li> <li>-Bank Operations and basic principles of Banking including accounts, types, nature, rights, obligations and the State supervision and control.</li> </ul>
454	<p><b>Fundamentals Islamic Jurisprudence</b></p> <p>This course discusses Islamic jurisprudence, its origin, development, sources of Sharia Law, and classifications of the legal islamic norm (Al- ahkaam). The rules of interpretation, reasoning in islamic jurisprudence, and notion of ijtihad (Reasoning) will also be covered.</p>

455	<p><b>Criminal Procedures</b></p> <p>This course covers the fundamental subjects of criminal procedure which include:</p> <ul style="list-style-type: none"><li>-Pre-trial and trial rules and procedure</li><li>-The court decisions and the rules of appeal and other methods of review</li><li>-Enforcement of the conviction</li></ul> <p>In particular, this course provides a special focus on the rules related to the crime scene, gathering of evidence, investigation, submission of the accused, and trial procedures. The rights and guarantees of the accused throughout the said procedures will also be covered.</p>
456	<p><b>Law of Execution</b></p> <p>This course deals with the concept of execution. It will examine the right to execution and procedures for its implementation as well as substantive disputes and execution time, and the rules governing the execution of national and foreign judgments.</p>
457	<p><b>Practical Training</b></p> <p>Allows students to apply their knowledge in a real setting through practical, supervised legal training with practicing legal professionals.</p>
458	<p><b>Introduction to Competition Law</b></p> <p>Through the study of non-competitive acts prohibiting the organization of monopolies and other regulations pertaining to competitive business, students are introduced to the concept of the law of competition. Comparative study of regulations and economic theories related to competition are also discussed.</p>

(Appendix 4)

## Academic Year 2012-2013

### Kuwait International Law School KILAW

كلية القانون الكويتية العالمية



### طلب STUDENT APPLICATION FORM التحاق

- Please read the requested information carefully and answer them completely accurately before submitting your Application Form to the Office of Admissions which is located in the Administration Building – Ground Floor.  
• الرجاء قراءة المعلومات المطلوبة في الطلب والإجابة عليها بدقة قبل تسليمها لمكتب القبول الكائن في مبنى الإدارة – الدور الأرضي.
- Applicant is obligated to attend class according to class schedule published by the school, by submitting this application he/she consenting to this.  
• يلتزم الطالب / الطالبة المتقدم للكلية بالدراسة في المواعيد والأوقات والساعات التي تحددها الكلية، ويعتبر تعبئة هذا الطلب قبول منه بذلك.





## Kuwait International Law School

كلية القانون الكويتية العالمية

### Office of Admissions

قسم القبول

#### Application Checklist

لأتممة مساعدة الطالب لمتابعة مدى جاهزية الطلب

	للإستخدام الطلابي Student Use	للإستخدام الإداري Office Use Only
1. Completed Application Form with date and signature هل تم إنهاء الطلب بالكامل مع التوقيع والتاريخ؟	<input type="checkbox"/>	<input type="checkbox"/>
2. 4 Recent passport photographs attached هل تم إرفاق ٤ صور شخصية حديثة لك؟	<input type="checkbox"/>	<input type="checkbox"/>
3. Two letters of recommendation signed and sealed هل تم إرفاق رسالتي ترقية؟	<input type="checkbox"/>	<input type="checkbox"/>
4. Official transcript (signed and sealed) هل تم إرفاق كشف الدرجات؟ (رسمي ومغلق)	<input type="checkbox"/>	<input type="checkbox"/>
5. Copy of TOEFL IELTS 600 or 500) scores (pending official score) (IELTS 6.00 or 5.00) هل تم إرفاق نتائج امتحان اللغة الإنجليزية التوفل؟	<input type="checkbox"/>	<input type="checkbox"/>
6. High school original Certificate by the Ministry of Education / Equation هل تم إرفاق شهادة الثانوية العامة الأصلية من قبل وزارة التربية؟ معادلة	<input type="checkbox"/>	<input type="checkbox"/>
7. Copy of the Civil ID card or passport هل تم إرفاق نسخة عن البطاقة المدنية وشهادة الميلاد ونسخة عن جواز السفر؟	<input type="checkbox"/>	<input type="checkbox"/>
8. Application Fee ٧٠ KD + 20 KD (Non-Refundable) هل تم دفع رسوم تقديم الطلب؟ (٧٠ د.ك + ٢٠ د.ك رسوم اختبارات) غير مسترجعة	<input type="checkbox"/>	<input type="checkbox"/>
9. High School enquiry letter for non.arabic / outside Kuwait Schools هل تم إرفاق رسالة معادلة للمدارس الانجليزية والمدارس التي بخارج دولة الكويت؟	<input type="checkbox"/>	<input type="checkbox"/>

#### FOR OFFICE USE ONLY

للإستعمال الإداري فقط

Receiver's Name and Signature: اسم وتوقيع مستلم الطلب:

.....

Date Received: تاريخ الطلب: .....



## Kuwait International Law School

### كلية القانون الكويتية العالمية

هل تعمل؟ Do you work?	<input type="checkbox"/> No لا	<input type="checkbox"/> Yes نعم
مكان العمل Place of work		
المسمى الوظيفي Title		
هل أنت حاصل على إجازة دراسية أم لا؟ Do you have a Study leave?	<input type="checkbox"/> No لا	<input type="checkbox"/> Yes نعم
إرفق شهادة لمن يهمه الأمر من جهة العمل Attached to whom it may concern	<input type="checkbox"/> No لا	<input type="checkbox"/> Yes نعم

#### Section E: Nationality and Residency

القسم هـ: الجنسية والإقامة

Country of Nationality	الجنسية	
Country of Birth	بلد الميلاد	
Passport Number	رقم جواز السفر	
Validity of the Residency	رقم وتاريخ انتهاء الإقامة (لغير الكويتيين)	
Security card number	رقم البطاقة الأمنية	

#### Section F: Family Background

القسم و: معلومات عن الوالدين

Father's Occupation	وظيفة الأب	Mother's full maiden name	اسم الأم
Father's Business Telephone	رقم العمل الخاص بالأب	Mother's Occupation	وظيفة الأم
		Mother's Telephone	رقم الهاتف الخاص بالأم

#### Section G: Health Information

القسم ز: معلومات عن الحالة الصحية للطلاب

Do you suffer from any physical disabilities that may impair your performance at the Law School? If yes, please describe and provide medical report stamped from a recognized official institution.

هل تعاني من أي حالة مرضية أو إعاقة من الممكن أن تؤثر سلباً على مستواك الأكاديمي؟ إذا كانت الإجابة بنعم؛ الرجاء ذكر نوع الحالة المرضية وإرفاق تقرير طبي من جهة رسمية (إن وجد)

--

الكلية لا تتحمل أي مسؤولية قانونية قد تترتب على إخفاء الحالة الصحية للطلاب/ للطلالبة



## Kuwait International Law School

### كلية القانون الكويتية العالمية

## Student Application Form

### Office of Admissions

#### Section A: Program or Degree Type and Semester

القسم أ: البرنامج المراد الالتحاق به والفصل الدراسي

Semester of Admissions الفصل الدراسي المراد الالتحاق به

☐ Spring Semester الفصل الثاني ☐ Fall Semester الفصل الأول

Intended Program البرنامج المراد الالتحاق به

- ☐ The Paralegal Diploma Program (DPL) درجة الدبلوم في القانون
- ☐ The Bachelor Degree in Law Program (LLB) درجة الليسانس في القانون
- ☐ The Master Degree in Law Program (LLM) درجة الماجستير في القانون

Student schedule طبيعة الدوام

☐ Day صباحي ☐ Evening مسائي

#### Section B: Personal Details

القسم ب: معلومات شخصية

First Name اسم الطالب	Middle Name اسم الأب والجد	Family Name اسم العائلة
Date of Birth تاريخ الميلاد	Civil ID Number رقم البطاقة المدنية	Marital Status الحالة الاجتماعية

#### Section C: Contact Information

القسم ج: معلومات الاتصال

Addresses العنوان	Home Address	Correspondence Address
Block	القطعة	P.O.Box العنوان البريدي
Street	الشارع	
House/Apartment	رقم المنزل أو الشقة	
City	منطقة	
Country	البلد	

#### Telephone

Mobile (1) رقم الهاتف الجوال (١)	Mobile (2) رقم الهاتف الجوال (٢)
Home (1) رقم هاتف المنزل (١)	Home (2) رقم هاتف المنزل (٢)
Work رقم هاتف العمل	Fax رقم الفاكس

Email البريد الإلكتروني

-----@-----



## Kuwait International Law School

### كلية القانون الكويتية العالمية

#### Section H: Educational Information

القسم ح: المعلومات العلمية

##### معلومات عن التعليم الثانوي المقررات Secondary School Education Details

School Name المدرسة اسم	GPA	Graduation date or Expected تاريخ (أو متوقع التخرج)	Degree Awarded الدرجة الممنوحة

##### List all colleges and universities you attended starting with the most recent

قائمة بأسماء الجامعات والكليات المسجل بها سابقاً ابتداءً من الأحدث

College/University Name اسم الجامعة/الكلية	Country البلد	GPA	Major التخصص	Diploma or certificate الشهادة الممنوحة

##### Academic Distinctions, Awards, Prizes, etc. (Indicate years)

اذكر، إن وجد، الأعمال الأكاديمية المتميزة التي قمت بها أو الجوائز العلمية الحاصل عليها. مع ذكر السنة

##### المهارات اللغوية (ممتاز، جيد، مقبول) Language Proficiency: (Excellent, Good or Fair)

English اللغة الإنجليزية	Spoken محادثة	Written كتيبة	Read قراءة
Arabic اللغة العربية			
French اللغة الفرنسية			
Other – Specify: أخرى			

##### Section I: Emergency contact

القسم ط: معلومات للطوارئ

Indicate below the names and addresses of 2 persons to be contacted in case of emergency

اذكر اسم شخصين يمكن الاتصال بهم في حالة وقوع أي طارئ

1	Name الاسم	Relationship صلة القرابة	Address العنوان	Telephone هاتف
2	Name الاسم	Relationship صلة القرابة	Address العنوان	Telephone هاتف

يلتزم كل طالب بذكر طبيعة الدوام الذي يختاره (كامل – جزئي) ولا يجوز له أن يسجل بمقررات في الدوام الآخر إلا إذا كان بموافقة مسبقة من الكلية، ولا يجوز تعديل طبيعة الدوام بعد بدء الدراسة في الفصل الدراسي إلا إذا حصل على استثناء من الكلية. يكون على كافة الطلبة المقبولين على أساس الثانوية العامة أن يكون دوامهم صباحاً إلا من حصل على استثناء مكتوب من الكلية.



## Kuwait International Law School

### كلية القانون الكويتية العالمية

#### Section J: Sponsorship

القسم ي: المصاريف الدراسية

How do you expect to meet the cost of tuition and other expenses? Check all that applies  
من المسئول عن دفع مصاريف الدراسة وغيرها؟

Parents	الوالدين	<input type="checkbox"/>	
Myself	الطالب نفسه	<input type="checkbox"/>	
PUC scholarship	بعثة داخلية من مجلس الجامعات الخاصة	<input type="checkbox"/>	
Ministry (Please name it)	وزارة (اذكر الاسم)	<input type="checkbox"/>	
Others	اخرى (اذكر الاسم)	<input type="checkbox"/>	

#### Section K: Information regarding the media Source

القسم ك: معلومات عن المصدر الإعلاني والإعلامي

How did you hear about KILAW?

كيف أعلمت عن كلية القانون الكويتية العالمية؟

Advertisement in (please specify)	إعلان في (اسم الجريدة أو المكان)	<input type="checkbox"/>	
School Visit	زيارة مدرسية	<input type="checkbox"/>	
College Fair / Exhibition (please specify location)	معارض (اذكر المكان)	<input type="checkbox"/>	
Friend	صديق / صديقة	<input type="checkbox"/>	
Internet	الإنترنت	<input type="checkbox"/>	
Booth	نقطة إعلانية	<input type="checkbox"/>	
Others	أخرى (حدد)	<input type="checkbox"/>	

#### Section L: Evaluation Essays

القسم ل: فقرات مساعدة للتقييم

Describe briefly (maximum 2 paragraphs) any extracurricular activities, volunteer work, scientific researches and community service you have been involved in (indicate the years) and what hobbies do you like.

اذكر باختصار بما لا يتعدى الفقرتين، أي أنشطة خارجية أو أعمال تطوعية قمت بها سابقاً لخدمة المجتمع أو أبحاث علمية (مع ذكر السنوات). واذكر أيضاً هواياتك المفضلة

أقر أنا الطالب بأنه للكلية حق إخطار ولي أمري في حالات الإنذار المترتبة على الغياب في المقررات الدراسية.



## Kuwait International Law School

### كلية القانون الكويتية العالمية

Write a brief statement (maximum 2 paragraphs) about any information you wish to share with us that you feel would help us in your evaluation. (Optional)

كر باختصار بما لا يتعدى الفقرتين، أي معلومة يمكنك مشاركتنا بها ومن الممكن أن تساعدنا على تقييمك للدخول إلى الكلية. (اختياري)

#### Section M: Declaration Statement

القسم م: إقرار

أوافق على إرسال نسخة من بياناتي الدراسية إلى ولي الأمر I agree to send a copy of my transcript to my parents.	<input type="checkbox"/> No لا	<input type="checkbox"/> Yes نعم
إذا كان الجواب لا، يرجى بيان الأسباب If your answer is No, please describe why.		

I the undersigned hereby certify that the above information is accurate and complete. I authorize KILAW and related officials to verify all statements contained therein and give the school the absolute discretion to use these documents whenever and wherever it deems fit in connection with it tasks.

Withholding information, misrepresentation, or forgery of the presented documents renders me subject to immediate dismissal from the school and all the applicable legal penalties.

All documents presented by applicants to complete a file for admission become the property of KILAW.

أنا الموقع أدناه أقر بأن المعلومات المذكورة في هذا الطلب صحيحة وكاملة. وأمنح الكلية أو أي جهة رسمية معنية الحق كاملاً باستعمال المستندات المرفقة بما تراه ملائماً. وأسمح للكلية باستخدام المعلومات المقدمة مني لأغراضها التعليمية. كما أمنح الكلية الحق بفصلي منها في حال اكتشافهم تزويري لأي مستند من المستندات المرفقة أو نسبت لنفسي أي معلومة مذكورة بهذا الطلب بخير حق، أو إذا قُدمت معلومات غير صحيحة. كما تعتبر المعلومات المقدمة مني ملكاً للكلية ولها الحق بالاحتفاظ بجميع المستندات المقدمة.

.....

.....

Signature of applicant توقيع الطالب

Date

التاريخ

يلتزم كل طالب تجاوز سن الرشد القانوني بكتابة الإقرار الذي يؤذن به أو لا يؤذن لولي أمره بالإطلاع على بياناته التي لدى الكلية ولا يسري هذا الآن لمن لم يكمل سن الرشد القانوني.

## (Appendix 5)

### Office of Alumni

#### **Introduction:**

KILAW aims to coordinate between its graduates and the labour market. In that regard, an Alumni Office has been established to inform the final year students of the labour market's needs and the available job opportunities suitable for them. This office contributes to the preparation of the students in achieving a balanced and integrated personality in the interests of Kuwait to provide the appropriate manpower that promotes and contributes to the development plans in Kuwait, in addition, provide the student with opportunities for future jobs. This is done by establishing plans for training graduate students at some point before graduation to help them to successfully engage in the labour market and also to follow up them achieve career success even after graduation.

#### **Office Objectives:**

- 1- Introducing graduate students to job opportunities available in the labor market and help them choose what is suitable.
- 2- Helping students to build a personality that fits the future job.
- 3- Provoking students to provide their best efforts in their studies to achieve a great career.
- 4- Fulfilling employment needs in both private and government sectors.
- 5- Coordinating between the appropriate jobs available and the students.
- 6- Maintaining communication between the School and the graduates.
- 7- Maintain links with the market place to fulfill its needs by offering suitable courses.



**Office Responsibilities:**

- 1- Directing students to appropriate job opportunities and job vacancies.
- 2- Providing field training courses for graduates.
- 3- Establishing job fairs.
- 4- Preparing a study of the requirements of the labour market and what may suit the Alumni student.
- 5- Preparing questionnaires to plan for future needs of School graduates.
- 6- Offering students a clearance form.
- 7- Assisting students in preparing a resume.
- 8- Delivering graduation certificates, transcripts and Diploma (given to a student only once).
- 9- Organizing graduation ceremonies.

## (Appendix 6)

### Final Exams Regulations

The Exam Committee was founded as per decision no. 1 of the academic year 2011/ 2012.

The committee begins its tasks prior to the final exams in order to verify that all exam arrangements are in order. The committee is responsible for the following tasks:

- Preparing an independent room for control works.
- Making sure that there are sufficient answer booklets marked by a special stamp.
- Arranging exam schedules that include lists of proctors' names distributed on exam halls.
- Receiving coursework grades from professors prior to the final exams.
- Supervising exam procedures, such as receiving exam questions from teachers prior to the exam day, then running enough copies for students, according to the follow up and review by the Examiners Committee.
- Maintaining the confidentiality of the exams while they are kept in the control room.
- Reporting any cheating cases raised by proctors, and referring those cases via the Head of the Examinations Committee to the Dean to take the appropriate action according to the rules and bylaws of the School.
- Receiving exam booklets from proctors and concealing students' personal information, then handing the booklets to professors for marking.
- Unsealing the exam booklets after marking, and transferring the exam grades to the final results sheet after adding coursework grades, taking into account the remarks of the Examiners Committee..
- Receiving petitions from students within (48) hours after the announcement of the results then replying to the petitions.
- Preparing statistical data of the exams, such as overall pass rates, pass rates in each course individually and students' evaluation rates, then referring to the Dean in preparation to be submitted to the School Council.
- Writing a report with recommendations about the process of the exams.

- The student undertakes at least one written exam in every course in addition to a final exam and the distribution of the final grade for each course is as follows:

40% - 50% coursework grade.

50% - 60% final exam grade.

- The final exams may be held for any program (LLB - LLM - Diploma) outside the School Campus if it was because of compelling circumstances for a student with an absolute impossibility of attending to perform the exam. The student shall present his request to the Assistant Dean for Student Affairs to consider the necessary action.

- The school applies both External Examiners review and examination committee systems, which involve academic review of the marking, "Double Marking", in addition to a moderating process for exams and results.

The examiner's committee is responsible for monitoring the results and making sure they are well-balanced and fair, upon the recognized standards."

**And the following will be added to the final and midterm exams' regulations:**

- Dry ink shall be used for writing the exams, and pencil is not allowed.
- Students shall show the student ID in the exam room.
- Students cannot write their names other than in the designated place, and cannot leave any signs that could reveal their identity (for the final exams).
- Every student present in the exam room will be considered that he took the exam even if he left the room afterwards, and students are not allowed to exit the room before half of the exam time has elapsed.
- Students caught while cheating or attempting to cheat or helping others to cheat, will be considered as having failed all the registered courses in the academic semester, and regulations' provisions will be applicable in this regard.
- It is not allowed to enter cell phones to the exam room, and getting caught in possession of phones will be considered as an attempt to cheating whether the phone is on or off.

## Students-related Final Exams Regulations

- 1-Students should be in their exam wholes fifteen minutes prior to their exams. Late students shall not be allowed to enter the exam whole unless the head of the Exams' Committee estimates that the student can take one contradicting exam under the following conditions:
  - There should be another exam of the same course after a while
  - The excuse should be car accident, medical contingency, or came fifteen minutes before the exam is over
  - Such excuses should not be repeated in the previous two semesters
  - The students should not have disciplinary actions
- 2- Mobiles, any other electronic devices, or any material related to the subject are strictly prohibited in the exam wholes. All such materials should be kept with the security
- 3- Teachers shall answer students' questions in the first fifteen minutes of the exam. Therefore, students should carefully read the exam questions before they start answering them.
- 4- All answers should be in blue ink.
- 5- Writing outside the exam booklet is not allowed. For example, students should not write on the separate exam paper, on their hands, or bodies. In case of writing a draft, students can refer to the last page of their exams, and they should notify it as a draft.
- 6- Talking with other students during the exam is strictly forbidden. If this happen, the proctor changes the seat of the student with a written report of violating the exam regulations. If repeated, a report of cheating shall be written.

## (Appendix 7)

### KILAW's Academic Calendar 2016-2017

Date		Event
<b>August 2016</b>		
Sunday	28	Start of school for faculty members
Monday	29-30	Postponed exams
Tuesday	30	Start of school for the First Semester
Tuesday/ Wednesday	30-31	Late Registration and add & drop
<b>September 2016</b>		
Thursday	1	Student Orientation meeting
Tuesday	6	Last day of Late Registration and add & drop
Monday - Tuesday	5-6	Registration for postponed exams' students
Sunday - Thursday	11-15	Arafat and Eid AlAdha holiday
Wednesday	28	Last day to withdraw from the Semester and get the code W
<b>October 2016</b>		
Sunday	2	Islamic Holiday of Hijri new year
<b>November 2015</b>		
Sunday	20	Receiving the new joining application for the Second Semester (PUC's Scholarships-Self funding)
<b>December 2016</b>		
Thursday	8	Last Studying day of the First Semester and registration for the Second Semester
Sunday - Thursday	11-15	preparation Week for the First Semester exams and registration of new students for the Second Semester
Saturday - Tuesday	17-27	The Beginning of final exams of the First Semester
Wednesday	28	Start of Student's holiday
Thursday	29	Last day for new applications (Self funding)
<b>January 2017</b>		
Sunday	1	The New Year holiday
Sunday - Thursday	8-12	Registration for the Second Semester
Sunday	15	Start of school for the Second Semester for Faculty members

Monday	16	Start of school for the Second Semester for students and the orientation meeting
Tuesday - Tuesday	17-24	Late Registration for the Second Semester and add & drop for continuing and new students
Monday - Wednesday	16-18	Postponed exams for the Second Semester
<b>February 2017</b>		
Monday	13	Last day to withdraw from courses
Saturday - Sunday	25-26	Holiday of Liberation and Independence day
<b>May 2017</b>		
Wednesday	10	Last Studying day of the Second Semester
Thursday - Wednesday	11-17	Preparation week for the Second Semester exams
Thursday - Monday	18-29	Final exams of the Second Semester
Sunday	28	Islamic Holiday of Al-Israa & Al-Miraj
Tuesday	30	Start of the Summer Holiday for Students
<b>June 2017</b>		
Sunday - Monday	4-5	Results announcements & Submitting petition of the second semester
Tuesday - Wednesday	6-7	registration for the Summer Semester
Sunday	11	Start of the Summer course
Sunday - Saturday	18-24	Registration for the First Semester 2017-2018 for students non-registered in Summer Semester
Sunday	25	Receiving new applications for (PUC's Scholarships) for the First Semester 2017-2018
<b>July 2017</b>		
Sunday - Monday	23-31	Registration for the First Semester 2017-2018
Thursday	27	Last Studying day of the Summer Semester
Saturday - Monday	29-31	Summer Semester's final exam
<b>August 2017</b>		
Tuesday	1	Results announcements
Tuesday - Thursday	1-10	Receiving the new joining applications, Diploma holders, (PUC's Scholarships)

Sunday - Monday	6-7	Postponed exams
Tuesday - Thursday	8-10	Registration for Students who were registered in Summer Semester
Thursday	24	Last day for receiving new applications (Self Funding) for the First Semester 2017-2018
<b>September 2017</b>		
Sunday	3	Start of school for the First Semester 2017-2018



(Appendix 8)

## **Study System & Students' Affairs Regulations<sup>1</sup>**

### **KILAW Student & Study Affairs Regulations**

In accordance with the articles of Law 34 of Year 2000 regarding the establishment of Private Universities Council (PUC) and its executive regulations;

In accordance with the Amiri Decree No. 144 of Year 2008 regarding the establishment of the Kuwait International Law School;

These regulations have been issued, revised and ratified.

### **First: Definitions and Concepts**

#### **(A) Course System**

The Course system is based on assigning the number of units students should complete in order to graduate. Kuwait International Law School (The school) decides the study domains on which such units are distributed. The student has the right to decide what units to take according to their capabilities and needs based on the academic consultant according to the priorities system (requirements system)<sup>2</sup> in the cases determined by the academic department of the school. The school allows the students the units they need within a certain range decided in every semester. In order to take new units and fulfill the accumulation requirement, students are required to complete other units in the previous year.

The Course system allows the students to participate in deciding their study plan, and estimate the pace of study according to their capabilities and the regulations. In addition, the course system calculates the units students complete, and requires students who fail compulsory subjects to repeat them. On the other hand, this system allows students to repeat the optional courses according to school regulations, which are 10 courses with grade (C) or less.

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(1) If any provision or term herein differs in meaning from the Arabic version, then the Arabic version shall prevail.

(2) Prerequisites or parallel



**B) Study Units:**

A study unit is an academic unit a student receives after passing a certain course. A study unit is considered as either a weekly theoretical (Lecture) hour or two weekly practical hours. This system is not applicable to intensive courses. A study unit is the base of the study load a student takes every semester. The academic department or the School decides the number of the study units of each course, which generally decided as 3 units per course.

**C) Semester:**

The semester is decided to be sixteen weeks including the final exams. The academic year consists of two semesters. For the summer semester, it is optional and lasts approximately seven to eight weeks, School Council may adapt a shorter-time courses taught in an intensive arrangements.

**D) The Importance of the Course System and its Justifications:**

The course system or units credit system is one of the modern educational systems adopted by most American and non-American educational institutions as this system enjoys the following merits:

- 1- Utilizing the academic year to the utmost via dividing the year into two distinct semesters, with the possibility to utilize the summer semester
- 2- Creating an interactive learning environment between the student and the teacher because it opens the door for discussion and presentations to build the critical thinking philosophy by enhancing critical thinking in tackling legal issues and judicial rulings, as well as preparing research papers, different tasks, and assignments with maintaining a small class size as possible.
- 3- Adopting the idea of continuous students' evaluation that is governed by a reasonable period of time (one semester) in order to verify the academic achievement of the students without overloading the students and the teacher alike over one year. Such division of the year allows a

better evaluation of the students and avoids miscommunications, and maintaining the quality of education and achievement results.

4. Linking between the theoretical and practical teaching methods. Dividing the year into two distinct semesters helps distribute the teacher's efforts on the one hand, and student's achievement effort on the other hand. Based on this division whether in one semester or alternative semesters, as two successive courses are divided into theoretical and practical courses, something which cannot be achieved if there is only one semester.

For previous reasons, (semesters) is adopted by KILAW.

## Second: Regulations

### Study Duration and General courses Description

#### Article One

The previous articles, definitions, and concepts are considered an integral part of these regulations.

#### Article Two

The annual study duration is nine months, commencing in September and ending in June of the following year according to what the school administration decides regarding the academic degree of every program and timetable, and according to the distribution of courses in each semester, and some courses can be intensified.

#### Article Three

The academic year is divided into two sixteen-week semesters in addition to optional seven-to-eight week summer semester. The summer semester can be shortened provided that the number of hours is maintained.

The school council can intensify some courses and for a shorter period of time, and can, upon the circumstances, assess students in the final exam of the intensify course as "Pass" "P" or "fail" "F"<sup>1</sup>.

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(1) According to the decision of the Board of Trustees in its meeting No. 2 of 2015

### Article Four

The study program for every academic degree includes the time periods and study unit mentioned in detail in the regulations of the scientific program of each program and its Major Sheet, which is as follows:

#### A. LLB

Kuwait International Law School offers Bachelor degrees in law. The LLB requires a four-year study (eight semesters) in which students complete 124 units. There are some compulsory law courses as well as optional law courses. There are also some non-law optional courses (General knowledge courses) as well as elective courses. The LLB program aims at pairing between major courses delivered in Arabic on the one hand, and courses adopted by international universities, such as American and British universities on the other hand. students can graduate in seven semesters, instead of eight, provided they complete the required units for every year before they register for the courses of the following year, taking into account the GPA.

Regarding courses delivered in English and to facilitate finishing the six optional legal courses taught in English, it is allowed in individual cases to consider the optional courses of the following year instead of the assigned optional courses in their current year.

#### B. LLM

The regular duration for the LLM program is a minimum of one year and maximum of two years according to the program. It is permitted to extend the LLM program for one more year. The number of the required courses is six courses in addition to the 24-unit thesis. The thesis should prove students' ability to conduct academic research related to practical legal issue and clearly present research findings.

#### C. Diploma in Law

The duration of the diploma in law is two years (four semesters). The number of the theoretical and training courses is 60 units, including one month

practical training, each worth 6 units per year, raising the total number of the units required to graduate to 72 units.

#### Article Five

The normal duration for the LLB is four years. It should not be less than three years and a half, nor more than six years. The normal duration of the LLM is either one or two years, depending on the program. However, it is possible to reduce it to less than one year or to exceed two years based on a decision by the Higher Studies Committee, provided that the total study should not exceed three years. Regarding the duration of the Diploma in Law, it should not be less than two years, nor exceed four years. Two-semester study suspension for LLB, Diploma and Students.

#### Article Six

The major instruction language is Arabic. In addition to English language in which students should complete 6 law courses in the English Language during the four-year study distributed on the years of study. Based on the decisions of the Board of Trustees, the number of the courses delivered in English can be extended to more than 6 courses. The decision also governs how to distribute the new courses. Regarding the study language in the LLM program, both Arabic and English languages are mediums of instructions. The Board of Trustees determines the number of courses delivered in each language before the commencement of the program.

### **Admission Requirements and Registration Procedures**

#### Article Seven

LLB and Diploma prerequisite is obtaining the secondary school certificate or its equivalent according to the criteria set by the school. The LLM prerequisite is a Bachelor Degree in Law (LLB) according to the rules provided in the appropriate regulations and the School's decisions.

### Article Eight

Secondary school certificates - whether from private or public schools, or Arabic or English schools - from Kuwait, GCC, and other Arab countries are acceptable provided they are accredited by the Ministry of Higher Education and Ministry of Education in the State of Kuwait according to each case.

### Article Nine

#### **Admission Requirements**

**First:** The student should have a high school certificate or its equivalent accredited by the Ministry of Education on a percentage of not less than:

70% for students of the LLB Program in both High Schools sections Scientific and arts.

65% for students of the Diploma of Law.

2.67 points for students of the LLM Program, taking into account the conditional admission.

**Second:** Student should pass the personal interview for admission.

**Third:** Student should pass the English and Arabic placement tests. Students who receive 500 in TOEFL, or 6.5 in IELTS, in addition to an excellent grade in Arabic in the secondary school certificate are not exempted from the placement tests, but such scores will be considered.

Passing the English test qualifies the student to take English101i, 101 and 102 and in all circumstances a student is required to pass two English courses with 6 credits notwithstanding the foundation program when implemented.

Article Ten

Transfer applications to the School are accepted starting from the first year of the commencement of study in the School for those wishing to study in the first year, and the second year only. Transfer applications for other years are accepted only when the specified year is underway, taking into account School capacity. The student shall receive credit for the converted courses that the School administration has agreed to equate. The maximum number of the equated units shall not exceed 45 units.

Article Eleven

Applicants should fill in an application form within the given period for applications either in person during working hours or online. Those who apply online should follow up their applications in person, data provided in the application form are believed to be compulsory.

Article Twelve

The priority, while considering applications for admission, is given to new high school graduates compared to others who graduated two or three years ago. Applicants of other qualification are of less consideration.

Article Thirteen**The following documents shall be attached to the application form:**

- 1- The original high school certificate or equivalent certificate.
- 2- A copy of the Civil I.D.
- 3- A Passport copy.
- 4- 4 colored passport photographs.
- 5- A security card for applicants whose mothers are Kuwaitis for the non-Nationalized.
- 6- A copy of the Civil ID of the mother and a birth certificate of applicants of Kuwaiti mothers.

- 7- A certificate of proof for those of special needs.
- 8- An IELTS or TOEFL certificate, but they are not a replacement of the KILAW placement test.
- 9- A "To whom it may concern" letter for all employees to determine his/her School schedule (day/evening).
- 10- Payment of application fees.
- 11- Disclosure of his/her previous academic status or his/her previous or present job.
- 12- Any other documents required by the School. (including a statement regarding the period he/she spent after finishing high school).

#### Article Fourteen

No registration in any program or courses shall be allowed unless all registration fees are paid, as well as one tuition installment as specified by the School from time to time. Such tuition payment may be substituted by a financial guarantee accepted by the School.

#### Article Fifteen

Transfer from the School to other schools – except LLM Students – is possible after a decision by the School administration, and equation of the courses being completed in the school. The equation process is completed according to School equation regulations and the decisions of the School administration and equivalence committee.

#### Article Sixteen

Equation of courses completed by the student is limited to Arabic courses. For courses delivered in English, but the student completed such courses in Arabic, no equation will be considered. Therefore, the student is supposed to complete six legal courses in English in accordance with the decision of the Board of Trustees.

Article Seventeen

- a. To facilitate student's graduation, the school allows students to take optional courses, which are delivered in English, in the following year instead of the courses in the current year.
- b. Courses not completed cannot be equated. Yet, based on the decision of the equation committee, it is allowed to minimize the units of such courses to the minimum number of courses (12 units) provided that the actual equated units are 9 units. In this case, the student's application will be considered conditional with a number of courses not less than 12 units.
- c. The maximum number of the equated general courses for transferred students is 6/9 units which all should be listed in the major sheet. However, based on the approval of the equation committee, it is allowed to deduce the equitable courses - if they reach 6 units maximum - of the minimum number of units, which is 9 units provided that the actual equated units are 6 units. In this case, student's acceptance will be conditioned by the study of the first semester and by registered units not less than 12 units.

**Conditions Transferred Students Should Meet**Article EighteenHolders of the Bachelor Degree from the Police Academy:

- 1- The student's GPA should not be below 75% (very good C+). If student's GPA is lower than 70% (good C), the students' Affairs Committee will decide on the case.
- 2- The student should meet the minimum credits required which shall not be less than 12 credits.
- 3- The minimum grade to be obtained for law courses is that of a C or equivalent. The minimum grade required for general courses is a C+ or equivalent.
- 4- Equivalent courses that are accepted from other universities can either be taken alone or combined with other courses. The minimum average grade for the equivalent courses at least a (C) for law courses, and (C+) for those of general courses.



- 5- No Law courses within the second semester, second year curriculum shall be equivalent.
- 6- The maximum number of credits to be taken for equivalencies is 45 units.
- 7- Equivalencies are decided by the school equivalence committee.
- 8- Students who do not fulfill the transfer requirements may be accepted according to their secondary school certificate provided that the (GPA) is not less than 70%, or 2 points, in this case, no other courses shall be counted for.

#### Article Nineteen

##### Holders of the Diploma in Law - School of Business Studies or Equivalent:

- 1- The student GPA should not be less than (C or 70% good) or 2 points in the four point scale.
- 2- The number of obtained credits from the previous school should not be less than 12 credits.
- 3- The grade of equated courses must be not less than (C) for legal courses and (C+) for general English courses.
- 4- Equated courses from other universities can either be taken alone or combined with other courses. The average grade of the equivalent courses must be at least (C) for law courses and (C+) for those of general knowledge courses.
- 5- No law courses that are within the second semester, second year curriculum shall be equivalent.
- 6- The maximum number of credits to be taken for equated courses is 45 units.
- 7- Equivalencies are decided by the equivalence committee.
- 8- Those who do not fulfill the transfer requirements may be accepted according to their secondary school certificate provided that their average is 70%, or 2 points on the points scale, in this case, no other courses shall be counted for.

#### Article Twenty

##### Bachelor's or Diploma holders for two years in non-legal specialty

- 1- The student's GPA should not be less than (C+) (very good) or 2.33 in the four point scale.

- 2- The number of obtained credits from the previous school should not be less than 12 credits.
- 3- The grade of equated courses should be C+ for non-law courses.
- 4- Equated courses that are accepted from other universities can either be taken alone or combined with other courses. The average grade of these courses should be at least (C) for Law courses and (C+) for general knowledge courses.
- 5- No Law courses within the second semester, second year curriculum shall be equivalent
- 6- The maximum number of equated credits shall not exceed 45 units.
- 7- Equivalencies are decided by the school equivalency committee.
- 8- Those who do not fulfill the transfer requirements may be accepted with their secondary school certificate provided that their average is 70%, or 2 points in the four point scale, in this case, no other courses shall be counted for.

#### Article Twenty one

##### Transfer Students from Other Schools or Universities:

- 1- The student's GPA should not be less than C+, 75% or 2.33 in the four point scale.
- 2- The number of credits completed by the student who wishes to transfer from another school or university should not be less than (30) credits or a full academic year. Students who completed 24 credits may be registered as non-degree students until they complete (30 credits ).
- 3- The average grade required for the courses should not be less than (C) for Law courses and not less than (C+) for general knowledge courses.
- 4- Equated courses that are accepted from other universities can either be taken alone or combined with other courses. The average grade of the equivalent courses should be at least (C) for Law courses and (C+) for general knowledge courses.

- 5- The number of obtained credits should not be less than 12 credits from the previous school.
- 6- The maximum number of transferable credits shall not exceed 45 units.
- 7- Equivalencies are decided by the school equivalence committee.
- 8- Equated courses that are accepted from other universities can either be taken alone or combined with other courses. The grade of these courses should be at least (C) for Law courses, and (C+) for general knowledge courses.
- 9- Those who do not fulfill the transfer requirements may be accepted with their secondary school certificate provided they scored a percentage of 70%, in this case, no other courses shall be counted for.

#### Article Twenty Two

#### **Social Allowance:**

Unemployed students can apply for a social allowance offered by the PUC under the set conditions after filling the required form. This can be applied to both LLB and LLM students.

#### **Scholarships**

#### Article Twenty Three

The Board of Trustees and the School Administration might establish a special system of full scholarship to encourage excellent students.

#### Article Twenty Four

The Board of Trustees may allocate some places for candidates who do not fulfill all the conditions of scholarships. The School Administration may decide the regulations of the Board of Trustees scholarships.

#### Article Twenty Five

The Board of Trustees may offer full scholarships offered by government, private, or individual donors.

## **Student's Academic Year**

### Article Twenty Six

*The academic year is decided as follows:*

Students who are yet to complete 31 credits are considered in the first academic class.

Students who complete from 31 to 61 credits are considered in the second academic class.

Students who complete from 62 to 91 credits are considered in the third academic class.

Students who complete over 92 credits are in the fourth academic class.

### Article Twenty Seven

Students who register in a course are not allowed to take courses in the following year until they fulfill the required credits unless approved by the school administration.

## **Student's Load**

### Article Twenty Eight

The normal academic load of full-time students is 15 credits; whereas the normal academic load of part-time students is 12 credits. The minimum number of credits for full-time students is 12 credits; while the minimum number of credits for part-time students is 9 credits. Accordingly, the graduation period for full-time students is four years; while the graduation period for part-time students is five years. However, based on the Students' Affairs' Committee and according to school's Capacity, students can exceed their normal credit load if their GPA is more than 3.33 points (Maximum of 18 credits)<sup>1</sup>. On the other hand, students can take less load, but not less than 9 credits. In all cases, students cannot register for courses in the following year unless they complete the courses in the current year, which goes as

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(1) According to the Board of Trustees decision in its meeting no 3/ 2013.

follows: 31 credits for the first year, 62 credits for the second year, and 92 credits for the third year.

#### Article Twenty Nine

Students are permitted upon the approval of the Committee of Academic Affairs and the Committee of Student Affairs if they have completed both 28 credits and all Law courses of the first year to register up to two Law courses of the second year. Exception to the limit of 31 credits can be made. Students, who completed both 58 credits and all Law courses of the second year, are also allowed to register up to two Law courses of the third year. Exception to the limit of 62 credits can be made. Students, who completed both 88 credits and all Law courses of the third year, are also allowed to register up to two Law courses of the fourth year. Exception to the limit of 92 credits can be made.

#### Article Thirty

Unless approved by the School, it is not allowed for full-time students to register less than 12 credits in one academic semester; and 9 credits for the part-time students.

#### Article Thirty One

Unless approved by the School, students under warning are not allowed to register for more than 12 credits in one academic semester. They might be obliged to register for 9 credits only depending on the GPA.

#### Article Thirty Two

Students who cannot register in the minimum number of courses because of their study circumstances, will be individually referred to the Academic Affairs Committee and Student Affairs Committee. Then, either the Dean or the Board of Trustees will take the appropriate decision.

#### Article Thirty Three

Student may take additional or alternative courses during the first week of study taking into account the maximum limit of the study load.

#### Article Thirty Four

It is permissible for a student that is enrolled at any associate university to enroll in some of the School's online courses, following the submission of a request and the approval of the Committee for Academic Affairs, under the condition that the number of courses does not exceed three, or the equivalent of 10% of the courses offered on the major sheet<sup>1</sup>.

#### Article Thirty Five

Students who have applied to study in the joint degree program with the associate university are permitted to transfer all their academic credits, provided that the student meets all the admissions requirements. Students must also have completed no less than 30 units from the Bachelors' legal courses module at the School. The student's academic level and their level in the legal courses taught in English must also be taken into consideration when students are nominated for the joint program. Finally, students must be able to pay the associate university's tuition fees<sup>2</sup>.

### **Requirements of Awarding the Degree**

#### Article Thirty Six

To be awarded a degree in law, students should fulfill the following requirements:

- 1- The student should complete all courses, the compulsory and optional, theoretical and practical, and practical training according to the major sheet for each program.
- 2- The student should pass all theoretical and practical exams as well as the activities per course for every course with a grade not less than 60% for Diploma and LLB, and 70 % for LLM.
- 3- The student's GPA should not be less than 70% for both the Diploma and LLB students, and 80% for the LLM students
- 4- The student should not be absent without proper excuse for more than the specified period mentioned in the Students Affairs' Regulations.

(1) According to the Board of Trustees decision on its meeting No. 2 for the academic year 2015-2016.

(2) According to the Board of Trustees decision on its meeting No. 2 for the academic year 2015-2016.

- 5- The full payment of all tuition fees.
- 6- The non-dismissal of the student due to receiving a GPA warning (3 or 4 warnings).

### **Absence Policy**

#### Article Thirty Seven

The student must attend all lectures and practical training.

#### Article Thirty Eight

The absence policy is as follows: absence for three unjustified hours leads to the first warning; absence for six unjustified hours leads to the second warning; absence for nine unjustified hours leads to the third warning. More than nine hours unjustified absence means that the student is ineligible to take the exam. The school is responsible for informing the student of the warnings. The student is considered informed about the warning once the School uploads the warning on its website, or an SMS or an email has been sent to the student.

#### Article Thirty Nine

The student is not allowed to enter the final exam of any particular course if his/her absence exceeds nine hours or 20% absence for lectures and practical training. In this case, the student will be given an (F) grade unless there is an acceptable excuse according to Article (36). The school has the right to inform students' parents regarding warnings due to absence.

### **School Dropout,**

### **Postponing Enrollment and Withdrawal from the School**

#### Article Forty

Students are required to maintain the regularity of their studies by registering in the specified dates set by the school.

### Article Forty One

A student may postpone his/her enrolment in any semester following the School's approval, as long as it does not exceed two semesters for Masters Bachelor and Diploma students. Students who do not register in a semester will be automatically considered postponed, and it will be counted as part of the period mentioned in the preceding paragraph. Study postponement if there are exceptional circumstances for a student to suspend his study for a third semester, his request shall be presented to the Student Affairs Committee or the Graduate Studies Committee, to decide his suspension for a third and last semester follows the following procedure:

- 1- Filling in a postponement application form at the end of the first semester in which the student has been accepted.
- 2- Scholarship students and those who are self-financed have no right to postpone their study in the first semester they are being accepted in. In this case, or if the students do not show up, registration will be automatically cancelled.
- 3- However, under forced emergency circumstances, scholarship students can freeze their study provided that valid documents are presented to support the forced need to postpone their study. The student should maintain their attendance until the PUC takes the appropriate decision.
- 4- Study postponement is not counted in the study period.
- 5- In order to postpone enrollment, a postponement application form should be filled in at the beginning of the semester.
- 6- In case of not registering for two consecutive semesters, the student will be automatically dismissed from the School. If they wish to return, they should start from the beginning again.
- 7- The students' Affairs Committee is responsible for considering study postponement applications.
- 8- Internship postponement applications will be referred to the (PUC) for consideration.



- 9- The student who does not enroll in any courses at any given academic term, is not permitted to request the suspension of their enrolment in a subsequent semester<sup>1</sup>.

#### Article Forty Two

Based on a petition and the approval of the School, the student can postpone their registration for one semester if they have not registered in the set semester.

#### Article Forty Three

The student is considered withdrawn from the study if he/she does not register in the semester he/she is admitted in and does not postpone his/her admission. The student is also considered withdrawn from study if he/she postpones his/her admission without being registered in the following semester for the period of postponement.

#### Article Forty Four

Students are allowed to withdraw from one course or more in the next three weeks after add and drop. In this case, 25% of the course fees will be deducted if the withdrawal is in the second week; 50% will be deducted if the withdrawal is in the third week; 100% will be deducted if the withdrawal is in the fourth week or thereafter. In case of any withdrawal from one course or more, it is not allowed to release the students from the total number of credits required in the semester.

#### Article Forty Five

Under exceptional circumstances, students can withdraw from an entire semester after obtaining the approval of the School, subject to the following financial regulations:

- 1- It is permissible for students to withdraw from a semester by submitting an application.

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(1) According to the Board of Trustees decision on its meeting No. 2 for the academic year 2015-2016.

- 2- After School approval, the student is considered withdrawn if he/she has registered for the courses. A (W) will be granted if withdrawal is within the time limit and an (FA) will be granted after that time.
- 3- Based upon their own request, it is allowed for the students to completely withdraw from the School. In this case, all documents submitted at the day of registration will be given back to the student, and an (FA) will be granted for all the courses registered in the semester from which the student has withdrawn. If the withdrawn students would like to re-join the school, he/she should apply as a fresh student, and the completed courses will not be considered.
- 4- After financial clearance, withdrawn students can receive a grade report of the completed courses without noticing that such report is a graduation major sheet.
- 5- Internship withdrawal cases will be reported to the (PUC), and social allowance will be suspended.
- 6- Students who receive a (W) within the period of withdrawal will be subject to reimbursement.
- 7- If valid excuses are presented, a student can withdraw from all courses. In this case, the student will be granted a (W) upon the approval of the school's Management or the students' affairs committee. If the presented excesses are not accepted, the student will be granted an (FA) in all registered courses.

#### Article Forty Six

Students can withdraw from classes any time. If they would like to re-register, they have to apply as fresh students.

#### Article Forty Seven

The enrollment of the student is cancelled if the student stops registering for more than one semester for diploma, two semesters for masters and four semesters for bachelor. Also, if the student exceeded the maximum allowed duration of time for graduation, according to all of the different programs.

Article Forty Eight

Students who quit school can rejoin the school after registering as fresh students.

Article Forty Nine

A student will be dismissed from school if he/she has:

- Been convicted of a crime related to honor or honesty.
- Joined another school or university without notifying the School.
- Failed to re-join after two semesters of suspension or dropout.
- Been caught cheating more than one time, or has been punished as the result of a disciplinary decision.

**Examinations & Evaluation**Article Fifty

The total mark that might be granted to students is out of 100. The evaluation process is based upon course objectives. This includes students' class work, written exams, attendance, participation, research papers, presentation, oral tests and so on. All these items are out of 40 marks; while the remaining 60 marks will be dedicated to the final exam, which measures students' different capabilities.

Article Fifty One

Students are supposed to take at least one written exam in every course in addition to the final exam. Marks distribution for each course is as follows:

40 percent - 50 percent class work.

50 percent - 60 percent final written exam.

Article Fifty Two

The Pass mark for LLB and Diploma students is 60 percent, and 70 percent for LLM students.

### Article Fifty Three

The four-point scale is as follows:

A	= 4 points	95% to 100%	outstanding
A-	= 3.67 points	90% to 94%	excellent
B+	= 3.33 points	87% to 89%	very good (high)
B	= 3 points	84% to 86%	very good
B-	= 2.67 points	80% to 83%	very good (low)
C+	= 2.33 points	75% to 79%	good (high)
C	= 2 point	70% to 74%	good
C-	= 1.67 point	67% to 69%	good (low)
D+	= 1.33 point	64% to 66%	satisfied (high)
D	= 1 point	60% to 63%	satisfied
F	= 0 point	0% to 59%	Fail

FA Fail for absence

Inc Incomplete

CC Grade postponed for later assessment

FAE Fail for absence in the final exam

W Withdrawal from the course

TR Transfer

NA The grade is postponed

The (F) grade is equal to ZERO point.

**B.** The mark of the Practical Training course or any equivalent course may be postponed to later semester if the student does not fulfill the registration requirements in the competitions program at the time of enrolment. No marks will be awarded to the student in case of non-compliance with the registration requirements in these programs.

There might be some exceptions for some cases if submitted to School administration to study and take further action in this regard<sup>1</sup>.

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(1) According to the Board of Trustees' decision on its meeting No. 3 for the academic year 2015-2016.

### Article Fifty Four

Students' GPA is calculated as follows:

**First:** (A) is divided into two categories:

- (A) is equivalent to 4 points
- (A-) is equivalent to 3.67 points

**Second:** (B) is divided into three categories:

- (B+) is equivalent to 3.33 points
- (B) is equivalent to 3 points
- (B-) is equivalent to 2.67

**Third:** (C) is divided into three categories:

- (C+) is equivalent to 2.33 points
- (C) is equivalent to 2 points
- (C-) is equivalent to 1.67 points

**Fourth:** (D) is divided into two categories:

- (D+) is equivalent to 1.33 points
- (D) is equivalent to 1 point.

**Fifth:** (F) is equivalent to Zero point

**Sixth:** (P) or (Pass), and (NP) Not Pass might be granted for some courses. In this case they will not be counted in the GPA based on the regulations of the Academic Affairs Committee. A temporary (NA) can be granted until the student passes the course based on the decision of the Students' Affairs Committee. (وإذا حكمتكم بين الناس أن تحكموا بالحق)

**Seventh:** An (inc) will be granted for students who miss the exams based on acceptable excuses.

The calculation of the students' grades will be based on the following steps:

- 1- The number of the completed credits will be multiplied by the points earned. This process is done for every course.
- 2- The total result of every multiplication process of the first step will be added.

- 3- The result of the second step will be divided by the number of credit courses.

An (F) grade will be granted which is equivalent to (Zero) for the courses in which the student enters the exam and fails. An (FA) will be granted for the courses in which students fail due to absence, or not taking the final exam.

**Eighth:** students can repeat the courses in which they are granted an (FA), (C) or less including the (F) grade. This can be applied to 10 courses maximum. Students will be granted the highest grade they receive after repeating those courses, so long as students are not dismissed from school based on poor performance, or for exceeding the maximum study period.

#### Article Fifty Five

The Examination committee is responsible for exams supervision as well as posting final grades. Students can petition within 48 hours of posting the grades. A Petition Committee is formed at the beginning of every semester.

#### Article Fifty Six

The Students' Affairs Committee considers the excuses presented by the students regarding postponing their final exams due to compelling excuses on the exam day (or days) and confirmed by an official document. These excuses are being internally admitted at a hospital, death of a second degree relative, delivery (for female students).

The Committee may, upon its discretionary power, and upon objective reasons relating to the student's study standing, allow him to take the make-up exam for students with GPA warning upon their request and with the Committee's approval.

And the Committee may in other cases and upon its consideration of the excuse provided by the student, grant him the opportunity to take the make-up exam, knowing that in these excuses the student is not eligible for a grade higher than (C+) regardless of his/her actual grade. The condition to accept this kind of excuse is that the student should submit a petition, and a declaration not to miss a final exam again.

After obtaining the Schools approval, the student can take the make-up exam as per the School's annual calendar , and an (i) will be granted to the student until he/she takes the make-up exam<sup>1</sup>.

#### Article Fifty Seven

The student can correct any information related to his/her study status by immediately informing the School which, in turn, will verify the presented information.

#### Article Fifty Eight

Based on a decision by the Dean, a permanent Exam Committee will be formed at the end of every semester. The responsibilities of this Committee is to supervise final exams, posting grades, and considering petitions according to Article (53) of these regulations.

#### Article Fifty Nine

Based on the decision of the School President, an external Exams Committee will formed to evaluate the exams and students' answers to compare them with the results. Then, the Committee will write a detailed report about the exams process and present its recommendations to the Dean. The Committee consists of external examiners from fellow universities by visiting the school during final examinations.

The External Examiner committee is responsible for monitoring the results and making sure they are well-balanced and fair, upon the recognized standards<sup>2</sup>.

#### Article Sixty

Based on a decision by the School President, a Special Committee will be formed for assessing the presented exams and their criteria according to the already set guidelines. The purpose of such criteria is to assess students' academic skills taking into account assessing the maximum number of skills. The students will be assessed using the following:

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(1) According to the Board of Trustees Decision in its Meeting no. 2 / 2015.

(2) According to the Board of Trustees decision on its meeting No. 2 for the academic year 2015-2016 .

- 1- Multiple-choice questions (MCQ) and True-False questions
- 2- Essay writing answers.
- 3- Analysis questions in critical thinking.
- 4- Case analysis questions in critical style.
- 5- Comparative questions.

#### Article Sixty One

Based on a decision by the School President, a Special Committee will be formed to revise students' grades for any possible errors in calculating. The committee consists of the Dean, Vice Deans for Student's Affairs and Head of Exams Committee, and the head of the Registration office or the general registrar. The responsibility of this committee is to revise any possible errors while calculating students' grades after they are posted. Then, the committee will consider correcting the potential errors at any time during two following semesters.

#### **Honor List and Graduation Assessments**

##### Article Sixty Two

- 1- Students who complete any academic semester with no less than 15 units with an average GPA 3.33 points or more will be listed in the Honor List. Accordingly, the school will honor such students the way it deems appropriate.
- 2- Students who complete any academic semester with no less than 15 units with an average GPA 3 points or more will be listed in the Excellence List.
- 3- Students who score a GPA of 3 points, but they do not meet the conditions set in the previous items will be listed in the Excellence List unless they are part-time students and completed 12 units according to the part-time system with a total GPA of 3.33. In this case, such students will be listed in the Venerable List. At the end of each semester, the school announces the honored students, and honors them the way it deems appropriate.
- 4- A student who postpones a course's final exam in a subsequent period is not placed in the honor list even if he/she obtains the GPA requested.



- 5- Students who complete 15 units in a semester with a GPA of 3 or 3.32 points will be listed in the Excellence List.
- 6- Students are awarded the Bachelor's degree when obtaining a total GPA of no less than C following the approval of the Board of Trustees, and in accordance with the PUC ratification. Grades will be included in the student's scale of points.
- 7- Students who complete their studies within the normal period required for graduation with a GPA not less than 3.33 will be listed in the Honor List.

#### Article Sixty Three

Students whose GPA is less than 2 points will be warned. Students who receive three consecutive warnings will be dismissed from the school. To avoid dismissal, warned students should raise their GPA to 2 points in the following two semester following the warning; otherwise the school will automatically dismiss the warned students unless there are other situations that would stop the dismissal following a review by students' affairs committee to offer the students one last chance to raise their GPA.

#### Article Sixty Four

The Registration Office or Guidance Office notifies, in a written form, students if they will be on the warning list. The notification will be in the following semester if the GPA does not exceed 2 points. If the GPA is not raised the registration office will notify the School administration about the situation to make an appropriate decision on either dismissing the warned students or refer their cases to the Student Affairs Committee. The School may notify students' parents once they receive the warning.

#### Article Sixty Five

- 1- It is permitted in some exceptional cases that the School administration refers the warned students to the Student Affairs Committee to study the situation and recommend either dismissal or granting the students one last chance for one semester to remove the warning. It is not allowed to remodel the case against a student who has been granted a last chance

before the committee if the students do not remove the warning.

- 2- the student who receives four warnings might be allowed to continue the registration for the summer academic semester if the latter comes right after the last regular academic semester, since the summer semester is not a regular semester and is considered as a continuation to the previous semester<sup>1</sup>.

#### Article Sixty Six

Follow up procedure and graduation plan:

- Students are advised to follow the study plan set by the academic consultant and guidance office, but the graduation plan ultimately remains the responsibility of the student.
- Students should submit a graduation application before the beginning of the last semester. The application should be submitted to the Alumni Office to verify that the students are eligible for graduation.

### **Guidance Rules for Enrolled Students**

#### Article Sixty Seven

KILAW students should adhere to the following rules:

- 1- Respect School regulations and abide by attendance rules for all theoretical courses and practical training.
- 2- Abide by the School's rules, regulations and the decisions of the school administration regarding students' and academic affairs.
- 3- Maintain security and safety regulations.
- 4- Adhere to proper appearance and show respect to the traditions, morals, religious and social values.
- 5- Show respect and polite conduct in relation with faculty members and the administration staff.
- 6- Abide by the dress code set by the school administration that comply with traditions.
- 7- Smoking is strictly prohibited inside the campus or classrooms.
- 8- Possession of weapons and illegal substances is strictly prohibited.
- 9- Pets and wild animals are not allowed in the School.

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(1) According to the Board of Trustees decision meeting number 3 of 2013.

### Article Sixty Eight

#### **Penalties for violations:**

- 1- Upon the school administration's prudent authority, students who violate the rules may be subject to one of the following actions, provided an investigation has taken place:
  - Warning.
  - Study suspension for two weeks maximum.
  - Temporary suspension of enrollment for one semester.
  - Dismissal from the School.
- 2- If any student is caught cheating in any exam or attempting to do so, the school, after investigating the matter, may penalize the student by imposing one of the following penalties:
  - A- Granting an (F) in all the courses registered in the semester
  - B- Granting an (F) in the course in which the student is being caught cheating instead of applying item (A) if there are reasonable justifications.
  - C- Dismissal from School
- 3- Shall any student repeat the above violation in any other exam, the school may dismiss the student following an investigation that proves the student guilty
- 4- The Student Affair Committee shall interfere when the disciplinary action in failing the course due to cheating or attempting to cheat will affect the student's general GPA. In that case, the committee might recommend that the affect of the disciplinary action shall not be calculated in that semester but in the following semester for the sake of the GPA calculation, so that the student will not be penalized twice for one act.
- 5- The student who violates the examination procedures (cases other than cheating) will have a prescribed sanction imposed from the first item of the current article. The sanction may be failing the course in which the violation occurred, or failing all academic courses during the academic

term in which the violation occurred, or the permanent dismissal from the School based on the gravity of the offence<sup>1</sup>.

- 6- The school may impose any penalty set out in item one if a student violates any regulation, decisions taken by the school administration.

## **Concluding Regulations**

### **Article Sixty Nine**

These regulations will be applied to any program not specifically mentioned in these regulations, but if there is any discrepancy between these regulations and any others, the regulations in this document will be applicable if there is nothing against it.

### **Article Seventy**

The Major sheet, academic calendar, and school instructions or any other similar forms and memos will be considered of similar legal power unless there is an apparent discrepancy with the regulations of this document.

### **Article Seventy One**

Any amendments or new decisions - related to an academic matter - taken after the student joins the school, will not be applicable to the student unless such decisions are decisive regarding the student's benefit or decide something not mentioned in these regulations.

### **Article Seventy Two**

Decisions taken by the School President or the School Council are considered complementary and interpretative of these regulations and have the same legal power.

(1) According to the Board of Trustees decision on its meeting No. 2 for the academic year 2015-2016.

(Appendix 9)

**KILAW****Postgraduate Studies Program<sup>1</sup>****Masters of Law (LLM) May 2011****Postgraduate Studies Program Regulations****First: Program Mission and Objectives**

To provide postgraduate students with an LLM Program that distinguished by critical thinking and meets international standards, and leading to Ph.D Programs.

**Second: Program Objectives:**

- 1- Granting Masters degrees in law, and law-associated disciplines to qualify graduates to academically and professionally meet the needs of the market.
- 2- Enhancing legal education and culture as well as research for those who would like to increase their legal knowledge.
- 3- Introducing innovative approaches in dealing with controversial legal issues whether related to Kuwaiti society and/or to general legal norms and knowledge.

**Third: Higher Institute for Graduate Studies of Masters Programs:**

The Executive Committee of the program is comprised of:

- a- The Assistant Dean of the Academic affairs until the Appointment of the Director of the Institute for Graduate Studies.
- b- Programs Chief or Section Head as applicable.
- c- Two selected faculty members appointed by the Dean pursuant to the specialization of any given program. If a department for a program already exists, such department shall appoint the two members.

(1) If any provision or term herein differs in meaning from the Arabic version, then the Arabic version shall prevail.

#### **Fourth: Programs<sup>1</sup>:**

##### **1- Masters Degree in Public Law:**

Two of the following compulsory subjects	Optional subjects (specialized): Four subjects only	
	1 <sup>st</sup> specialization Traditional curricula	2 <sup>nd</sup> specialization Contemporary curricula
<ul style="list-style-type: none"> <li>- Constitutional and Administrative Law.</li> <li>- Criminal Law.</li> </ul>	<ul style="list-style-type: none"> <li>-Regional and international organizations.</li> <li>- Environmental law</li> <li>- Public Finance.</li> <li>- Comparative legal systems.</li> </ul>	<ul style="list-style-type: none"> <li>- Recent financial and accounting laws and legislations.</li> <li>- Financial control of governmental and public entities.</li> <li>- General taxes and double taxation</li> <li>- Electronic government and the freedom of information exchange.</li> <li>-Compensations in public international law.</li> </ul>

(1) (This system complies with the recent trends granting the Master degree in law and the system applied in the associated universities).

## **2- Masters of Private Law:**

<b>Two compulsory subjects</b>	<b>Optional (Specialized) subjects – two curricula only</b>	
	<b>1<sup>st</sup> specialization Traditional curricula</b>	<b>2<sup>nd</sup> specialization Contemporary curricula</b>
<ul style="list-style-type: none"> <li>- Civil Law</li> <li>- Commercial Law</li> <li>- Civil Procedure Law</li> </ul>	<ul style="list-style-type: none"> <li>- Private international law</li> <li>- Disputes of Execution</li> <li>- Settlement of international trade disputes</li> <li>- Marine Trade Law</li> </ul>	<ul style="list-style-type: none"> <li>- Intellectual property and electronic transactions</li> <li>- Modern trade transactions and contracts</li> <li>- International trading arbitration</li> <li>- Legal contracts involving Shari'a (sales – lease)</li> </ul>

The program is based on the completion of six courses to obtain the Master degree as well as the completion of the dissertation (24 studying credits). Two of the courses are compulsory and four are optional provided that at least four courses should be delivered in English, it is permitted for student in any LLM program to register in elective courses from other Master programs (according to the School discretion).

## **3- Graduate Diploma in Law:**

Students who do not complete all the requirements for a Masters degree may be granted a lower degree called the Higher Diploma in Law, provided that they fulfill the requirements according to the following conditions:

Completing not less than four academic courses of the Masters program (level of 500 or higher).

Candidates should obtain a GPA of at least 2.67 points.

Obtaining the diploma does not require completing the comprehensive examination or submitting a dissertation.

The student should fill in an application form, and it should be approved by the executive committee of the graduate program.

## **Fifth: LLM Requirements:**

### **A) LLM Procedures:**

- 1- Fill in the application form and pay the relevant fees (KD100 application fee, KD20 placement test).
- 2- A copy of the bachelors degree as required by any given program, such degree should be recognized by the Ministry of Higher Education in Kuwait if received from a non-Kuwaiti university. Original should be submitted before the commencement of study.
- 3- Two recommendation letters from different professors. One letter may be provided from the student employer.
- 4- "To Whom It May Concern" letter explaining the nature of employment and responsibilities.
- 5- A copy of the civil I.D.
- 6- Two passport photographs.
- 7- Submit a letter of commitment to regularly attend classes for working students.
- 8- Fully pay tuition fees at KD 200 per credit.
- 9- Tuition fees for the Master's thesis are based upon the duration.
- 10- Fulfill the English language proficiency requirement. Candidates should take the KILAW placement test (TOEFL and IELTS will also be considered)
- 11- Passing the personal interview
- 12- Transfers from other Masters programs to KILAW's Masters programs are not allowed.
- 13- Acceptance is determined by both the Graduate Programs Committee and the school administration according to the previously set criteria and the school's capacity.
- 14- Most Masters courses are taught in English, but in some programs all courses are delivered in English, the thesis is in English and it may be in arabic as an exception<sup>(1)</sup>.

(1) According to the Board of trustees desicion in its meeting no 1/ 2013.



## **B) Admission Conditions:**

### *1- Regular Admission Requirements:*

Candidates should meet the following criteria in order to be admitted into the Masters program:

A Bachelors degree in law as required by any given program, with a total GPA of 2.67 or equivalent, certified by a recognized academic institution by the Ministry of Higher Education.

English and Arabic proficiency. English requirement is TOEFL 550 in conjunction with the English placement test offered by the school. The KILAW placement test is of privacy importance for acceptance, but a TOEFL score is also taken into account.

### *2- Conditional Admission:*

Candidates who do not meet the requirements for regular admission might be subject to conditional admission, which is divided into three categories:

Conditional admission with remedial courses (courses at the Bachelor's level annually determined by the School). Such courses are designed for candidates whom the School consider need some remedial courses due to academic shortage or low GPA (lower than 2.67). The following are the **conditions to pass such remedial courses:**

- Students should score B- in all remedial courses.
- Remedial courses should not exceed 12 credits, but not be less than 6 credits, as per the Post Graduate Committee decisions.
- Remedial courses are prerequisite for the Masters program. They should be completed before starting the main program.
- Remedial courses are considered non-credit courses unless they are part of the Masters program.

Conditional admission with specific language proficiency level. Students who fail to meet the language proficiency level needed to join the program in accordance with the KILAW placement test have to:

- Register in the language courses needed in the first semester (the prior

semester of the main program).

- Achieve the required language proficiency level during the said period, and before the commencement of the Masters program.

*Note: The conditional admission is applicable to students who do not fulfill the previous clauses.*

- 3- Admission of Candidates with Special Needs. In recognition of students with special needs, applicants who do not meet the full admission requirements, but their Bachelor's GPA is not less than 2.33 or its equivalent, may be eligible for admission. The School has decided to give Special Needs students with a GPA of 2.33 the opportunity to obtain conditional admission if they do not fulfill the conditions of regular admission.

All the rules and regulations regarding the admission in the Master's program can be found in the school campus in Doha.

Note that the School will accept a limited number of students in the Master's program. The school will differentiate between the best students in the remedial program in accordance with their GPA.

- Students with special needs are considered to fulfill the required GPA if they achieve a total score of B-. In addition, the average of English language remedial courses will be considered the base to classify the student as Pass (P) or Not Pass (NP).
- Students with special needs have to complete two compulsory courses and four optional courses (including at least four courses in English) with no less than C in each course, and an overall GPA of 2.67, in addition to the thesis English courses must be not less than four courses.

### **Sixth: Categories of Accepted Candidates**

- 1- Full-time or part-time acceptance: full-time students are those who are fully dedicated to study, while part-time students are those who are usually employed, and cannot be fully dedicated to study.
- 2- Full or conditional acceptance: candidates who fulfill all the requirements

of regular acceptance, but if one requirement or more is not fulfilled the acceptance will be considered conditional.

- 3- Non-degree students: It is permissible for the School to accept students in the Postgraduate studies programs without granting a Masters degree according to the regulations of the Executive Committee on the condition that students can register for three courses only.

### **Seventh: Financial Issues**

The financial system consists of tuition fees, withdrawal fees, and reimbursements according to the School's financial system. Registration and withdrawal fees are as follows:

- 1- Students shall pay the fees specified by the Board of Trustees based on the recommendations of School President, which are as follows:
  - A) Registration fees: KD 100 per semester.
  - B) Entry exam fees: KD 20.
  - C) Tuition fees: KD 200 per credit.
  - D) Research fees: decided at the beginning of each semester based on the number of credits allocated for the thesis.
- 2- In case of withdrawal from some or all courses registered pursuant to School approval during the period specified for final withdrawal, the School and Students' Affairs withdrawal regulations will be applied

### **Eighth: Credits, Time Limits, and Study Load**

#### **A- Units:**

#### **1- Masters Degree Program with a Thesis:**

The minimum number of courses - 3 credits each - a student must complete before obtaining the Masters degree is six courses in addition to the thesis (24 credits). The thesis should confirm the student's ability to perform academic research related to practical legal issues and to present the results of the research in a clear and methodological manner.

**2- Masters Degree program without a thesis:**

The minimum number of courses a student should complete is seven courses in specialized fields in accordance with a decision of the Executive Committee.

**3- Higher Diploma:**

The School may grant a student who does not fulfill all the requirements of the Masters degree a Higher Studies Diploma provided that the student completes at least four out of the higher studies courses (level of 500 or above). Obtaining the diploma is not conditional on completing a final exam or completing a thesis. However, the student is required to obtain an average of 2.67.

**4- Specialized Diploma of Higher Studies:**

The school may introduce a program at the level of a Higher Studies Diploma of specialized nature relevant to legal sciences based on a decision by the School and as per the request of a particular authority. Registration in such programs will be according to conditions set by the school.

**B- Duration (minimum limit / maximum limit):****1- Minimum Duration:**

The minimum duration to complete the requirements of the Master's degree is one complete academic year.

**2- Maximum Duration:**

The maximum duration differs according to the categories of applicants:

**- Full Time Students:**

Full time students should complete the Master's Program within two years. An extension of one additional year can be granted based on the recommendation of the Executive Committee and the approval of School President.

**- Part Time Students :**

Part time students should complete the Masters program within three years. An extension of one additional year can be granted based on the recommendation of the executive committee and the approval of school President.

**- Transferred Students:**

For students admitted after completing certain graduate studies courses in the School or for those who have completed other courses in other academic institutions, the duration shall be reduced (one semester per each two approved courses). Relative time fractions shall be waived.

In all cases, pursuant to a decision by the School President, students may be granted an extension period of no more than two semesters for students admitted in conditional remedial courses or students with linguistic challenges.

**D- Study Load:**

Study load differs according to the nature of students' admission in the program and the nature of the program itself in some cases, pursuant to the following details:

- 1- Full time students: Study load ranges from two to three courses per semester. Based on the approval of School President and program director, students can take more or fewer courses.
- 2- Part time students: study load for part time students is two courses per semester. Based on the approval of the School President and program director, students can take more or fewer courses.
- 3- Thesis: thesis is equal to a regular study load.
- 4- Special cases: A student expected to graduate, pursuant to the recommendation of the program's director and the approval of School President, may be exempted from the maximum load limit.

### **Ninth: Evaluation and Grading System**

- 1- The following grade scale is prescribed for the evaluation of students in all approved curricula and in calculating the following mean average:

A	=	4 points
A-	=	3.67 points
B+	=	3.33 points
B	=	3 points
B-	=	2.67 points
C+	=	2.33 points
C	=	2 points
F	=	0 (Less than 70)

- 2- In courses taken on pass/fail basis, the evaluation will be graded as Pass (P) or Fail (F). No academic credits are counted in this case and such courses shall not be counted in the calculation of the total average.
- 3- In case of postponing the final grade due to non-fulfillment of all course requirements for reasons acceptable to the course professor and approved by the director of the program, the student shall be granted a grade of "Non-completed", provided that the student fulfils the requested requirements prior to the time limit set by the school; otherwise the student will receive an (F) grade.
- 4- In case of courses lasting for more than one semester (annual system), the student will be given a grade of "continuous" (CC). The final grade of that course shall only be registered at the final semester of that course. Granting the final grade to the student cannot be postponed after that semester. Credit units, if available, shall be used for specifying the study load for one time.
- 5- In case of registration for the thesis, the grade shall be either Satisfactory (S) or Unsatisfactory (U) as long as the thesis is in process. The final

- report of F/P shall be granted after the discussion of the thesis.
- 6- A student should receive an average grade of 2.67 or higher as a prerequisite to be granted the Masters Degree. A student should receive an average grade of 2.67 or more as a prerequisite to be granted the higher diploma.
  - 7- A course professor may only correct any mistake in marks within one week of granting the mark. Later corrections are subject to the approval of the Programs Committee and Students Affairs Committee with the maximum limit of two weeks as of the start of the next semester. No amendment shall take place thereafter under any circumstances.
  - 8- With the exception of mistakes in marks calculations, no reconsideration of student's answer sheet as corrected by the examiner shall take place under any circumstances.

#### **Tenth: KILAW (cheating and warning regulations)**

- 1- Upon catching any student cheating or even attempting to cheat, the examination supervisor shall officially report the case in which she/he shall register student's name and number, exam subject, time, date and a full description of the incident. The report shall then be referred to the Programs Committee which in turn shall perform the necessary inquiry and refer recommendations to the Dean via the head of the executive committee to take the final decision.
- 2- Upon proving the incident of cheating or the attempt to cheat, the Dean shall issue a decision including the following:
  - i. Granting the student an (F) in all the courses taken in the semester in which the incident took place.
  - ii. Notifying the Head of the Executive Committee as well as professors.
- 3- In case cheating is repeated, the student shall be academically dismissed from the program, and the incident will be documented in the student record.



- 4- Provisions of the above items shall apply on students caught cheating, attempting to cheat, helping others to cheat or agreeing with others to cheat.
- 5- Graduate students are prohibited from performing any act that might affect the conduct of an examination. In case of violation, the examination supervisor shall document the violation in an official report and refer it to the director of the program who, in turn, shall refer it to the Dean via the head of the Executive Committee. Upon establishing a violation, the Dean shall issue a decision granting the student an (F).
- 6- Masters Students who got GPA less than 2.67 in any semestr of the program they are given «warning» and if they do not raise their GPA up to 2.67 they will be dismissed from the Master's Program.
- 7- It is not permissible for a student to request the suspension of their enrolment after submitting their masters theses. Should there be an extenuating circumstance, the Academic Affairs Committee may agree to suspend enrolment for the duration of one academic term, which will be accounted for as part of the specified study period permitted for the master's program<sup>1</sup>.
- 8- Graduate studies Students shall abide by school and students' affairs regulations if not expressly provided otherwise for herein.

## **Eleventh: Thesis**

### **1- Registering for the Thesis:**

After completing one semester, a student can register after the approval of the academic supervisor and program director pursuant to the following:

- a - The student should have completed at least three courses of the program with an average grade not less than 2.67 points.
- b- The student registering for a thesis should have completed the regular study load.
- c- The thesis process may last for more than one academic semester. A thesis under preparation may be assessed as satisfactory or unsatisfactory.

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(1) According to the Board of Trustees decision on its meeting No. 2 for the academic year 2015-2016.



## **2- Supervisor Selection:**

An academic supervisor is nominated for each Masters student required to prepare a thesis. Each student has a time limit not exceeding the next academic semester subsequent to admission. The programs committee shall refer its recommendation of nominated supervisors and co-supervisors to the Dean for approval.

## **3- Referral:**

The thesis shall be subject to review after it is handed in by the student, and prior to the appointment of a discussion committee consisting of two referees. The student should obtain an approval for discussion from the two referees.

If the two referees approve the thesis for discussion, the executive committee shall form a thesis examination committee and establish necessary procedures. However, if the two referees decide that the thesis is not valid for discussion, the thesis is sent back to the student and the remarks of the referees are sent to the supervisor.

Shall one of the referees decide that the thesis is valid for discussion and the other decides it is not, the head of the program shall send the thesis to a third referee and approve their opinion concerning its viability for discussion.

In all cases, if the two referees decide for the second time that the thesis is not valid for discussion, the thesis shall be rejected and the student shall be granted a higher diploma in law.

## **4- Thesis duration:**

Thesis duration is one academic semester for full time students, and two academic semesters for part time students. Subject to the Dean's approval, the thesis can be extended for a maximum period of two academic semesters, provided such period is counted as part of the total period of study.

Subject to the proposal of the program director and the Dean's approval,

a student who is expected to graduate within one academic semester can be granted an extension of one more academic semester.

### **5- Defense Committee:**

Based on a decision by the executive committee, a three-member committee shall be formed for the discussion of the thesis, provided two members at least are faculty members. A copy of the thesis should be sent to the committee at least one month prior to the discussion date.

The committee shall discuss the thesis with the student and shall grant them a nominal degree that is not counted as a credit. The committee may request the student to complete some academic deficiencies or to make any modifications to the thesis. The committee may also identify a time limit to complete the modifications and send them to the director of the committee. In this case a grade shall be granted after performing the required modifications.

### **Twelfth: Scholarships**

- 1- Students accepted in the Masters program may be granted scholarships based on their request and the approval of the school President.
- 2- Scholarships may be granted to full-time enrolled regular students if he/she does not have any other sources of income or has not been granted intern scholarships. Teaching assistants who are recruited in the School are exempted.
- 3- The maximum duration of a scholarship is 24 months.
- 4- The value of the scholarship is the amount of study expenses along the regular period of Masters courses, and must not exceed 24 months.
- 5- The head of the academic department may ask for the assistance of the scholarship applicant in teaching undergraduates up to six hours per week.
- 6- The scholarship shall be cancelled in case of violation of any of the

conditions stated in the second paragraph of this article. The school shall settle the scholarship pursuant to the status of the student.

- 7- The scholarship may be cancelled at any time based on a justified report from the supervisor, after the approval of the Programs Committee and the School President.

### **Course Content of Masters in Law According to Programs**

#### **Masters in Public Law:**

Course No.	Name of subject
510	<b>Constitutional Law:</b>
	This course thoroughly handles one of the subjects of constitutional law, such as the relation between public powers of the government, their checks and balances, the ruling system in Kuwait and its position among comparative constitutional systems.
512	<b>Administrative Law:</b>
	This course comprises a thorough study of one subject of administrative law, such as controls on administrative activity, public utility, administrative contracts, system of management of modern public utilities, the role of BOT contracts and judicial review (whether on constitutional basis or on administrative law basis), and liability.
514	<b>Criminal Law:</b>
	The course includes a thorough study of one of the traditional and recently introduced subjects of the criminal law. It also handles the study of modern theories in rehabilitating criminals, some particular types of crimes, like economic or political crimes, the international criminal law, and studying objective and procedural provisions relevant thereto.
516	<b>International and Regional Organizations:</b>

	This course concentrates on studying special aspects of the international law in the field of international and regional organizations, their role in the modern international community, such as studying its systems and management, their specialized role with regard to the specialized organizations, the restraints and limits of their activities on the international level, the recognition of non-member countries, and dealing with such type of organizations.
518	<b>Environmental Laws:</b>
	This course is concerned with a thorough study of the development of environmental legislation locally, regionally, and internationally, and the role of these specialized legislations in maintaining the environment in specific fields, its connection and integration with other local, regional and international environmental legislation, and their relation to international liability in some fields. In addition, it studies cases of claims of compensation for environmental damages.
520	<b>Public Finance:</b>
	This course comprises a thorough study of some aspects of general finance law relevant to the principles for preparing the general budget of the State, its constitutional and economical basis, the exceptions thereof, the principles of independent and subsequent budgets as well as corresponding control systems.
522	<b>Comparative Legal Systems:</b>
	The content of this course depends mainly on a comparative study of different Legal regimes. It focuses on an understanding of the philosophy of these regimes, their basic theories and developments supported by the actual experience. It is also concerned with studying the impact of the political regime on the legislative process of the State and the State's powers and administrative systems.
524	<b>Modern Financial and Accounting Laws and Legislation:</b>

	In its first part, this course comprises a study of recently introduced issues using comparative legislation and of the developments introduced by some countries in the field of preparation of budgets with regard to revenues and expenditures. In the second part, this course discusses modern laws and legislation of special accounting systems adopted by public and private sectors as well as the development of the accounting control systems.
526	<b>Financial Control on the State and Public Entities:</b>
	The content of this course focuses on the constitutional aspects of the financial control of the State and its public entities, in addition to the philosophy of the government in the field of financial control and the legislative aspects of such philosophy. It also studies the diversity of political systems in the practice and nature of financial control over the government in both totalitarian and free economies. Furthermore, it thoroughly studies recent legislations in the field of protecting public money, and how far it complies or differs from its constitutional basis or state philosophy.
528	<b>General Taxation and the Double Taxation:</b>
	This course covers a thorough study of comparative taxation legislation, their development, and their role in the overall economy of the State, the taxation legislation in the countries whose economy is based on natural wealth and oil revenues in particular. Moreover, it deals with studying international systems and agreements dealing with the double taxation problem, particularly in the field of international investments.
530	<b>E- Government and the Freedom of Information Exchange</b>
	This course covers a thorough study of the structure of electronic government and its regulating legislation, international experiences in the field of electronic government. In the second part, it studies the issue of freedom of information exchange within the electronic government system and the principle of privacy and its constitutional basis and the applicable legal principles.
532	<b>Compensation in Public International Law:</b>

	This course handles the subject of compensation in public international law through the study of the general principles in the international law as approved by the permanent court of justice, the International Court of Justice, or arbitration entities. It also studies the new issues in this field, including compensation claims for environmental damages or compensation for war damages and the role of the United Nations Organization and its committees regarding compensation.
534	<b>Transitional Justice</b>
	This course thoroughly studies the concept of Transitional Justice which is an approach to achieving justice in times of transition from conflict and/or state repression. Transitional justice provides judicial and non-judicial mechanisms implemented by different states in order to recover from massive violations of Human Rights. This course also covers a definition of the importance of Transitional Justice, its goals and objectives, strategies, forms and its global political elements.

### **Masters Degree in Private Law:**

Course No.	Name of subject
551	<b>Civil Law:</b>
	This course comprises a thorough study of one of the civil law subjects or studying a very specialized issue in the field of civil contracts and their problems, such as tangible rights, deep study of civil contracts and their problems, and the use of modern communication technology.
553	<b>Commercial Law:</b>

	This course comprises a thorough study of important issues of commercial law, such as the study of mergers and acquisitions as well as the different types of companies, unfair competition, conflict of interests and utilization of undisclosed information, organizing stock-exchange market dealings and the modern instruments in this field, including options and restrictions imposed on boards of directors and mediators.
<b>555</b>	<b>Civil Procedure Law:</b>
	This course thoroughly discusses one of the issues of procedural law, such as the theory of claim or the theory of nullification, or studying judicial competence throughout a profound comparative study focusing on developments in this field and the short comings in legislation and national jurisdiction.
<b>557</b>	<b>Private International Law:</b>
	This course focuses on studying several issues in private international law subjects as the conflict of judicial competence and the judicial immunity of the State, the international contracts of the State, the applicable law thereto, the international contract: a study of the theories of free international contract, localization of the contract, trade laws or Lex Mercatoria, the enforcement of foreign court judgments, and their recognition in comparative legislation and international treaties.
<b>559</b>	<b>Execution Disputes:</b>
	This course comprises a study of one of the execution disputes issues in Kuwaiti and comparative law. For example, the study of the summary execution disputes, dispute of subjective execution, orders of execution and the execution dispute of attachment.
<b>561</b>	<b>Settlement of International Trade Disputes:</b>

	This course discusses the settlement mechanisms of international trade disputes from all procedural and substantive aspects. This comes through studying the mechanisms of settling the disputes through mediation, compromise and arbitration, the role of the existing establishments concerned with international trade, studying the international treaties regulating the substantive and procedural principles of international contracts.
<b>563</b>	<b>Maritime Trade Law:</b>
	This course is concerned with studying some aspects of marine trade, such as maritime transport contracts, bills of lading and their relative rules, electronic freight documents, disputes in maritime trade, the role of the freighters and insurance companies in such disputes.
<b>565</b>	<b>Intellectual Property and Electronic Trade Law:</b>
	This course comprises the study of intellectual property rights, regulations on the national level, and on the level of international agreements and specialized organizations in this field. It also studies the effect of modern communications on the rights of intellectual property, especially in the internet, and how to apply the principles of protecting such rights in electronic transactions.
<b>567</b>	<b>Modern Transactions and Trade Contracts:</b>
	This course focuses on the studying of newly introduced forms of commercial transactions and contracts in the comparative law or in Kuwaiti legislations, such as credit sales, leasing, cashing purchased goods and financing purchases through Murabaha.
<b>569</b>	<b>International Commercial Arbitration:</b>



	This course handles one of the basic issues in the field of international arbitration, such as the applicable substantive law to the subject matter of arbitration and related theories, the applicable law to arbitration procedures, the conflict between laws in this field, and the recognition and enforcement of arbitration awards.
<b>571</b>	<b>Legal Transactions under Shari'a Law (Sales – Leasing):</b>
	This course is concerned with the transactions introduced by the existing commercial organizations adopting the policy of applying the provisions of Islamic Shari'a in its commercial dealings. This is done by studying the general basics of such dealings and examples thereof such as Murabaha, Istisna'a, Salam, financing contracts, time leasing, and the legal differences between such types of sales and traditional sales, whether concerning substantive conditions or effects.
<b>573</b>	<b>Islamic Law</b>
	This course includes the study of an important topic consisting of the general legal principles of the theory of contracts and its reflections on a specific practical topic, the transformation and adaptation of contracts and the effect of emergency symptoms in that regard. This course is also considered as a practical model and style to implement Islamic Shari'a and to enrich the available legal solutions in order to pursue the interests of populations and nations as a supreme goal for all legal systems.
<b>575</b>	<b>Comparative Legal Systems</b>
	Comparative Legal System This course introduces students to the concept of comparative law in an English-language context. Main topics include the definition, history and methodology of comparative law, the purposes, uses and objectives of conducting a comparative legal analysis, the classification of the world's legal systems in "legal families", the use of foreign law in domestic courts, in addition to an overview of the role of courts, lawyers and judges in various legal systems and to some specific case studies of comparative law issues.

## Basic rules for writing a postgraduate thesis at KILAW1

### KILAW students writing their LLM thesis should abide by the following rules:2

#### 1- Supervision and progress reports

- 1.1 Every student registered for the thesis shall brief their supervisor about the progress of their thesis, periodically, at least once a month. The supervisor will submit a progress report to the Postgraduate Committee about each student he/she supervises at the end of the academic semester. The progress report will explain the stages already completed, the possible date for the final submission of the thesis and the likely date for sending the thesis for evaluation.
- 1.2 The supervisor will give the student an assessment in the report submitted at the end of each academic semester, containing his/her own evaluation of the student's progress and stating whether it is satisfactory or not. The assessment note will evaluate progress as satisfactory (S) or non-satisfactory (N.S). If the student receives the (N.S) evaluation twice consecutively, he/she will be dismissed from the LLM program.

#### 2. Format of the thesis

- 2.1 **Length:** between 100 and 150 pages or 30,000-45,000 words (including footnotes, excluding bibliography), on average.
- 2.2 **Thesis language:** English, but an English abstract and an Arabic abstract should be submitted, which are to be approximately 3 to 5 pages each.
- 2.3 **Paper:** A4.
- 2.4 **Typescript:** theses shall be in typescript, font size 14 (Times New Roman) for the main text and font size 10 (Calibri) for the footnotes.

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1- October 2014.

2-These rules are applicable in addition to the general rules of academic research that are not included in the above list. The student should also comply with the instructions of the supervisor, which are considered as complementary to these rules.

**2.5 Quotations:** quotations should be written in the same font as the preceding text but should be italicized (*Italics*). They should have quotation marks at the beginning and end. They should be referenced with a footnote. If a quotation is longer than 4 lines, it should be placed in its own paragraph and not as part of the main text. When paraphrasing, the student should also refer to the source as dictated by the ethics of academic research and scientific integrity.

**2.6 Line spacing:** 1.5.

**2.7 Margins:** 3 cm on the left and 2.5 cm for other margins.

**2.8 Order:** It is the student's responsibility to assemble the thesis in the correct order which is as follows:

**2.8.1 Title page:** It should include KILAW's logo as a heading, followed respectively by the thesis' title, student's name, supervisor's name, thesis type, major and year.

**2.8.2 Abstract:** After the title page there should be an English and Arabic abstract.

**2.8.3 Acknowledgements/Dedication (optional):** After the abstract there may be a page for the student to acknowledge help received and/or dedicate the work (this is optional)

**2.8.4 Table of Contents:** A table of contents should be provided which sets out the main headings and all subheadings with the page number on which each section begins for ease of reference

2.8.5 Glossary/list of abbreviations (optional)

2.8.6 Text of thesis

2.8.7 Bibliography

2.8.8 Appendices (if any)

**2.9 Use of the personal pronoun 'I':** in academic writing, use of the personal pronoun 'I' is usually discouraged. That is because academic writing needs to be presented in an objective way. The thesis should be written in the third person, not the first person. So, instead of writing 'In my thesis...'

you should write 'In this thesis'. Instead of writing 'I will show...' you could write 'The thesis will examine...'. Note that different supervisors may have different views on this but the general rule is to ensure the writing is objective and unbiased in tone, so avoid the use of the first person as far as possible.

**2.13 Page numbering:** Pages should be numbered. Numbering should be at the bottom of the page, centered. No number should appear on the title page. Pages before the main text should have Roman numeral numbering (eg. i, ii, iii, iv...). Each chapter should begin on a new page.

### 3. Thesis Structure

3.1 The thesis should begin with an introduction on the topic's significance and an outline of the methodology. Then it should be divided into chapters and the chapters into sections and, if necessary, subsections, as determined from time to time by the Postgraduate Committee. It should end with a conclusion containing the findings. A bibliography and index should be attached.

3.2 In some cases, it is permissible to add a preliminary chapter or section if it is necessary, based on the thesis content.

3.3 All information should be properly referenced through footnotes. Every reference, whether it be to an article in the constitution, a section of legislation, an administrative regulation, a court decision, a book, journal article, report, newspaper article, website or any other source, should be fully and correctly referenced. Identifying numbers and case citations should be used consistently throughout the document.

**4- Abbreviations:** The student should use abbreviations when referring to a source more than once, or to what he/she has written in the previous or following pages of the thesis as per the following guidelines:

1.1 The first time a source is mentioned it shall be written with all of the relevant details (e.g. author's surname, first name, title, publisher, place of publication, date, page) in the footnote.

1.2 Use of Supra: If the student refers to that source again, then they may

adopt an abbreviation. For example, they may use the author's name or the main title of the book, followed by the word 'supra' (Latin for 'above') followed by the page or footnote number where the full reference is located, followed by the page of the source where this particular information or specific idea was obtained. For example, 'supra n2 at p15' would direct the reader to the source that was already mentioned in footnote 2 and to page 15 of that source.

- 1.3 If the student wants to refer to information or a source or even an argument that was already mentioned in their thesis, they should write 'supra', and specify the page or footnote where this information is stated.
- 1.4 Use of Ibid: If the student mentions the same source consecutively without being separated by any other sources, they should use the word 'Ibid' (Latin for 'in the same place'). After 'Ibid' they should write the page number of the source. For example, a footnote that states 'Ibid., p12' tells the reader that this source is exactly the same one as in the previous footnote, but they should go to page 12 of that source to find the reference.
- 1.5 If a student has exactly the same source and the same page number in two or more consecutive footnotes, they may write just 'Ibid'. That tells the reader that the source is from exactly the same place and page as in the previous footnote.
- 1.6 Use of Infra: If the student wants to inform the reader that they will tackle a specific point in a subsequent part of the thesis, they should use the word 'infra' (Latin for 'below') in their footnote, and specify the page number or chapter number.
- 1.7 Abbreviations can be used in the text but they must be explained the first time by writing the acronym in brackets after the full name. For example: An intergovernmental treaty alliance called the North Atlantic Treaty Council ('NATO') was formed in 1949.

**5- Footnotes:** Footnotes can be used to reference the source of information in the main text. They can also be used to add an extra explanation to

help the reader understand the point being made in the main text. Every footnote should begin with a capital letter and end with a full stop. Footnote references should be written as follows:

### 1.1 Books:

- o Author's family name followed by given and middle name or initial, book title (*italicized*), publication place and name of publisher, edition number if not the first edition, year and page number.
- o In case of 2 or more authors, they will be referred to as mentioned above and their order will be the same listing order of the book, then book title, publication place, name of publisher, year and page number.
- o In case of more than 3 authors for one book (i.e. collective reference), only one author will be mentioned as described above with his name followed by the expression "et al", then book title, publication place, name of publisher, year and page number.
- o If the book has no author, the researcher should mention only the book title, publication place, name of publisher, year and page number.

#### Example of a book that is edited:

Limon, D.W. and McKay, W.R. (eds.) et.al., *Erskine May Parliamentary Practice*, twenty second edition, London, Butterworths Law, 1997, pp4-7.

In this example, note that the editors (eds.) are listed as the authors. That is because the original author, Erskine May, is not the author of this edition. He was the original author and his name is now incorporated into the title. In subsequent footnotes, this book could be cited as follows:

Erskine May, *supra* nX, pX.

## 1.2 Dissertations, journal articles, and research papers:

- Author's family name followed by given and middle name or initial, dissertation/article title, name of journal, volume number, issue number, year and page number.
- If the article is found in a reference containing other dissertations or research papers written by different authors, the family name of the article's author should appear first, followed by first name and given and middle name or initial, dissertation/article title, name of the collective book, publication place, name of publisher, year and page number.
- If the article is found in a daily or weekly newspaper, the family name of the article's author should appear first, followed by first name and given and middle name or initial, article title, name of newspaper, publication place, day, month, year, issue number and page number.
- If the article is found in an encyclopedia that has no author, the name of the encyclopedia should appear first, then publication year, article title, and page number.
- If the author is a governmental institution, the name of the State and of the governmental institution should appear first, then the book title, publication place, name of publisher, edition number if not the first edition, year and page number.
- If the author is a an academic or a non-governmental institution, the name of the institution should appear first followed by the book title, publication place, name of publisher, edition number if not the first edition, year and page number.

## 1.3 Translated books:

- Author's family name followed by first name and given and middle name or initial, then the book title, translator's name and place, name of publisher, year and page number. And the researcher should mention whether the translated version was published or not.



#### 1.4 Academic theses:

- o Author's family name followed by first name and given and middle name or initial, then the thesis title, type (master's or PhD's thesis), school, university, year and page number. If the thesis is published in a book, it should be mentioned as an ordinary reference book.

1.5 Websites: the author of the page/article, the name of the page, the date it was last updated (if known), the URL (web address) and the date it was last accessed by the student.

#### For example:

See Parliamentary Education Office, "Separation of Powers: Parliament, Executive and Judiciary" available at: <http://www.peo.gov.au/learning/fact-sheets/separation-of-powers.html>, last accessed on 19 November 2014.

6. Bibliography: a bibliography should be placed at the end of the thesis between the conclusion and the index, and should be split into 3 sections:
  - 6.1 Arabic references: they should be divided into general references related to the major in general, specialized references directly connected to the thesis topic, academic thesis, dissertations and research papers, and case citations.
  - 6.2 English references: they should be divided into statutes, cases, books, journals, websites and media sources (newspaper articles etc).
- 1.3 Websites preceded by first name, middle name or initial, and family name of author, article title, journal of publication, date of publication, if applicable and URL.
- 6 The last page of the thesis should be left to the signatures of the deliberation and evaluation committee. It should begin with the sentence: "The undersigned acknowledge that they have reviewed, discussed and approved the thesis".



8. The title of the thesis should be included, followed by the student's name and the date of defense. At the end of the page the committee members will sign and there should be mention of their names, academic grades and roles in the committee (supervisor, associate supervisor, and deliberating members).
9. The number of thesis copies submitted by the student should be equal to the number of committee members, plus two extra copies for external referees.
10. The thesis copies should be bound together along the left hand side of the page in a temporary, soft-binding such as spiral binding or similar.
11. If a student has any questions or requires clarification about the material contained herein, they should contact their supervisor in the first instance. If they cannot resolve the issue they may submit a written request to the Postgraduate Committee.



(Appendix 10)

## Bylaws of the Kuwait International Law School Students' Association<sup>1</sup>

### Chapter I

#### Name, Location and Definitions

##### **Article 1**

**Name:** Kuwait International Law School Students' Association (the Association).

**Location:** Kuwait International Law School (KILAW)

**Definition:** The KILAW Students' Association is an independent student organization based on the democratic model and it represents all students at KILAW. The Association is committed to achieving its goals based on adherence to the laws and regulations in force in the State of Kuwait, as well as the rules and regulations of Kuwait's Ministry of Higher Education and of KILAW itself.



##### **Article 2**

In applying and interpreting these bylaws, the following terms shall have the definitions hereby assigned to them:

**School:** Kuwait International Law School (KILAW)

**Association:** Kuwait International Law School Student Association (the Association).

**Assembly:** The meeting of the Association, which is the highest authority of the Association and consists of all students.

**The Administrative Governing Body of the Association:** Consists of both elected and appointed members. The Administrative Governing Body is the sole representative of the students in organizing students' activities and providing representation of KILAW.

**Members:** All KILAW students.

(1) If any provision or term herein differs in meaning from the Arabic version, then the Arabic version shall prevail.

## **Chapter II**

### **The Association**

#### **Article 3**

The Association's Members are KILAW students, each of whom has rights of nomination and election in accordance with the conditions specified below. All Members are committed to the Association's bylaws, and they are entitled to participate in its various activities.

#### **Article 4**

The General Assembly is called to meet at least once a year. The meeting is chaired by the president of the Administrative Governing Body of the Association or his/her representative. The president shall not oppose the decisions of the Association or its bylaws.

#### **Article 5**

The General Assembly of the Association is held upon an invitation by the Administrative Governing Body with prior arrangement with the KILAW administration. The invitation shall be sent to all Members at least five working days prior to the meeting. The General Assembly may hold a meeting on an exceptional basis upon written request signed by one-third of its Members stating the purpose of the meeting three days prior to the proposed meeting. If the Administrative Governing Body does not respond to this request within fifteen days, the Members who called for the meeting may ask the KILAW administration directly for the General Assembly of the Association to be held. In addition, the KILAW administration may call for a General Assembly meeting whenever it deems necessary. In this case, the KILAW administration can appoint the heads of the General Assembly if the assigned body cannot chair the meeting.

### Article 6

Regular and exceptional meetings of the General Assembly will be held during the official working days, upon the written consent of the KILAW President. Study will be suspended during the period specified for the General Assembly. It should be noted that the separation between male and female students is taken into account regarding seating, entrance gates, and public debates. The General Meeting of the Association is considered legal if the absolute majority of the Members of the Association are present. If an absolute majority is not possible, the Meeting will be postponed for half an hour, then the meeting will be held with any present number of Members. The General Assembly may invite guests to attend the meeting and will allocate a special place for them.

### Article 7

In its regular meeting the General Assembly may discuss the following topics:

- 1- Approving the agenda.
- 2- Discussing the administrative report of the Administrative Governing Body. The General Assembly may or may not approve the report.
- 3- Discussing the financial report of the Administrative Governing Body and its approval.
- 4- Making decisions and recommendations within the framework of the objectives of the Association.
- 5- Proposing a vote of confidence in the Administrative Governing Body.
- 6- Discharging the members of the out-going Administrative Governing Body at the conclusion of the period of their term of office.
- 7- Any other business.

It is not permitted to amend the agenda based on suggestions by some Members unless the present agenda is fully discussed.

### **Article 8**

Decisions of the General Assembly are to be adopted by the absolute majority of the Members present with the exception of the following topics, which require the approval of two-thirds of the Members present:

- 1- Not absolving the out-going Administrative Governing Body.
- 2- Amending these bylaws after obtaining the approval of the KILAW administration.
- 3- Removing the membership of the Administrative Governing Body of the Association in accordance with the provisions of these bylaws.

### **Article 9**

The Members of the Association enjoy the following additional rights:

- 1- The right to ask questions and obtain information from the Administrative Governing Body.
- 2- The right to provide written information to the General Assembly regarding any subject under discussion.
- 3- The right to submit proposals to the General Assembly. Such proposals must be submitted by at least two Members to the president of the Administrative Governing Body.

### **Article 10**

Membership termination and suspension:

Membership of the Association expires in the following cases:

- 1- Upon graduation from KILAW.
- 2- Upon dismissal from KILAW.
- 3- Upon an interruption of study for more than one semester.

### Article 11

The chairperson of the General Assembly must respond to Members' requests according to their rights mentioned in Article 9 based upon priority requests are received exercise. In addition to the previous rights, the Members enjoy the right to interrupt the chairperson by a show of hands. In this case the chairperson should suspend the discussion to listen to the raised point. All Members present have the right to vote on any proposal submitted to the Assembly by simply saying "Yes", "No" or "Abstain". The voting process is decided by the chairperson.

### Article 12

General Assembly Members are committed to maintaining the order of the General Assembly and agree not to address the Members unless and until they have been authorized by the chairperson. Members shall respond to the orders of the president of the General Assembly. When a Member is given the right to speak, only the chairperson can interrupt the speaker. Other Members can do so by raising their hand if the speaker deviates from the topic or breaches the bylaws. After the Member has finished his/her speech, the chairperson or another Member appointed by the chairperson can comment on the speech. The Member shall then be entitled to a right of reply, one-time only. If there is a proposal, the sponsors will read the proposal in front of the General Assembly. Then two supporters and two opponents will alternately present their opinions before voting on the proposals.

### Article 13

Before voting occurs, proposals' sponsors may withdraw or amend their proposals. If proposals are amended, there should be a new discussion before voting. The chairperson may clarify some issues related to the proposal before voting.

### Article 14

Under the supervision of the KILAW administration, and based upon a decision by the Administrative Governing Body, two committees shall be formed, one for male students and the other for female students. The purpose of such committees is to help the chairperson maintain order during the General Assembly meeting. A head and assistant for each committee will be appointed after the formation of each committee.

The two committees are responsible for supervising the Members in the General Assembly meeting. They are also responsible for receiving the Members' applications for practicing their rights as well as collecting and counting the votes of "Yes", "No" and "Abstain". Voting results should be announced immediately. In addition, the two committees are responsible for maintaining order and tranquility in the meeting hall. Committees' members are required to carry their badges.

### Article 15

During the meeting, the chairperson can assign the following penalties against any Member who violates the provisions of these bylaws or the order of the meeting:

- A. Warning.
- B. Temporary dismissal from the General Assembly session.
- C. Final dismissal from the General Assembly session.

After warning Assembly Members, the president of the Assembly can deprive any member of their right to interrupt speakers if this right is being abused.

### **Article 16**

The withdrawal of any number of Members during the General Assembly meeting does not affect the legitimacy of the meeting. The General Assembly may adjourn the meeting and decide to sit in a time and place as determined by the chairperson of the meeting upon written consent, without the requirement of a quorum, and without a change in the agenda.

## **Chapter III**

### **Administrative Governing Body**

### **Article 17**

The Administrative Governing Body of the Association aims to develop students' personality and leadership skills in accordance with the goals, vision and mission of KILAW. It mainly aims to:

- 1- Develop positive values amongst students and create an academic atmosphere which allows students to express their opinions and ideas.
- 2- Strengthen the relationship between students, the KILAW administration and faculty members.
- 3- Participate in efforts to obtain the utmost benefits from the opportunities available at KILAW.
- 4- Liaise closely with the KILAW administration to express its opinions and points of view on matters of interest to students, and act as a conduit for the transfer of students' points of view to the KILAW administration.
- 5- Provide students with an opportunity to develop leadership skills and learn about responsibility.
- 6- Discover, develop and refine students' individual talents.
- 7- Organize and regulate students' activities.
- 8- Organize students' capabilities for the sake of carrying out community service.



- 9- Convey any suggestions or complaints by students to the KILAW administration.
- 10- Represent the students in KILAW's administration, committees, and joint committees as determined by the KILAW administration.
- 11- Cooperate with the Registration and Guidance Office at the beginning of each semester to help new students to register at KILAW and contribute to orientation sessions.
- 12-Work on creating student activities that elevate students' performance and help prepare students for their future.  
Facilitate students' services and contribute towards improving KILAW's overall performance.

### **Article 18**

Based upon the provisions of these bylaws, every student has the right to be a Member of the Administrative Governing Body of the KILAW Students' Association. The Administrative Governing Body consists of seven members, five of whom are directly elected by the students, provided that for each academic year there should be:

- One representative of first year students.
- One representative of second year students.
- One representative of third year students.
- One representative of fourth year students.
- One representative of part-time students (evening students).

Regarding the other two members, the KILAW administration appoints them on the basis that these appointed Members should represent other categories of students, such as LLM students, high academic achievers, students with special needs, and so on. The system of appointing two members will be effective until it is substituted by another system.

### **Article 19**

The elections for the Administrative Governing Body are held at the beginning of every semester. The election date is decided by the Administrative Governing Body after obtaining written approval from the KILAW administration in accordance with the provisions of these bylaws.

The election system is based on individual nomination. Among a group of candidates, who are supposed to represent the students of a certain year, one candidate is said to represent the students of a certain year. It is not allowed to form coalitions or parties as there should be one candidate elected for each year level.

### **Article 20**

Every candidate has a maximum budget of KD 300. The candidate should present a report for the expenses during the election campaign, such as source of money and the expenditure process. The KILAW administration has the right to obtain access to all such details.

### **Article 21**

The maximum number of posts for every candidate is four posts, and the school can help with other five posts with candidates names on them.

### **Article 22**

Candidates should apply in person to the Students' Activities Office or Students' Guidance Office if they wish to be considered for election. Candidates should:

Have a GPA of at least 2.33, but first semester students in the first year should have an average of 80% in their most recent year's school grades.  
Not have received a GPA warning.

Not have been the subject of any disciplinary action whether for academic or administrative purposes.

Not have received warning letters for absences in two or more courses per semester.

Not have withdrawn from the semester, or suspended their study for the semester in which they are seeking election.

Not be an ex-member in a previous Administrative Governing Body that has been deprived of confidence.

### **Article 23**

Within seven days of their election, the members of the Administrative Governing Body should hold a meeting at which they should select the following offices:

- 1- Three members among continuing full-time day students, each of which will be the chairperson for one semester
- 2- A vice president for male students' affairs.
- 3- A vice president for female students' affairs.
- 4- A secretary.
- 5- A treasurer.

A copy of the minutes of the inaugural meeting shall be sent to the KILAW administration within three days of the meeting.

### **Article 24**

Based on an invitation by the president, the Administrative Governing Body should meet at least once every fortnight, or when a third of the Members call for a meeting, or whenever necessary. The Administrative Governing Body is the only representative of KILAW students. It shall act in accordance with these bylaws. Its main purposes are to:

- 1- Implement the General Assembly's decisions.
- 2- Identify and account for income and expenditure.
- 3- Present a financial and administrative report to the General Assembly.

- 4- Carry out tasks and activities that lead to the fulfillment of the Association's goals.

From its Members or others, the Administrative Governing Body can form its own temporary and permanent committees. It can also appoint heads of committees and their deputies; and request them to present their reports to the Administrative Governing Body. The Administrative Governing Body cannot announce anything in its name unless it has obtained written permission. A copy of the minutes of all meetings should be presented to the KILAW administration.

### **Article 25**

The president of the Administrative Governing Body is responsible for:

- 1- Representing students in front of the school and other bodies.
- 2- Chairing the meetings of the Administrative Governing Body and the General Assembly.
- 3- Judging the administrative issues.
- 4- Signing contracts upon the decisions of the Administrative Governing Body.

The president of the Administrative Governing Body cannot make any contracts with external bodies unless first approved by the KILAW administration.

### **Article 26**

The male vice president of the Administrative Governing Body is responsible for:

- 1- Chairing the meetings of male students' committees.
- 2- Representing male students' committees in front of the Administrative Governing Body.
- 3- Regularly presenting reports on students' committees.

- 4- Fulfilling the tasks issued by the president of the Administrative Governing Body.
- 5- Acting on behalf of the president of the Administrative Governing Body.

### **Article 27**

The female vice president of the Administrative Governing Body is responsible for:

- 1- Chairing the meetings of female students' committees.
- 2- Representing female students' committees in front of the Administrative Governing Body.
- 3- Regularly presenting reports on female students' committees.
- 4- Fulfilling the tasks issued by the president of the Administrative Governing Body.
- 5- Acting on behalf of the president of the Administrative Governing Body.

### **Article 28**

The secretary is responsible for:

- 1- Calling for meetings of the Administrative Governing Body in coordination with the president, taking minutes at the meetings and signing the minutes with the president.
- 2- Following up on the implementation of the decisions of the Administrative Governing Body.
- 3- Preparing correspondence.
- 4- Filing all documents and obtaining stamps.
- 5- Preparing the agenda for the meeting of the General Assembly.
- 6- Presenting a copy of the minutes to the KILAW administration.

### **Article 29**

The treasurer is responsible for:

- 1- Keeping records of all revenues according to stamped bills and invoices.
- 2- Supervising expenditure according to written orders from the president of the Administrative Governing Body.
- 3- Preparing the financial report of the Administrative Governing Body.
- 4- Providing the KILAW administration with a copy of all the Association's revenue-and-expenditure documents.

### **Article 30**

To be legal, all regular and exceptional meetings of the Administrative Governing Body should be held with the presence of the majority of the members. The decisions in the Administrative Governing Body are taken by majority vote. If the votes are equal, the president of the Administrative Governing Body will have the casting vote. Meetings begin by approving the agenda. Every member has the right to discuss and propose changes to the agenda.

The invitation to the meetings of the Administrative Governing Body should be in person and in writing; otherwise, the meeting will be invalid.

After the approval of the Administrative Governing Body, every member has the right to ask for adding a new issue to the agenda at the beginning of the meeting. The exceptional meetings are limited to discussing the particular issue for which the meeting is held. If the meeting is adjourned before finishing all the agenda, the remaining issues will be transferred to the agenda of the following meeting with the priority being given to those outstanding issues over other issues, unless a different decision is taken by the Administrative Governing Body.

### **Article 31**

If a member of the Administrative Governing Body has an unexcused absence for four consecutive meetings or seven non-consecutive meetings, he/she will lose his/her membership.

### **Article 32**

If a member resigns or is dismissed for any reason, the on bench member will replace the resigned member who gets the highest votes. The Administrative Governing Body as a whole will be considered to have resigned if the majority of the members resign. In this case, the Administrative Governing Body will carry on its responsibilities until a new governing body is elected.

### **Article 33**

If the administrative Governing Body violates KILAW's regulations, the KILAW administration has the power to dissolve it, and appoint new members until new elections are held, which should take place as soon as possible.

### **Article 34**

Individual membership of the Administrative Governing Body is suspended in the following cases:

- 1- Study suspension for more than one semester upon the student's request.
- 2- Study suspension as a result of a disciplinary decision.
- 3- Study discontinuity for one semester.
- 4- Receipt of a warning upon a serious violation, or upon misbehavior in connection with a faculty member or an administrative employee.

A member of the Administrative Governing Body might lose his/her membership in the following cases:

- 1- When the member violates any article in these bylaws.

- 2- When the member violates any of KILAW's general regulations.
- 3- When the member receives disciplinary punishment.
- 4- When the member resigns from the Administrative Governing Body.

### **Article 35**

Students are strictly forbidden from carrying out any activities or representing students outside from the framework of the Administrative Governing Body, whether in or out of KILAW. In the case of a violation, the student will be subject to the disciplinary actions mentioned in these bylaws.

## **Chapter IV**

### **Rules and Procedure of the Administrative Governing Body Elections**

#### **First: voters and candidates**

### **Article 36**

All members have the right to vote in the Administrative Governing Body elections. One voter has one vote only, which should be cast in person. All members have the right to take part in the elections based on these bylaws. The Association shall receive a list of the students who have the right to vote.

#### **Second: nomination procedure**

### **Article 37**

The KILAW administration shall invite nominations at the beginning of the first semester. The announcement should be made ten days prior to the election date, or five consecutive working days.



### Article 38

Based upon the written consent of the KILAW administration, the Administrative Governing Body will announce:

- 1- The date and venue for receiving nomination applications.
- 2- The availability of the application form and the method for the receipt of applications.
- 3- The election date and the number of ballot boxes.
- 4- The presentation of names of representatives for election and the counting committees.
5. The revision of students' names.
6. The allocation of places for campaign posts.

The KILAW administration is responsible for all previous procedures.

Candidates can withdraw in person from the election contest upon providing written consent at least forty-eight hours prior to the elections date. It is not permitted to prevent by any means any candidate from withdrawing from elections.

### Third: Election procedure

#### Article 39

The KILAW administration is responsible for forming main and sub-committees that equally represent all candidates.

The main election committee meets from the beginning of the elections until the end. It is responsible for monitoring the election process, considering complaints and reporting the decisions taken regarding the election process.

Sub-election committees meet before the elections start. They count the votes and report any complaints to the head of the main election committee.

### Article 40

Election minutes should include:

- 1- The venue and time of the election.
- 2- The number of voters according to lists.
- 3- The number of voters according to the number of election papers.
- 4- Any changes in committee members or times.
- 5- Any election suspension with an explanation of the reason and duration.
- 6- The names of committee members present when election closes.
- 7- Any other events.
- 8- Verification that the election process is transparent.
- 9- An attachment with the names of eligible voters.

The elections record shall be opened before the election time. If committee members are late for the election, the head of the committee can chose two of the present voters to be temporary members of the committee until the absent members arrive.

### Article 41

The election process is by means of secret ballot, and will proceed as follows:

- 1- The identity of every voter will be verified. This is done by presentation of the student's civil I.D. or school I.D. or any other official I.D.
- 2- The head of the committee hands every voter a numbered and stamped election paper.
- 3 Every voter's name will be marked after the voter finishes voting.
- 4- The voter will head to the election room, where he/she will vote in written form.
- 5- Every voter has the right to vote for one candidate only according to articles (18), (19), and (20) of these bylaws.
- 6- After completing the voting procedure, and in front of the election committee, the voter will fold the election paper and drop it in the ballot box.

## Article 42

The election process should be held over a period of time that is not less than seven hours with the possibility of extending the process for some time.

## Fourth: vote-counting procedure

## Article 43

After the election process is over, the election committees should seal the ballot box, and move all documents to the counting room, which is nominated by the KILAW administration. Then, the counting process will begin. The counting process will proceed in accordance with these bylaws.

## Article 44

Election papers are considered invalid in the following cases:

- 1- If they are conditioned.
- 2- If they contain more names than are allowed.
- 3- If they are not stamped.
- 4- If they are not numbered.
- 5- If they contain any mark that refers to the voter.
- 6- If they contain any insults to anybody.

If there is a dispute over an election paper, the paper will be referred to the main counting committee. There will be a vote held regarding the validity of this paper. The outcome will be determined by majority vote. In case of equal votes, the head of the committee will have the casting vote.

### Article 45

A report of the counting process should be prepared and it should include:

- 1- The time and venue of the counting process.
- 2- The names and signatures of the counting committee present at the beginning of the counting process.
- 3- The number of the voting papers.
- 4- Notification of any differences between the number of the voting papers in the ballot box and the number of voters according to voters' lists.
- 5- The number of invalid voting papers.
- 6- The number of votes that every candidate receives.
- 7- The total number of votes for each candidate.
- 8- Description of any other events.
- 9- Verification of the transparency of the election process.
- 10- The names and signatures of the counting committee members present when the counting process concluded.

### Article 46

The election and counting committee announces the final results of the election process. If there is no winning party, all parties are equal, and no one concedes, there will be a final decision which will take into account the following criteria:

- 1- The number of completed study units.
- 2- The total GPA.
- 3- If the previous two criteria do not determine the outcome, a blind choice will be the last resort.

### **Article 47**

The out-going Administrative Governing Body will hand over to the newly elected body within five days of the election results being announced. The out-going Administrative Governing Body should hand over the following items:

- 1- The Association's rooms and equipment (including access to same).
- 2- The Association's stamps.
- 3- The Association cheques, financial records, receipts and expenditure documents.
- 4- In-and-Out files.
- 5- The Association's archives.

The out-going Administrative Governing Body is legally responsible for any losses of the documents.

## **Chapter V**

### **The Budget of the Administrative Governing Body**

### **Article 48**

The revenues of the Administrative Governing Body include:

- 1- The cash presented by KILAW.
- 2- Donations and gifts received upon the approval of the KILAW administration.
- 3- Revenues of the Association's activities and its committees.

### **Article 49**

The Association has a financial auditor who is a KILAW employee. The auditor is responsible for checking and revising all the financial activities. The financial auditor is responsible for:

- 1- Organizing the financial process.
- 2- Preparing accounting bills.
- 3- Supervising the expenditure operations.
- 4- Preparing budgets and closing accounting processes.
- 5- Carrying out inventory tasks when necessary.

### **Article 50**

The Association's cash money will be deposited into one of the Kuwaiti national banks based on a letter from the KILAW administration. The expenditure operations are processed according to official documents signed by the Association's president and treasurer. Any expenditure operation should be signed by the one who receives the cash. Compensation will be activated when the expenditures reach 75% of its original value.

### **Article 51**

These bylaws are effective from the academic year 2011-2012. The General Assembly can either change these bylaws in part or in whole after obtaining the approval of two-thirds of the Association's members. The changes should be ratified by the KILAW administration. Finally, the KILAW administration can amend these regulations in part or in whole as and when it deems necessary.

