

**ACTION PLAN OF KUWAIT INTERNATIONAL LAW SCHOOL
In Relation to Higher Education Review (January / 2018)**

| Good Practice | Action to be taken | Target date | Action by | Success Indicators | Reported to | Progress |
|--|--|---|--|---|-------------------|----------|
| 1 The active engagement of representatives of the Associated Universities which makes a significant contribution to the development of the institution. (ESG Standard 1.1) | The effective deployment of the cooperation agreement with the associated universities to develop continued periodic evaluation including the exchange of pedagogical experiences, techniques; career and professional development of faculty members, the holding of workshops in research methods. | May 2018 | President | - Implementation of the annual review by the AAB . | Board of Trustees | |
| | | December 2018 And shall continue annually | Curriculum Committee | - Representatives of the Associated Universities are involved in the periodical review of curriculum. | Dean | |
| | | | Associate Dean for Academic Affairs AAB | - Development sessions and workshops are executed. | | |
| Annually | Associate Dean for Research Affairs | - Participation of faculty in international Conferences | | | | |

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| <p>2 The strong emphasis on professional practice within and without the curriculum, which enhances the employability of KILAW graduates. (ESG Standard 1.2)</p> | <p>1. Developing practical training courses.</p> <p>2. Expanding the range of training agencies available for students.</p> <p>3. Linking theoretical courses to the practical aspect in partnership with state institutions.</p> <p>4. Organizing seminars and professional training sessions, including visits from a range of legal professionals.</p> | <p>Sep. 2018</p> | <p>Academic Departments</p> <p>Competition & students Development Department</p> | <p>- All the practical training courses are improved , and the training agencies are expanded.</p> | <p>The Dean</p> <p>Associate Dean for Academic Affairs</p> | |
| | <p>- 4 theoretical courses are linked to practical aspects of study.</p> | | | | | |
| | <p>- Eight seminars & professional training sessions are organized.</p> | | | | | |
| | <p>5. Communicating with the recruitment agencies in the field of curriculum development, practical training and marketing of the School's graduates.</p> <p>6. Annual round table discussion for assessment and follow-up with employers and training agencies.</p> | <p>Annually</p> | <p>Curriculum Committee & Academic committee</p> | <p>- One seminar or meeting is held with the employers.</p> | <p>The Dean</p> | |
| | <p>7. Establishing a Recruitment and Development Office.</p> | <p>Dec. 2018</p> | <p>President</p> | <p>- The new Office of Recruitment and development is established.</p> | <p>School Council</p> | |

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| 3 The extent and nature of the support for study in English that facilitates the uptake of opportunities to undertake bilingual study. (ESG Standard 1.3) | 1. Expanding the recruitment of bilingual faculty members for the legal courses taught in English, and English language department. | September 2018 | HR & Associate Dean for Academic Affairs | <ul style="list-style-type: none"> - Additional bilingual faculty members are recruited for the legal courses taught in English. | Associate Dean for Academic Affairs | |
| | 2. Enhancing the Study Group efficiency in enhancing the level of students in English language. | September 2018 | Committee of Legal courses taught in English | <ul style="list-style-type: none"> - Students' participation in Study Groups leading to improvement in performance and standards in English language. | School Council | |
| | 3. Reading from English language texts prescribed. | January 2019 | Associate Dean for Academic Affairs | <ul style="list-style-type: none"> - The students' ability in reading and understanding English texts is improved. | Associate Dean for Academic Affairs | |
| | 4. Apply a rigorous acceptance policy in the entry exam in both languages. | Annually | English Department & Admission Dep. The Registrar | <ul style="list-style-type: none"> - The roll out and acceptance across the school policy rigorous expectancy in the entry exam. | The president | |

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| <p>4 The significant support provided by Academic Advisers to assist students in planning their program of study and monitoring their progress. (ESG Standard 1.4).</p> | <p>1. Ensure that all students are appointed to an Academic Advisor.</p> | <p>January & September 2018</p> <p>And shall continue annually</p> | <p>Assistant Dean for Students Affairs</p> <p>Registration department</p> | <p>- All students are appointed to an Academic advisor and a series of meetings documented.</p> | <p>The Dean</p> | |
| | <p>2. Ensure that no student can register in a new semester without the consultation of the Academic Advisor.</p> | | <p>IT</p> <p>Guidance and Orientation Department</p> | <p>- Every new registration process is approved by the Academic Advisor.</p> | <p>Assistant Dean for Students Affairs</p> | |
| | | | | <p>- The rate of academic warnings is decreasing.</p> | <p>School Council</p> | |

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| <p>5 The diversity of faculty membership and the contribution this makes to the development of the curriculum significantly enhances the student learning experience. (ESG Standard 1.5)</p> | <p>1. Adhering to the principle of diversity in faculty as a tool to enhance learning experience.</p> <p>2. Increase the geographic range of recruitment advertising</p> | <p>September 2018</p> <p>And shall continue annually</p> | <p>Associate Dean for Academic Affairs</p> | <ul style="list-style-type: none"> - Faculty members from different legal schools of thoughts and from a range of jurisdictions will be recruited every year. - The recruitment have been advertised in a wide geographic range | <p>The President</p> | |
| | <p>3. Relying on diversity of faculty exposes the student to different legal school of thoughts as an instrument for creating a diverse society which is reflected in the diversity of faculty.</p> | <p>January 2019</p> | <p>H.R department</p> | <p>Diversity in legal schools is achieved because of the diversity of faculty members</p> | <p>School Council</p> | |

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| 6 The significant range of support for continuous professional development of faculty. (ESG Standard 1.5) | 1. Encourage faculty members to participate in conferences or training sessions. | By the end of 2018 | Associate Dean for Academic Affairs | - At least 65% of faculty members have attended a conference or training session. | The Dean | |
| | 2. Publishing in different jurisdiction | By the end of 2019 | Associate Dean for Research Affairs | A number of research papers are published in different jurisdiction | Academic Departments | |
| | 3. Appoint a professional development coordinator and establish a register of activity. | September 2018 | The president | - The coordinator is appointed and the register is established. | School Council | |
| | 4. Arrange development sessions in the field of research methods and teaching methodology. | September 2019 | The professional development coordinator | - 2 development programs & sessions are arranged. | The Dean | |
| | | | | - Rate of students satisfaction is increased. | School Council | |

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| 7 The high level of engagement with, and support for, participation in external legal competitions, which makes a significant contribution to graduate career development. (ESG Standard 1.6) | 1. Continuing participation in international competitions, and develop such participation and expand it. | Every year | Competitions and Students Development Department Associate Dean for Academic Affairs | - Participating in at least 6 national and international competitions. | Associate Dean for Academic Affairs | |
| | 8 The role of teaching assistants in providing additional support for student learning, which facilitates their academic progression. (ESG Standard 1.6) | 2. Ensure that all students with low performance are committed to the Study Groups. | By the end of 2018 | Registration department Faculty member TA's | - Every student with GPA less than 2.0 points is referred to the Study Groups. | Dean Associate Dean for Academic Affairs Academic department |
| | 3. Follow up the students with low performance | Periodically | Guidance & Orientation Office | - Passing rates are increased. - GPA warnings are decreased. | Assistant Dean for Students Affairs | |
| | 4. Continue recruiting and developing TA's | every year | HR | - vacancies of TA's are completed every semester | Associate Dean for Academic Affairs | |
| | 5. Organizing training sessions for TA's in Teaching Methodology. | | The professional development coordinator | - At least 70% of the TA's have attended a training session. | Associate Dean for Academic Affairs | |

| Recommendations | Action to be taken | Target date | Action by | Success indicators | Reported to | Progress |
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| 1 Develop further the current quality assurance policy to more clearly articulate how the various quality assurance processes integrate and relate to the committee structure. (ESG Standard 1.1) | 1. Develop the current quality assurance policy to ensure that it relates to all processes resulting from the approved structures. | September 2018 | Quality Assurance and Accreditation Office | - The policy is developed and subject to an ongoing review. | The President | |
| | 2. Review and revise a handbook detailing the committee structures and remits . | December 2018 | HR | - Handbook updated | | |
| 2 Develop generic criterion referencing for each gradation of the assessment grading system. (ESG Standard 1.3) | 1. Applying a main four level of categories in gradation with a generic requirement to meet different level of grades in each category which reflect the actual student level. | June 2019 | Associate Dean for Academic Affairs | - Finalizing the action required in time. - The policy is clearly articulated in an online – printed document | The Dean | |
| | 2. Providing an "excellence" chance in achievement via a question of “ Excellence” in both class work and final exam when a certain level of intelligence is achieved. | June 2019 | Examination Committee | - Implementing the "excellence" via specific question in achievement of such grade by the end of the year 2018-2019 for all the courses. | School Council | |
| | 3. Laying down specific description for each grade. | December 2018 | | - A specific description for each grade have been done. | Dean | |

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| 3 Provide specific assessment criteria aligned to learning outcomes to accompany coursework assessment briefs. (ESG Standard 1.3). | 1. Ensure that all the assessment criteria are aligned to all or part of as stipulated in the learning outcomes sheet. | December 2018 | Associate Dean for Academic Affairs | - The assessment criteria are aligned to the learning outcomes. | Curriculum Committee | |
| | 2. Prepare a definition (description) for the skills measured by the exam questions. | | Academic Departments | - The definition is prepared. | Examination Committee | |
| 4 Document more explicitly and in more detail, how programme monitoring and review is operationalized.(ESG Standard1.9) | 1. Documenting all processes of programme review and monitoring. | | | Curriculum committee & Academic committee | - Every program review process is documented. | QAAO |