KILAW

كلية القانون الكويتية العالمية

KUWAIT INTERNATIONAL LAW SCHOOL

GUIDE
STUDENT
2025 – 2026

كلية القانون الكويتية العالمية
KUWAIT INTERNATIONAL LAW SCHOOL

STUDENT GUIDE

2025 – 2026

September 2025

Kuwait – Doha Area – Doha Fast Link – Block 2 – Building 80005
Phone: 0096522280200 Fax: 0096522280209
PO Box: 59062 – Postal Code: 93151 Doha – Kuwait
Website: www.kilaw.edu.kw Email: info@kilaw.edu.kw

The provisions and rules contained in this Guide do not replace the bylaws, which are published on KILAW's website, some of which are attached to this Guide. Authority always rests with the texts of the bylaws approved by KILAW at the time of reference. If any provision or term in this English version differs in meaning from the Arabic version, the Arabic version prevails.

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INTRODUCTION

Kuwait International Law School (KILAW) was established under Amiri Decree No. 144 of 2008, licensed by the Private Universities Council (PUC) – Ministry of Higher Education. It is the first private law school in the State of Kuwait. KILAW is founded on combining the Kuwaiti legal system with the global legal system, in order to provide legal education and award academic degrees in law and directly related fields, using the best available means and methods of teaching world-class comparative law. KILAW began its first academic year by receiving its first cohort of students on 1 March 2011.

KILAW believes that a law graduate must possess sufficient legal skills that go beyond knowledge, and must be able to develop these skills so as to practise the legal profession effectively in various national and international forums. KILAW adopts five main elements to maintain its strategic approach, namely:

1. Achieving excellence in legal education based on critical thinking.
2. Enhancing the ability to draw comparisons.
3. Teaching law in English to improve competitiveness in the labour market.
4. Expanding the provision of elective courses that keep pace with new legal developments.
5. Developing practical and professional training for students.

KILAW awards university degrees in the following programmes:

- Bachelor of Law (LLB).
- Master of Public Law (LLM).
- Master of Private Law (LLM).
- Master of Law and Financial Transactions.
- Diploma in Law.

KILAW is subject to the internal and external evaluation procedures of the various national and international accreditation bodies, as well as the periodic evaluation of the Academic Advisory Board, in which a number of associate universities participate within the framework of the cooperation agreements that link them with KILAW.

Vision

A model university institution that provides distinguished education, develops legal, oversight and normative capabilities, and adopts critical thinking.

Mission

We seek to provide a model for a pioneering and distinguished university that applies best practices in the administrative, academic and community fields, offers distinguished education based on critical thinking, and provides the community with distinguished graduates qualified in legal capabilities and in oversight and normative skills, so that they contribute effectively to building the nation and consolidating the values of justice, integrity and the rule of law.

Objectives

1. Awarding the university degree (Bachelor's degree) in law.
2. Awarding the Master's degree in law and related sciences.
3. Awarding the Diploma in Law, which qualifies holders to perform the duties of the paralegal professions.
4. Combining theoretical and practical preparation.
5. Enabling holders of the general secondary school certificate and other qualifications, through legal education, to obtain suitable employment opportunities in the public and private sectors.
6. Qualifying the Kuwaiti workforce to contribute to the human development of the manpower in society.
7. Spreading legal awareness and contributing to building a general legal and Sharia culture among citizens and residents.
8. Attracting Kuwaiti students studying outside Kuwait, in order to localise educational services.
9. Expanding the scope of supported research and research projects, as a model for revenue and academic progress.

Values

- Preserving authentic Arab and Islamic values.
- Embracing the values and principles of diversity and non-discrimination, and fully achieving the principles of equality in education.
- Commitment to the ethics of the profession and its academic foundations, and preserving and consolidating them.
- Respecting the principle of legality and the rule of law in all dealings.
- Commitment to the highest standards of excellence in performance.
- Developing the values of responsibility and commitment to standards that enable individuals to fully perform their roles towards themselves, their community and their country.

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ACADEMIC CALENDAR 2025-2026

Day	Date	Event
August 2025		
Sunday	25	Registration for the Bachelor Programme for the Fall Semester 2025-2026
Thursday	29	Sending schedules to Diploma students for the Fall Semester 2025-2026
September 2025		
Sunday	01	Faculty members return day
Monday	02	First day of classes for the Fall Semester 2025-2026
December 2025		
Thursday	12	Last day of classes for the Fall Semester 2025-2026
Friday – Sunday	13 – 15	Study break for the Fall Semester final exams 2025-2026
Monday – Thursday	16 – 26	Final exams for the Fall Semester 2025-2026
January 2026		
Wednesday	8	Registration for the Bachelor Programme for the Spring Semester 2025-2026
Sunday	12	Start of faculty members' leave
Sunday	26	Faculty members return day
Monday	27	First day of classes for the Spring Semester 2025-2026

Day	Date	Event
May 2026		
Thursday	08	Last day of classes for the Spring Semester 2025-2026
Friday – Monday	09 – 12	Study break for the Spring Semester final exams 2025-2026
Tuesday – Saturday	13 – 24	Final exams for the Spring Semester 2025-2026
June 2026		
Thursday	05	Registration for the Summer Semester 2025-2026
Monday	09	First day of classes for the Summer Semester 2025-2026
July 2026		
Wednesday	22	Start of leave for faculty members who are not teaching in the Summer Semester
Thursday – Monday	24 – 28	Final exams for the Summer Semester 2025-2026
September 2026		
Monday	01	Faculty members return day
Tuesday	02	First day of classes for the Fall Semester 2026-2027

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STUDENT LIFE

Admission Department

The Department receives applications from those wishing to study at KILAW in accordance with the announced rules and conditions, and communicates with applicants to notify them of the dates of admission tests and personal interviews and of their test results.

It also receives applications for the social allowance allocated by the Private Universities Council (PUC) for all KILAW students, in accordance with the specified conditions and dates, and follows up the cases of internal scholarship students regarding the freezing of their scholarships.

The Admission Department can be consulted in the following cases:

- Submitting a request for transfer to, and inclusion in, the internal scholarship.
- Submitting a request to freeze or withdraw from the internal scholarship.
- Submitting an application for the social allowance.
- Submitting a request for the equivalency of the academic certificate.

Contact details:

Department	Extension	Email
Admission	187	a.almannaei@kilaw.edu.kw
Admission	158	j.alshuaib@kilaw.edu.kw

Registration Department

The Department prepares the class schedule, the academic calendar and the final examination schedule, organises the student registration process, follows up students' academic progress, and follows up academically struggling students. After the registration dates are announced, students register electronically through the student portal and ensure that the registration process has been completed; students may seek the assistance of the Registration Department when needed.

The Registration Department can be consulted in the following cases:

- When assistance is needed in the registration process in the event of any malfunction.
- When the courses to be registered or re-registered do not appear on the student's page.
- Students' enquiries about the courses they may register or postpone.
- Requesting a certificate of continuity and/or a transcript.
- Submitting a request for the freezing, withdrawal or suspension of enrolment for self-funded students.

Contact details:

Department	Extension	Email
Registration Department	157	jafar.t@kilaw.edu.kw
Registration Department	412	k.AlQarm@kilaw.edu.kw

Graduates Office

The Office follows up fourth-year students to ensure that they meet the graduation requirements, and guides them to complete those requirements through:

- Reviewing and auditing graduation requirements and ensuring that they are met.
- Following up students to ensure that the documents required for issuing graduation certificates are provided.
- Preparing lists of graduating students, issuing certificates and addressing the Private Universities Council for their approval.
- Handing over certificates certified by the Private Universities Council to graduating students.

The Graduates Office can be consulted in the following cases:

- Issuing graduation certificates (true copies).
- Submitting the clearance form before receiving the certificate.

Contact details:

Department	Extension	Email
Graduates Affairs	468	alia.alkandari@kilaw.edu.kw

Alumni Follow-up Office

The Office introduces graduates to the specialised legal career opportunities available in the labour market, conducts opinion surveys of employers in the public and private sectors regarding their job needs, especially in legal departments, and compiles a database of graduates' employers and their telephone numbers, in order to achieve greater communication between KILAW and its students after graduation.

The Alumni Follow-up Office can be consulted in the following cases:

- Requesting true copies of certificates; such requests are referred to the Graduates Affairs Office.
- Obtaining the graduate card to benefit from the discounts of participating companies.
- Applying to participate in the courses held by KILAW.
- Applying to borrow books from the KILAW library.
- Submitting proposals to the Alumni Follow-up Office for organising activities that contribute to the development of graduates' careers after graduation.
- Submitting a CV to be kept and presented to appointing authorities, for those who wish.
- Enquiring and seeking advice about completing postgraduate studies at KILAW or elsewhere.

Contact details:

Department	Extension	Email
Alumni Follow-up	188	s.khudhair@kilaw.edu.kw

The Library

The KILAW Library is the main sector of academic support services for teaching and research at KILAW. It supports the academic teaching programmes of all KILAW departments and the study programmes emanating from them, in addition to its role in supporting academic research efforts and meeting the needs of the research programmes of the various departments.

Books are classified and indexed according to the Dewey Decimal Classification system, and the available periodicals are arranged alphabetically and chronologically.

The Library can be consulted in the following cases:

- **Borrowing:** the borrowing service enables library users to obtain academic sources of information related to their research, according to the following rules:
  - Students: bachelor's students may borrow 5 books for one week, and master's students may borrow 10 books for two weeks.
  - Faculty members: may borrow 10 books for one month.
  - KILAW staff: may borrow 5 books for one week.
- **Reserved materials:** the Library offers a book reservation service at the request of the course professor or because of high demand; such books may therefore not be borrowed.
- **Photocopying:** the Library provides a photocopying service for books, academic periodicals and master's and doctoral theses. Students may photocopy 50 pages free of charge per semester (100 pages for outstanding students); any additional pages are charged at 20 Kuwaiti fils per page. This service is also provided free of charge to faculty members, up to 100 pages from the library collections during the academic year. Photocopying an entire book is prohibited in order to protect copyright.

- **Guidance:** a guidance service that raises awareness of the new services and academic materials received by the Library.
- **Workshops:** the Library administration organises workshops on Mondays and Wednesdays from 12:30 to 2:00 in the Library, to introduce students to the methods of accessing the required academic material, in cooperation with the course professor in guiding students.
- **Electronic search:** this service enables users to connect to and search global databases and the catalogues of the libraries linked to them.

Contact details:

Department	Extension	Email
Library	490	j.alfadhli@kilaw.edu.kw

Academic Advising

The Guidance and Advising Office provides guidance, advisory and administrative services to students from the beginning of their enrolment at KILAW until their graduation, in order to help them meet the graduation requirements in accordance with KILAW's regulations and systems.

The Guidance and Advising Office can be consulted in the following cases:

- Reviewing the study plan of the courses in which the student must register.
- Following up the study plans of students with special needs.
- Submitting medical excuses and absence forms, following up decisions on cases of debarment from courses, and enquiring about the related decisions of the Student Affairs Committee, when necessary.
- Enquiring about the GPA warning, if received, and how to avoid it.

Contact details:

Department	Extension	Email
Advising and Guidance	360	z.abdullah@kilaw.edu.kw
Advising and Guidance	211	Samar.a@kilaw.edu.kw

Student Development and Competitions Department

The Department organises Arab and international competitions and legal activities related to the curricula, in addition to a range of educational activities that raise students' academic level and enable them to develop their skills through activities that are added to their academic record in their CV after graduation.

The Student Development and Competitions Department can be consulted in the following cases:

- Applying to participate in activities (training courses, discussion sessions, field trips, workshops, etc.) and the procedure for registering in them.
- Applying to participate in Arab and international competitions.

Contact details:

Department	Extension	Email
Student Development and Competitions Department	180 – 384 – 338	c.p.d@kilaw.edu.kw

Social Services Office

The Office follows up students' social cases and provides appropriate support to help them overcome the difficulties they face. The Office is also the link between students, the teaching staff and all KILAW departments, to help students overcome any difficulties that may hinder their educational journey.

The Office has a primary role in following up and caring for students of determination (persons with disabilities), and ensures the following:

- That KILAW buildings are suitably prepared to receive them.
- That they are given priority in registration, and that a dedicated employee is assigned to assist them in registration, if necessary.
- That parking spaces are allocated to them in coordination with the Security and Safety Department.
- Following up the academic achievement of students with learning difficulties, in coordination with their professors.
- Providing services that facilitate the examination process, such as a scribe for students who are unable to write during examinations.
- Preparing individual plans of university accommodations designed according to the needs of each student.

Contact details:

Department	Extension	Email
Social Services Office	197	R.alduaij@kilaw.edu.kw

Student Activities Office

The Student Activities Office organises and supervises programmes for male and female students to develop their abilities and skills through academic, recreational, sports and social activities, which in turn contribute to refining their personalities in a balanced manner, and encourages them to engage and participate in various programmes and activities, such as competitions, field trips, cultural and recreational programmes, training courses, sports activities, hobby development programmes and others.

The Student Activities Office can be consulted in the following cases:

- Requesting approval to participate in an activity outside KILAW that results in absence from lectures, subject to specific conditions.
- Applying to participate in student clubs.
- Applying to participate in the Student Employment Programme, subject to the following conditions:

1. Employment is limited to students registered at KILAW; the student must be continuing his/her studies and must have passed at least one semester (i.e. not a new student).
2. The student's overall GPA must exceed 2.5 points.
3. Working hours under this programme are set at a maximum of six hours per week and two hours per day, provided that the number of working hours in one month does not exceed 30 hours.
4. Students are assigned to KILAW facilities whose work is commensurate with the students' abilities and achieves the objectives of the programme.

Contact details:

Department	Extension	Email
Student Activities Office	483	M.alebrahim@kilaw.edu.kw

Information Systems Department

The Information Systems Department provides the electronic services students need to facilitate the learning process and communication with the various KILAW departments and sections.

The Information Systems Department can be consulted in the following cases:

- Changing the password of KILAW's Office365 messaging and e-collaboration system, which is used in the following systems:
  - Email (Outlook).
  - Virtual classes and live broadcasting of lectures (Microsoft Teams).
  - Learning Management System (LMS).
  - KILAW platform for managing absence and attendance.
- When the student is unable to access his/her section on the following systems:
  - LMS.
  - Microsoft Teams.
- When a technical fault or malfunction occurs during final or midterm examinations and it is found that the fault originated in the computer systems used in the examinations.

Technical support contact details:

Information Systems – Technical Support Team	Contact
Technical support number for the systems via WhatsApp	22280222 – Ext.: 179 – 279

Write the problem or enquiry about the technical systems via WhatsApp and send a photo of the university ID card together with the university number (written contact only, not voice calls, to ensure the problem is resolved quickly).

Public Relations and Marketing Department

The Department publishes KILAW announcements inside and outside the building, on social media and on KILAW's official channels, and contributes to organising events, exhibitions and student visits within KILAW. The Public Relations Department keeps a complete archive of photographs of events and activities.

The Public Relations and Marketing Department can be consulted in the following cases:

- Coordinating with the Students' Association or student clubs regarding publications on student activities.
- Submitting proposals for joint activities or events with the Students' Association or student clubs.
- Obtaining copies of KILAW's various publications.

Contact details:

Department	Extension	Email
Public Relations Department	212	adelalenazi@kilaw.edu.kw

Medical Services

KILAW provides medical services to its students, all employees and visitors in the clinic, which is equipped with the latest medical equipment and the medicines needed for emergencies; an ambulance is called for cases that require it. Medical assistance may also be requested in classrooms and other facilities, and medical care is available on a permanent basis during examinations and the various activities on campus.

The clinic is located on the ground floor of the Library building and can be contacted on extension 320.

KILAW COUNCIL

1. **Prof. Mohammad ALMoqatei** – KILAW President
2. **Dr. Faisal Al Kandari** – KILAW Dean and Head of The Islamic Law & Comparative Jurisprudence Department
3. **Dr. Ahmad Al Faresi** – Dean of the Post Graduate School
4. **Dr. Hamad AlHasawi** – Dean of the School of Governance and Systems
5. **Mr. AbdulMuhsen Almoqatei** – Vice president for Administrative and Academic Affairs
6. **Prof. Yusri ElAssar** – Associate Dean for Academic Affairs
7. **Prof. Saleh Al Otaibi** – Dean for Student Affairs
8. **Dr. Hamad AlFahed** – Assistant Dean of Students Affairs
9. **D. Mohammad AlHudaib** – Second Assistant Dean of Students Affairs
10. **Prof. Ahmad Ichraqiya** – Dean of Admission and Registration
11. **Dr. Dana AlDuaij** – General Registrar
12. **Dr. Sharefah A. Almuhana** – Director of Diploma of Law
13. **Prof. Siham Alforaih** - Head of Arabic Language Department
14. **Prof. Mousa Rzeiq** – Head of Private Law Department
15. **Prof. Iqbal AlMutawei** – Coordinator of The Islamic Law & Comparative Jurisprudence Department
16. **Dr. Muath AlMulla** – Head of Criminal Law Department
17. **Dr. Fatemah AlBader** – Head of Public International Law
18. **Dr. Ardit Memeti** - Head of English Legal Courses Department
19. **Dr. Jassim Bishara** - Head of law & Science Department
20. **Dr. Ziyad Al Sharhan** - Head of English Language Department
21. Student's Representative

ACADEMIC ADVISORY BOARD

No.	Name	Position
1	**Prof. John Morison**	Former Dean, Chair of the Board – Queen's University Belfast, School of Law – UK
2	**Prof. Vincenzo Ferrari**	Former Dean – University of Milan, School of Law – Italy
3	**Dr. Mark Hoyle**	ArbDB Chambers – International Dispute Resolution Centre – UK
4	**Prof. Susan Karamanian**	Dean – Hamad Bin Khalifa University, College of Law & Public Policy – Qatar
5	**Prof. Jassim AlShamsi**	Former Dean – United Arab Emirates University – UAE
6	**Prof. Catherine Mackenzie**	Dean of Degrees – Green Templeton College, University of Oxford – UK
7	**Prof. Stephen Ferruolo**	Dean – University of San Diego School of Law – USA
8	**Prof. Roger Burridge**	Emeritus Professor – University of Warwick – UK
9	**Prof. Sam Adelman**	Professor of Law – University of Warwick – UK
10	**Prof. Yenkong N. Hodu**	Head – University of Manchester School of Law – UK
11	**Prof. Federico Lupo-Pasini**	Director of Undergraduate Studies – Durham University – UK
12	**Prof. Onyeka Osuji**	Dean – Essex Law School, University of Essex – UK

STUDY SYSTEM AND STUDENT AFFAIRS BYLAW

- Having regard to the provisions of Law No. 34 of 2000 concerning the establishment of private universities and its executive regulations;
- Having regard to the provisions of Amiri Decree No. 144 of 2008 establishing the Kuwait International Law School; this bylaw was drafted for the first time by the Founding Committee, was then issued in June 2008, and was first approved by the Board of Trustees at its meeting No. 1 of the academic year 2010-2011 on 21 January 2011. It is amended successively as required by the regulations and procedures, following the approval of the Board of Trustees.

First: Definitions and Concepts

Course System

- The course system is based on specifying the number of credit units that must be completed and passed at the level determined by KILAW as a condition for graduation in the degree in which the student is registered, and then specifying the fields of study among which these units are distributed. Students are free to progress through the courses required of them according to their own assessment of their need for and readiness for them, in accordance with the approved class schedules and under the guidance of the academic advisor or KILAW, and in accordance with the priority system (requirements system)[1] proposed for them in the cases determined by the academic department or KILAW. All of this is within the minimum and maximum number of credit units permitted for registration in each semester, and subject to the student completing the units prescribed for each academic year before being allowed to register for the courses of the following year, so as to achieve cumulative attainment in the study of law.

[1]Prerequisite or co-requisite courses, in accordance with the class schedules available to the student and the plan proposed for his/her academic progress

- This system allows students to participate freely in drawing up their study plan and to determine the pace of their progress according to their own abilities and the applicable rules. In calculating the student's academic attainment, the system credits the student with the courses he/she passes; where the student fails certain compulsory courses, it requires only that those courses be repeated, or that elective courses, or courses counted as substitutes for them from the same category, be repeated, in accordance with the conditions set for permitting repetition, which is limited to a maximum of 10 courses with a grade of (C)[2].

Credit Units

- A credit unit is an academic unit recorded for the student when he/she passes the course studied. It is normally weighted as one weekly theoretical hour or a maximum of two practical hours; this weighting does not apply to intensive courses. Credit units are also the basis for determining the study load the student takes in each semester. The competent academic department or KILAW determines the number of credit units for each course, which is generally 3 units per course.

Semester

- The semester is the period between the beginning and the end of study. It lasts sixteen weeks, including the final examination period. The academic year consists of two semesters. The summer semester is optional and lasts approximately seven to eight weeks, including the final examination period. The KILAW Council may adopt the intensive course system for a shorter period and for certain courses[3].

Importance of the Course System and the Reasons for Its Adoption

- The course system, also known as the credit unit system, is one of the modern systems of education, and most international

[2]Amended by Board of Trustees Decision No. (2) of 2011 increasing the number of courses that may be re-registered to 10 courses instead of 8.
[3]Pursuant to the decision of the Board of Trustees at its meeting No. 4 of 2013

educational institutions have adopted it because it achieves the following important aims:

- Making the fullest use of the academic year through the semester system, by dividing the year into two semesters, while also making use of the summer semester as needed.
- Creating an interactive learning environment between the professor and the students, given the room this system provides for discussion and dialogue; its philosophy requires opening the way for dialogue and encouraging students to give lectures and presentations and to build critical thinking in addressing legal problems and judicial rulings, in addition to carrying out research, assignments and tasks, with class sizes kept as small as possible.
- Achieving continuous measurement and evaluation linked to a reasonable period of time (one semester), in order to ensure the soundness and effectiveness of academic attainment, away from the risk of exhausting the student and the professor with a prolonged annual effort that may hinder effective academic communication, while controlling the quality of teaching and the results and evaluation of attainment.
- Linking the theoretical and practical aspects of teaching methods. Dividing the year into two semesters under this system helps to divide the teaching effort of the professor on the one hand and the learning effort of the student on the other, whether within one semester or alternately; some successive courses spread over two semesters can therefore be divided into theoretical and practical courses, which the annual system does not allow.
- For all these reasons, the course (semester) system was chosen as the educational system of KILAW.

Second: Provisions of the Bylaw

Study Duration and General Description of Courses

Article One

The foregoing preamble and the definitions and concepts contained therein are an integral part of the provisions of this bylaw.

Article Two

The annual period of study is nine months, beginning in September each year and ending in June of the following year, as determined by KILAW administration for each of the various academic degrees and according to the distribution of the semesters of the study (course) system[4].

Article Three

- The academic year is divided into two semesters, each lasting sixteen to seventeen weeks, in addition to an optional summer semester lasting between seven and eight weeks. The period may be shortened when necessary, provided that the same number of hours is maintained[5]; an intensive period may be adopted for certain courses.
- The KILAW Council may adopt the intensive course system for a shorter period and for certain courses, and may, as the case may be, assess students in the final examination of the intensive course on the basis of a "Pass" or "Fail" (F) grade[6].

Article Four

The study programme for each academic degree comprises the periods of time and credit units set out in detail in the academic programme

[4]These are organisational dates only and are determined according to the academic calendar approved annually by KILAW administration.
[5]. Amended pursuant to the approval of the KILAW Council at its meeting No. 4 on 18 April 2013 and the approval of the Board of Trustees at its meeting No. 2 of 2013 on 25 June 2013.
[6]Pursuant to the decision of the Board of Trustees at its meeting No. (2) of the academic year 2014-2015, held on 2 May 2015.

regulations of each programme and its prescribed Major Sheet, as follows:

Bachelor of Law

KILAW awards the Bachelor's degree in Law. This degree requires a normal period of study of four years (eight semesters), during which the student completes 124 credit units under the course system. The degree consists of a number of compulsory and elective courses in law, in addition to general knowledge courses and free electives. The programme aims to pair, as far as possible, the core courses of Arab law schools with those taught at international universities, such as English and American universities. Students may complete their studies in a shorter period (for example, seven semesters), provided that they complete the units prescribed for each academic year[7] before registering for the courses of the following year, taking into account the overall GPA and cumulative GPA requirements. Elective courses of the years following the student's current year may be counted in place of an elective course in the current year, with respect to courses taught in English, in order to facilitate the student's completion of the six courses required for graduation, on a case-by-case basis[8].

Master of Law

The normal duration of the Master's programme is one or two years, depending on the programme; the duration of Master's study may not be less than one year nor more than two years, and one additional year at most may be granted. The minimum number of courses the student must pass to obtain the Master's degree is six courses, in addition to the thesis (24 credit units). The Master's thesis must demonstrate the student's ability to complete academic research that addresses an academic problem and to present its findings in a clear and methodical manner.

[7]Pursuant to the decision of the Board of Trustees at its meeting No. (1) of 2013.
[8]Amended pursuant to the decision of the Board of Trustees at its meeting No. (1) of 2013.

Diploma in Law

The duration of the Diploma in Law programme is two academic years (four semesters). The courses taught in the programme, theoretically and practically, total 60 units, and the programme includes one month of practical training at a rate of 6 units per academic year, bringing the number of units required for graduation to 72 credit units.

Article Five

The normal period of study for the Bachelor of Law is four years; it may not exceed six years nor be less than three and a half years. The period of study for the Diploma in Law may not be less than two academic years nor exceed four years. Periods of suspension of the student's enrolment, up to a maximum of two semesters for the Bachelor's and the Diploma, are not counted in the period of study.

Article Five (Bis)[9]

The KILAW Council may transfer academically struggling students in the Bachelor of Law programme to the Diploma in Law programme. The Academic Affairs Committee shall set a definition of the term "struggling students". The transfer is subject to the following conditions:

- Approval of the KILAW Council after referral to the Academic Affairs Committee.
- The number of credit units to be equated shall not exceed 60 credit units, after the approval of KILAW's Equivalency Committee.
- The student's grade in the courses to be equated shall not be less than (C).
- The Academic Affairs Committee may approve that a struggling student transferred to the Diploma in Law programme complete the practical training during one semester, for a period of two months in two fields, if this is for the purpose of graduating in the semester in which he/she is transferred.

[9]The addition of this article was approved at KILAW Council meeting No. 5 of the academic year 2020-2021, held on 5 April 2021, and Board of Trustees meeting No. 3 of the academic year 2020-2021, held on 8 April 2021.

Article Six

- The main language of study at KILAW is Arabic, alongside English. The student must study at least 6 law courses in English (18 credit units) during the Bachelor of Law programme, distributed over the years of study according to the academic class and in accordance with the Major Sheet applied at KILAW to date. The Board of Trustees may, by decision, increase this number and apply it to students admitted after the decision is issued; the distribution of these courses over the academic classes is determined by a decision of the KILAW Council.
- Study in the Master's programme is in both Arabic and English. The Board of Trustees determines the number of courses taught in each language before study in the programme begins.

Admission Requirements and Registration Procedures

Article Seven

Admission to any academic programme leading to a university degree (Bachelor's – Diploma) requires the general secondary school certificate or its equivalent, according to the grades prescribed in the regulations or as determined by KILAW administration. Admission to the Master's degree requires the applicant to hold a Bachelor of Law or another university degree, depending on the programme, according to the grades prescribed in the regulations and as determined by KILAW administration.

Article Eight

Kuwaiti, GCC and Arab secondary school certificates, public and private (Arabic or foreign), are accepted provided that they are accredited by the Ministry of Higher Education and the Ministry of Education in Kuwait, as the case may be.

Article Nine

Admission to KILAW requires:

1. The applicant must hold the general secondary school certificate or its equivalent (recognised by the Ministries of Education and

Higher Education) with a percentage of not less than:

- 70% for applicants to the Bachelor of Law, for both the scientific and literary streams.
- The announced average for transferring students, for each academic degree separately.
- 2.5 points for students holding British or American system certificates.
- A Diploma in Law certificate with an average of not less than 2.00 points.

2. Successfully passing the personal interview.
3. Passing the admission tests in English and Arabic and the Al-Qalam test (Arabic language), according to the scores determined by the Board of Trustees. These tests are taken into account in determining the student's level; in all cases, the student is required to pass two English language courses (6 credit units).
4. A score of 500 in the TOEFL test and/or 5.5 in the IELTS test, and/or a grade of excellent in Arabic in the secondary school certificate, is taken into consideration for the student's admission. The student is not exempted from the admission test administered by KILAW, whatever his/her result in these tests.
5. Selection among applicants is made on a competitive basis, according to the seat capacity of each academic degree separately.
6. The capacity is determined annually by the Board of Trustees in light of KILAW's capability and physical capacity on the one hand, and the needs and requirements of the academic degrees awarded by KILAW on the other.
7. Applications for internal scholarships are accepted according to the number and conditions determined by the Private Universities Council, at the request of KILAW.

Article Ten

- From the first year of the commencement of study at KILAW, applications for transfer to KILAW are accepted from those wishing to study in the first and second years only. Applications from those wishing to transfer into other years are accepted once study at KILAW has begun in the academic year into which they wish to transfer, taking into account KILAW's capacity, the transfer conditions and the maximum number of credit units that may be equated.
- The transferred student is credited with the courses that KILAW administration has agreed to equate, in accordance with the conditions and rules it has set, up to a maximum of 45 credit units.

Article Eleven

The application for enrolment is submitted to KILAW's Admission Department on the form prepared for that purpose, within the period specified for admission, during KILAW's official working hours, or through the automated system for submitting applications remotely. A student who applies through the automated system must visit the Admission Department to complete the admission procedures; otherwise, the application is considered cancelled. The data recorded in the application are binding on the applicant.

Article Twelve

Priority in considering applications for admission is given to new secondary school graduates over those who graduated three years earlier. Applications for admission submitted by holders of other qualifications are given lower priority, as determined by KILAW[10].

Article Thirteen

First: The following documents shall be attached to the application for admission to KILAW:

1. The original general secondary school certificate or its equivalent.

[10]Amended pursuant to the decision of the Board of Trustees at meeting No. 2 of 2012, held on 7 August 2012.

2. The American system certificate or the British system certificate, accredited by the Private Education Department.
3. A copy of the student's civil ID card (with the original for verification).
4. A copy of the passport.
5. Four recent colour personal photographs.
6. A copy of the security card (with the original for verification) for children of Kuwaiti women of undetermined nationality.
7. A copy of the mother's civil ID card and a copy of the birth certificate, for children of Kuwaiti women.
8. A recent certificate proving disability, for persons with special needs.
9. Evidence that the student has taken the TOEFL or IELTS test and the result obtained, to be taken into consideration; these are not a substitute for the admission test specified by KILAW.
10. A "To Whom It May Concern" certificate for applicants who are employed, to determine their study system (morning/evening).
11. A certificate of the employer's approval of the employee's enrolment in study.
12. Payment of the application fee.
13. A disclosure of the applicant's previous academic status or previous or current employment.
14. Any other documents required by KILAW (a statement of the period of time spent after secondary school).

Second: Rules for the admission of students with special needs:

1. The section of the application form designated for information on the student's health condition must be completed; the application is not accepted without it.
2. The student must sign a clear declaration of the accuracy of the information stated about his/her health condition in the application.

3. The Student Affairs Committee issues a final decision on whether or not to accept applications from students with special needs; the decision is referred to the Admission Department to complete the admission procedures and to notify applicants whose applications are not accepted.
4. Medical reports describing the student's health condition must be attached, explaining the nature of the condition, whether it is chronic or a disability that may adversely affect his/her studies, and specifying the assistance required from KILAW (writing, reading, mobility, extra time, etc.).
5. On receipt of the application, the Admission Department refers the file of the student with special needs to the Student Affairs Committee.
6. The Student Affairs Committee examines applications for the admission of students with special needs and gives its opinion on whether or not the application may be accepted; it may seek the opinion of health authorities if necessary.
7. Where the application is accepted in principle by the Committee, one of its members is assigned to conduct the personal interview.
8. The Student Affairs Committee approves the results of the personal interviews of students with special needs.

Article Fourteen

Enrolment at KILAW is not accepted unless the application fee determined by KILAW administration has been paid together with an instalment of the tuition fees or the full fees, or a financial guarantee acceptable to KILAW administration has been provided, by the specified deadlines.

Article Fifteen

Transfer into KILAW's study programmes and academic degrees – except the Master's – is accepted for students studying in similar programmes or degrees outside KILAW, after KILAW administration

issues a decision equating the courses studied before enrolment at KILAW with the equivalent courses offered by KILAW, at the required grade and as KILAW deems appropriate, in accordance with the conditions governing transfer procedures in this bylaw or the decisions of the KILAW Council and the Equivalency Committee.

Article Sixteen

The system of equating courses studied by the student applies to all courses. Courses that must be studied in English are not equated if the student studied them in Arabic before enrolling at KILAW; this does not exempt the student from studying the prescribed number of courses in English (six law courses), including re-studying courses he/she completed in Arabic that are required in English, as prescribed in the study system and in accordance with the decisions of the Board of Trustees[11].

Article Seventeen

- Elective courses of the years following the student's current year may be counted in place of an elective course in the current year, with respect to courses taught in English, in order to facilitate the student's completion of the six courses required for graduation, on a case-by-case basis.
- No course is equated if the student has not completed its prerequisite course, or if KILAW has not equated that prerequisite for any academic reason. However, with the approval of the Equivalency Committee, the units of such courses may be deducted from the minimum number of units required for accepting the transfer (12 units), provided that the units actually equated are not less than 9 units; the student's admission is then conditional on studying the first semester with not less than 12 registered units.
- The maximum number of general knowledge course units that may be equated for transferring students is 6/9 units, as the case may be, all of which must be among the courses listed in KILAW's Major

[11]Amended pursuant to the decision of the Board of Trustees at its meeting No. (1) of 2012.

Sheet. However, with the approval of the Equivalency Committee, the units of courses that could have been equated but were not – because the maximum of 6 units was reached – may be deducted from the minimum number of units required for conditional acceptance of the transfer (9 units), provided that the units actually equated are not less than 6 units; the student's admission is then conditional on studying the first semester with not less than 12 registered units[12].

Conditions for Transferring Students and Those Treated under the Transfer Rules

Article Eighteen

Holders of a Bachelor's degree in Police Sciences:

1. The overall GPA must not be less than (Good, C) or 70%.
2. The number of units accepted must not be less than (12) credit units.
3. The courses to be equated must have a grade of at least (C) for law courses and (C+) for general knowledge courses.
4. The courses – whether individually or combined with another course – must be equivalent in academic content to the corresponding KILAW course, provided that the average grade of the two courses is not less than (C) for law courses and (C+) for general knowledge courses.
5. No law course falling within the second semester of the second year (the fourth semester) or above is equated.
6. The maximum number of course units that may be equated is (45) credit units.
7. The equivalency decision must be issued by KILAW's Equivalency Committee.

[12]Amended pursuant to the decision of the Board of Trustees at its meeting No. 1 of 2013.

8. An applicant who does not meet the transfer conditions is admitted on the basis of the secondary school percentage, provided that it is not less than 70% or two points on the four-point scale; the Equivalency Committee considers which courses may be equated in accordance with KILAW's applicable equivalency rules[13].

Article Nineteen

Holders of the Diploma in Law:

First: KILAW Diploma in Law

1. Admission to the Bachelor's programme requires an overall grade in the Diploma programme of not less than (C) (two points) (2.00).
2. The courses the student passed in the Diploma programme are equated with the corresponding courses in the Bachelor's programme, up to a maximum of (57) credit units, excluding practical training, according to the courses in the Diploma Major Sheet and consistent with the Bachelor's Major Sheet.
3. A student transferring from the Diploma in Law programme must pass the Arabic language admission test (Al-Qalam test).
4. The student is exempted from the English language admission test if he/she obtains a grade of not less than (C) (two points) (2.00) in the two English language courses of the Diploma programme.
5. If the student meets the conditions for admission to the Bachelor's programme, he/she receives a schedule equating the courses passed in the Diploma programme with the corresponding courses in the Bachelor's programme.
6. A student admitted to the Bachelor's programme may repeat a number of courses, up to a maximum of five courses, provided that his/her grade in any of them does not exceed (C) (two points) (2.00).
7. Students transferring from the Diploma programme are required to pass at least six law courses in English.

[13]Pursuant to the decision of the Board of Trustees No. 2 of the academic year 2019-2020, held on 6 July 2019.

Second: Holders of the Diploma in Law from the College of Business Studies or its equivalent

1. The overall GPA must not be less than (Good, C) or 70% (or 2 on the four-point scale).
2. The number of units accepted after equivalency must not be less than (12) credit units.
3. The courses to be equated must have a grade of (C) for law courses and (C+) for general knowledge courses.
4. The courses – whether individually or combined with another course – must be equivalent in academic content to the corresponding KILAW course, provided that the average grade of the two courses is not less than (C) for law courses and (C+) for general knowledge courses.
5. No law course falling within the second semester of the second year (the fourth semester) or above is equated.
6. The maximum number of course units that may be equated is (45) credit units.
7. The equivalency decision must be issued by KILAW's Equivalency Committee.
8. Students holding the Diploma in Legal Sciences from KILAW are admitted under the same system and conditions as transferring holders of the Diploma of Business Studies or its equivalent.
9. An applicant who does not meet the transfer conditions is admitted on the basis of the secondary school percentage, provided that it is not less than 70% or two points on the four-point scale; the Equivalency Committee considers which courses may be equated in accordance with KILAW's applicable equivalency rules[14].

[14]Pursuant to the decision of the Board of Trustees No. 2 of the academic year 2019-2020, held on 6 July 2019.

Article Twenty

Holders of a Bachelor's degree or a two-year Diploma in a non-law specialisation:

1. The overall GPA must not be less than (Good High, C+) or 75% (or 2.33 on the four-point scale).
2. The number of units accepted after equivalency must not be less than (12) credit units.
3. The courses to be equated must have a grade of (C+), as they are non-law courses.
4. The courses – whether individually or combined with another course – must be equivalent in academic content to the corresponding KILAW course, provided that the average grade of the two courses is not less than (C+).
5. No law course falling within the second semester of the second year (the fourth semester) or above is equated.
6. The maximum number of course units that may be equated is (45) credit units.
7. The equivalency decision must be issued by KILAW's Equivalency Committee.
8. An applicant who does not meet the transfer conditions is admitted on the basis of the secondary school percentage, provided that it is not less than 70% or two points on the four-point scale; the Equivalency Committee considers which courses may be equated in accordance with KILAW's applicable equivalency rules[15].

Article Twenty-One

Students transferring from other colleges or universities:

1. The overall GPA must not be less than (Good, C) or 70% (or 2 on the four-point scale).

[15]Pursuant to the decision of the Board of Trustees No. 2 of the academic year 2019-2020, held on 6 July 2019.

2. The number of units the student has completed at the college or university from which he/she is transferring must not be less than (30) credit units or one full academic year; a student who has 24 credit units may register at KILAW as a non-degree student until he/she meets the 30-credit-unit condition[16].
3. The courses to be equated must have a grade of (C) for law courses and at least (C+) for general knowledge courses.
4. The courses – whether individually or combined with another course – must be equivalent in academic content to the corresponding KILAW course, provided that the average grade of the two courses is not less than (C) for law courses and (C+) for non-law courses.
5. Not less than (12) credit units must be equated and accepted by KILAW.
6. The maximum number of course units that may be equated is (45) credit units.
7. The equivalency decision must be issued by KILAW's Equivalency Committee.
8. No law course falling within the second semester of the second year (the fourth semester) or above is equated.
9. An applicant who does not meet the transfer conditions is admitted on the basis of the secondary school percentage, provided that it is not less than 70% or two points on the four-point scale; the Equivalency Committee considers which courses may be equated in accordance with KILAW's applicable equivalency rules[17].

Social Allowance

Article Twenty-Two

Every student who is not employed is entitled to receive the social allowance allocated by the Private Universities Council, under the

[16] The rules of the Private Universities Council in this regard apply to internal scholarship students.
[17] Pursuant to the decision of the Board of Trustees No. 2 of the academic year 2019-2020, held on 6 July 2019.

specified conditions and within the dates set by the Private Universities Council, which are usually during the first two weeks of study in each regular semester, by completing an application form with the competent KILAW department. This includes Master's students.

Scholarships

Article Twenty-Three

The Board of Trustees and KILAW administration issue a special scholarship system to encourage outstanding students, under which KILAW bears their full tuition fees.

Article Twenty-Four

The Board of Trustees may, by decision, allocate a specified number of seats annually to certain special cases who do not meet the conditions of the outstanding-student scholarships. KILAW administration issues the rules governing the Board of Trustees' scholarships.

Article Twenty-Five

The Board of Trustees may, by decision, offer scholarships funded by governmental or private entities, or by individuals wishing to offer scholarships covering all or part of the tuition fees.

Determining the Student's Academic Year

Article Twenty-Six

The student's academic year is determined as follows:

- A student who has not completed (31) credit units is in the first academic class.
- A student who has completed between 31 and 61 credit units is in the second academic class.
- A student who has completed between 62 and 91 credit units is in the third academic class.
- A student who has completed more than 92 credit units is in the fourth academic class.

Article Twenty-Seven

The student must register for the courses of the academic class in which he/she is enrolled and may not register for the courses of the following class – on the basis of completing the class's credit units and the prerequisites – except with the approval of KILAW administration.

Course Registration and Study Load

Article Twenty-Eight

The normal study load of a full-time student registered at KILAW is (15 credit units), and the normal study load of a part-time student is (12 credit units). (12 credit units) is the minimum normal study load for a full-time student, and (9 credit units) for a part-time student; accordingly, the graduation period is (4 years) for the former and (5 years) for the latter. However, a student may register for more units than the normal load if his/her GPA is not less than 3.33 points, by decision of the Academic Affairs Committee – according to KILAW's capacity – permitting him/her to do so, up to a maximum of (18 credit units)[18]. A student may also register for less than the minimum normal load with the approval of the said Committee, but not less than (9 credit units). In all cases, a student may not register for the courses of the following year unless he/she has passed the units specified for his/her current academic year, namely (31 credit units) for the first year, (62 credit units) for the second year and (92 credit units) for the third year, and has completed the registration requirements for those courses as specified in the Major Sheet.

Article Twenty-Nine

- With the approval of the Academic Affairs Committee, a student who has completed 28 credit units and all the law courses of the first year may be permitted to register for a maximum of two second-year courses, as an exception to the prescribed limit of 31 credit units. A student who has completed 58 credit units and all

[18]Pursuant to the approval of the Board of Trustees at its meeting No. 3 of 2013, following the recommendation of the Student Affairs Committee.

the law courses of the second year may be permitted to register for two third-year courses, as an exception to the prescribed limit of 62 credit units. A student who has completed 88 credit units in the third year may be permitted to register for a maximum of two fourth-year courses, as an exception to the prescribed limit of (92 credit units)[19].

- With the approval of the Academic Affairs Committee, a third-year student with an overall GPA of not less than 3.33[20] and a total of not less than 83 units may be permitted to register for one fourth-year course[21].

Article Thirty

A full-time student may not register for fewer than 12 credit units, and a part-time student may not register for fewer than 9 credit units, in a regular semester, except with the approval of KILAW.

Article Thirty-One

A student on the warning list may not register for more than 12 credit units in a semester, except with the prior approval of KILAW administration, and may be restricted to nine units only, depending on his/her GPA.

Article Thirty-Two

The case of a student who cannot register for the minimum number of courses because of the difficulty of his/her academic situation is referred to the Academic Affairs Committee and the Deanship of Student Affairs for a decision; each case is dealt with individually, and the decision is then approved by the KILAW Dean or the KILAW Council, as the case may be[22].

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[19]Pursuant to the decision of the Board of Trustees at its meeting No. (1) of 2012.
[20]Pursuant to the decision of the KILAW Council at its meeting No. 5 of the academic year 2020-2021, held on 5 April 2021, and the decision of the Board of Trustees at its meeting No. 3 of the academic year 2020-2021, held on 8 April 2021.
[21]Pursuant to Board of Trustees Decision No. 4 of the academic year 2017-2018, held on 14 January 2020 (date as stated in the Arabic text).
[22]Pursuant to the decision of the Board of Trustees at its meeting No. (1) of 2012.

Article Thirty-Three

A student may register for additional courses or replace courses during the first week of study, taking into account the maximum study load.

Article Thirty-Four

A student admitted to study at any of the associate universities may register for some KILAW courses taught online, after submitting a request and obtaining the approval of the Academic Affairs Committee, provided that the number of courses does not exceed three courses, i.e. the equivalent of 10% of the courses offered in the Major Sheet[23].

Article Thirty-Five

A student applying for the joint degree with the associate university may transfer all his/her credit units from it, provided that he/she meets all the admission requirements and that the credit units of law courses he/she studies at KILAW to obtain the KILAW Bachelor's degree are not less than 30 credit units. When nominating students for the joint programme, the student's academic level, his/her level in the English-taught law courses and his/her ability to pay the tuition fees of the associate university are taken into consideration.

Requirements for Obtaining Academic Degrees

Article Thirty-Six

The number of credit units required for graduation and for obtaining the Bachelor of Law is (124 credit units), distributed according to the study plan of the Bachelor's degree, together with fulfilment of the requirements of each academic year. To obtain the degree in which the student is registered, the following requirements must be met:

1. The student must successfully complete the compulsory and elective, theoretical and practical courses, in addition to the practical training, as set out in the list of courses in the Major Sheet of each academic degree. The Major Sheet may be amended by a decision of the KILAW Council with the approval of the Board of

[23]Pursuant to the decision of the Board of Trustees at its meeting No. (1) of 2012.

Trustees, and it is applied even before its approval by the Board of Trustees.

2. The student must successfully pass the theoretical and practical examinations and complete the coursework activities specified for each course separately, with a grade of not less than 60%.
3. The student must obtain an overall GPA of not less than 70% in all courses, and a graduation GPA of 70%.
4. The student must not have interrupted his/her studies for longer than the periods specified in the Student Affairs Bylaw without an excuse accepted by KILAW administration.
5. The student must have paid all financial dues and fees prescribed by KILAW.
6. The student must not have been dismissed because of a third GPA warning in the Bachelor's programme.

Early Graduation Track (Three and a Half Years) for Bachelor's Students

This track is available only to students holding the general secondary school certificate; Master's students and Diploma in Law students are not included in this category.

To graduate under this track, the student must meet the following conditions and rules:

1. He/she must have completed the first year of study at KILAW and passed 31 credit units.
2. His/her overall GPA must not be less than 3 points and his/her semester GPA must not be less than 3.33.
3. He/she must adhere to the track of graduation requirements.
4. He/she must not have postponed a course, received a GPA warning in any semester, or obtained an F grade in any course.
5. No disciplinary penalty of any kind, academic or behavioural (such as a warning), must have been imposed on him/her.
6. He/she must not have committed any violation of KILAW's regulations and systems.

Attendance and Absence

Article Thirty-Seven

The student must regularly attend lectures and practical training. The absence provisions apply to all mandatory attendance prescribed for the student by KILAW's system, or whose hours are set in advance, as the case may be.

Article Thirty-Eight

- A student who is absent without an acceptable excuse for three hours in a course receives a first warning.
- A student who is absent without an acceptable excuse for six hours in a course receives a second warning.
- A student who is absent without an acceptable excuse for nine hours in a course receives a third warning.
- If the student's absence exceeds 9 hours (i.e. 20%), he/she is debarred from the examination in the course, unless he/she has an excuse accepted by KILAW administration.
- KILAW reserves the right to address the student's guardian directly in cases of absence warnings in courses, and KILAW administration may issue these warnings.
- The student is deemed notified of the warning or decision as soon as it is posted on KILAW's notice board or website, or communicated to him/her by any electronic, postal or other means. The student is obliged to know his/her hours of absence through the said means[24].

Article Thirty-Nine

- A student is debarred from sitting the final examination of any course if he/she is absent for more than 9 hours or if his/her absence in that course reaches 20% of lectures and practical training, and is considered to have failed it, unless he/she has an excuse accepted by KILAW administration, as prescribed in Article (36) of this bylaw.

[24]Pursuant to the decision of the Board of Trustees at its meeting No. (2) of 2013.

- KILAW reserves the right to address the student's guardian directly in cases of absence warnings in courses.

Interruption, Suspension of and Withdrawal from Study

Article Forty

The student must maintain the continuity of his/her studies by registering for courses in every semester on the dates set by KILAW administration.

Article Forty-One

- A student may request the suspension of his/her enrolment in any semester with KILAW's approval, provided that the period of suspension does not exceed two semesters for the Bachelor's and the Diploma, failing which his/her enrolment at KILAW is cancelled. If exceptional circumstances arise that require the suspension of the student's enrolment for a third semester, his/her request is referred to the competent committee (the Academic Affairs Committee) to consider suspending his/her enrolment for a third and final semester. A student's enrolment is compulsorily suspended in any semester in which he/she does not register for courses, and this is counted within the period referred to above. A student who submits a compelling excuse is granted one additional semester to which the suspension rule does not apply, if the reason for the interruption is compelling and subject to the approval of the competent committee.
- The following procedures apply to the suspension of enrolment:

1. The request for suspension of enrolment is submitted by the student after completing the first semester in which he/she was admitted.
2. An internal scholarship student or a self-funded student may not suspend enrolment in the first semester in which he/she was admitted; if he/she suspends enrolment or does not join the studies in that semester, his/her admission is considered cancelled.

3. In emergency circumstances, an internal scholarship student may apply to freeze his/her scholarship, supported by the documents that necessitated the freezing; the student continues studying until the Private Universities Council issues its decision on the request.
4. The period of suspension of enrolment is not counted within the years of study.
5. The request for suspension of enrolment is submitted before the beginning of the semester in which enrolment is to be suspended.
6. The student's enrolment is compulsorily cancelled if he/she does not register for two semesters, and he/she must submit a new application if he/she wishes to return to study at KILAW.
7. The Academic Affairs Committee decides on requests for suspension of enrolment.
8. For internal scholarship students, the request for suspension of enrolment is referred to the Private Universities Council for a decision after KILAW has approved it, supported by the documents justifying the suspension.
9. A student who has not registered for any courses in a given semester may not request the suspension of his/her enrolment in any subsequent semester.

Article Forty-One (Bis 1)[25]

- Any person may apply to enrol at KILAW as a non-degree student; a person may not be registered as a non-degree student for more than thirty credit units. A person wishing to enrol at KILAW who is not enrolled at another university, or whose file is not being transferred to KILAW from another university or college, must meet KILAW's admission requirements. When a non-degree student is admitted as a regular student, only the courses in which he/she obtained a grade of (C+) 2.33 or higher are counted, while all the courses he/she studied are counted towards the minimum number of units required for accepting his/her file.

[25]This article was added pursuant to the approval of the KILAW Council at its meeting No. 4 of the academic year 2019-2020, held on 6 January 2020.

- Any person who applies may also be registered as a non-degree student, and KILAW has discretionary authority to accept or refuse the registration, according to the academic, physical or administrative justifications it considers. KILAW may grant a person registered under this system a transcript of the courses studied, stating that he/she is a non-degree student and any clarifications KILAW deems necessary to record on the transcript. KILAW may also, at its discretion, register any applicant under the auditing ("listening") system; a person registered under this system is not subject to the assessment and examination rules. KILAW may grant him/her a transcript if justified, which shall expressly state that the student registered for the course under the auditing system and not as a regular KILAW student.

Article Forty-One (Bis 2)[26]

A student who withdrew his/her file from KILAW with an overall GPA of not less than two points may apply for re-enrolment at KILAW. KILAW may grant the request, in which case the system for admitting non-degree students applies to his/her courses, after the approval of the Academic Affairs Committee, with an exception from the restriction in the Student Affairs Bylaw concerning not counting courses the student previously studied at KILAW. The following conditions apply to re-enrolment:

- Any courses, semesters or periods of suspension of enrolment equated for the student are deducted from the maximum periods of study.
- A student whose re-enrolment is accepted by KILAW is treated as a non-degree student in counting the courses he/she previously studied at KILAW, and is credited with the courses in which he/she obtained a grade of (C) or above.
- If the student subsequently withdraws his/her file again, he/she may under no circumstances be re-enrolled at KILAW.

[26]This article was added pursuant to the approval of the KILAW Council at its meeting No. 4 of the academic year 2019-2020, held on 6 January 2020.

Article Forty-Two

In the event of a compelling excuse, a student who has not registered in the semester in which he/she was admitted may request the postponement of his/her admission for a period not exceeding one semester, on the basis of a petition submitted by him/her and subject to its acceptance by KILAW administration.

Article Forty-Three

A student who does not register in the semester in which he/she was admitted and has not postponed his/her admission is considered to have withdrawn permanently from study. A student who postpones his/her admission without registering in the semester following the postponement period is also considered to have withdrawn permanently from study.

Article Forty-Four

- A student is permitted to withdraw from one or more courses during the first three weeks of study; 25% of the tuition fees is deducted if the withdrawal is in the first week, 50% if the withdrawal is in the second week, and 100% if the withdrawal is in the third week or thereafter.
- A student's withdrawal from one or more courses may not result in the number of credit units for which he/she is registered falling below the minimum permitted study load.

Article Forty-Five

For exceptional circumstances, a student may request to withdraw from an entire semester; KILAW administration may approve the request and decide on the financial treatment of the tuition fees paid, in accordance with the following rules:

1. A student may withdraw from the semester, according to his/her circumstances, by submitting a request to that effect.
2. The student is considered withdrawn from the semester after his/her request is approved and after he/she has registered for

the courses of that semester; he/she receives a (W) grade in the registered courses up to the specified deadline. If he/she withdraws after the withdrawal deadline, he/she receives an (FA) grade in the courses registered in that semester.

3. A student may withdraw from KILAW permanently after submitting a request to that effect and, upon approval of the withdrawal, retrieves the academic certificates he/she submitted. In this case, an (FA) grade is recorded for each course registered in the semester in which he/she withdrew his/her file, and his/her name is permanently removed from the list of continuing KILAW students. He/she may not return to KILAW except through a new application and the new admission procedures and conditions in the year in which he/she applies, and no courses previously studied at KILAW are taken into account.
4. The student is entitled to obtain a transcript from KILAW after settling his/her financial position; the transcript states that it is not a graduation transcript.
5. For internal scholarship students, the Private Universities Council is notified of cases of withdrawal from the semester/KILAW for its approval.
6. A student who withdraws from a course or courses within the specified withdrawal period has the symbol (W) entered against those courses and is subject to the financial procedures specified regarding the tuition fees that may be refunded.
7. A student may apply to withdraw from all the courses registered in a semester if he/she has an excuse justifying it. If the excuse is accepted before the end of study in the semester, a (W) grade is recorded on the basis of a decision of the Academic Affairs Committee; this withdrawal is limited to cases of force majeure. If the student withdraws despite his/her excuse not being accepted, or interrupts his/her studies, an (FA) grade is recorded for each of the registered courses.

Article Forty-Six

A student may withdraw from study in all cases at any time he/she wishes, and may not be enrolled again, if he/she wishes to return to study at KILAW, except by submitting a new application for admission to KILAW.

Article Forty-Seven

A student's enrolment at KILAW is cancelled if he/she stops registering for more than one semester for the Diploma, one semester for the Master's and two semesters for the Bachelor's, and also if he/she exceeds the maximum period for graduation of each of the three programmes.

Article Forty-Eight

A student whose enrolment has been cancelled for not registering for longer than the permitted period may be re-enrolled through new admission procedures.

Article Forty-Nine

A student's enrolment lapses automatically in the following cases:

1. If a final judgement is issued against him/her for a crime involving dishonesty or dishonour.
2. If the student enrols at another university without KILAW's knowledge and approval.
3. If his/her interruption of study at KILAW exceeds two semesters, or his/her enrolment was suspended for two semesters and he/she then did not resume study.
4. If he/she was admitted on the basis of cheating or fraud, or had previously been finally dismissed academically or for disciplinary reasons[27].

[27]The rule of final academic dismissal does not apply if a compelling excuse accepted by the Academic Affairs Committee is proven.

Examination and Student Assessment System

Article Fifty

Each course is allocated one hundred marks. The student's assessment is based on measuring the extent to which he/she has benefited from the course in accordance with the objectives set for the outcomes of each course. This includes assessing his/her effort during the semester through one or more tests, in addition to coursework activities such as regular attendance, participation, research, projects, oral tests and others, as approved by KILAW, which are allocated (40 marks). The student is also assessed in the end-of-semester examination in courses that have a final examination; this examination should measure the various abilities of the student's attainment, theoretically and practically, and is allocated (60 marks).

Article Fifty-One

The student sits at least two written tests in each course during the semester, in addition to the end-of-semester examination. The total mark of each course is distributed as follows:

- 40% – 50%: coursework.
- 50% – 60%: final examination.

Article Fifty-Two

A student passes a course if he/she obtains a mark of not less than 60% for the Diploma, 60% for the Bachelor's and 70% for the Master's degree.

Article Fifty-Three

KILAW follows a grading system comprising letter grades and percentages, in addition to the level of achievement required to obtain each grade. This grading system has been developed to include further detail based on the recommendations of the UK Quality Assurance Agency (QAA), and to align with the classification system applied by British universities, particularly the University of Warwick as a benchmark[28]:

[28]This definition was approved at Board of Trustees meeting No. 4 of the academic year 2017-2018, held on 8 July 2018.

1. The student's grade is recorded on the grade scale according to the four-point system, as follows:

Grade	Points	Percentage	Grade in Words	Grade Definition
A	4	95% – 100%	Excellent	(A) grades reflect the student's excellent performance and demonstrate his/her excellent ability to analyse and provide excellent answers based on critical analysis and creative ideas.
A-	3.67	90% – 94%	Excellent (Low)	
B+	3.33	87% – 89%	Very Good (High)	(B) grades reflect the student's good performance and demonstrate a good level of achievement and a reasonable ability for critical thinking and understanding.
B	3	84% – 86%	Very Good	
B-	2.67	80% – 83%	Very Good (Low)	
C+	2.33	75% – 79%	Good (High)	(C) grades reflect the student's satisfactory work and his/her ability to improve and develop solutions to simple problems by meeting the minimum standards required to pass the course.
C	2	70% – 74%	Good	
C-	1.67	67% – 69%	Good (Low)	
D+	1.33	64% – 66%	Acceptable (High)	(D) grades reflect a less than satisfactory level of the student's work and a minimally acceptable degree of familiarity with the subject matter and critical and analytical skills.
D	1	60% – 63%	Acceptable	
F	0	0% – 59%	Fail	(F) grades indicate that the student has not met the standards, and reflect poor performance, insufficient evidence of understanding and weakness in critical analysis skills.
F.	0		Fail due to breach of order or violation of the regulations	

Grade	Points	Percentage	Grade in Words	Grade Definition
FA	0		Fail due to absence	
FAE	0		Fail due to not sitting the final examination	
P			Pass	
NP			Not Pass	
INC			Incomplete (postponed)	
NA			Grade recording carried forward	
CC			Course continuing	
W			Withdrawal from the course	
TR			Transferred (equated) course	

2. The recording of the grade of a student in practical training, or similar, may be postponed to a later semester if the student did not meet the conditions for its registration when joining the competitions programme; no grade is recorded for the student if he/she does not comply with the registration requirements of this programme. Certain cases may be exempted by KILAW administration if referred to the senior management for study; the final wording is prepared by KILAW administration[29].
3. On the recommendation of the Academic Affairs Committee and the Higher Examinations Committee, the cumulative GPA of a graduating student with a cumulative GPA of not less than 3.95 may be raised, with the fraction rounded up to 4 points[30].

[29]Pursuant to the decision of the Board of Trustees at its meeting No. 3 of the academic year 2015-2016.
[30]Pursuant to the decision of the Board of Trustees at its meeting No. 2 of the academic year 2024-2025, and KILAW President's Decision No. 71 of the academic year 2017-2018.

Article Fifty-Four

Method of calculating the student's GPA – scale of grades, marks and points:

First: (A) is divided into two bands:

- (A) is given 4 points.
- (A-) is given 3.67 points.

Second: (B) is divided into three bands:

- (B+) is given 3.33 points.
- (B) is given 3 points.
- (B-) is given 2.67 points.

Third: (C) is divided into three bands:

- (C+) is given 2.33 points.
- (C) is given 2 points.
- (C-) is given 1.67 points.

Fourth: (D) is divided into two bands:

- (D+) is given 1.33 points.
- (D) is given 1.00 point.

Fifth: (F) is given zero.

Sixth: The grades P (Pass) and NP (Not Pass) may be recorded for certain courses without being counted in the overall GPA or the major GPA; the units of these courses are counted among the units passed if the student obtains a P (Pass) grade, in accordance with the rules and conditions set by the Academic Affairs Committee. An (NA) grade is recorded for the student in the cases determined by the Higher Examinations Committee, and is considered a temporary grade until the student passes the course for which the grade is recorded.

Seventh: An (INC) grade is given in cases of postponement of the examination in accordance with the excuses approved by KILAW administration.

The overall grade of any student during his/her enrolment at KILAW, or after completing his/her studies, is calculated according to the following steps:

1. The number of credit units of each course is multiplied by the number of points obtained by the student; this is done for each course separately.
2. The products of the multiplications resulting from step (1) are added together.
3. The total from step (2) is divided by the number of units of the courses in which the student registered.

A Fail grade (F), equal to (zero) points, is given in a course in which the student sits the examination and fails; an (FA) grade is given for courses failed because of absence, and an (FAE) grade for not sitting the final examination.

Eighth: A student may repeat the courses in which he/she obtained an (FA) grade, and may also repeat the courses in which he/she obtained a grade of (C) or lower, including an (F) grade, up to a maximum of 10 courses during the period of study[31]. The higher grade after repetition is counted for the student, taking into account that he/she must not be dismissed because of GPA warnings or exceeding the maximum periods of study[32], in accordance with the rules approved by the Board of Trustees for that purpose.

Article Fifty-Five

An Examinations Committee is formed to administer the examinations, supervise their conduct and record their marks. The Examinations Committee announces the final results. A student may file a grievance against the final result of a course, within the number of grievances permitted as determined by the Examinations Committee, within 48 hours of the announcement of the result.

[31]The number of courses that may be repeated was amended from 8 to 10 courses by the decision of the Board of Trustees at its meeting No. (2) of 2012.

[32]Pursuant to the decision of the Board of Trustees at its meeting No. 3 of the academic year 2017-2018.

Article Fifty-Six

- The Student Affairs Committee considers requests submitted by students to postpone final examinations owing to compelling excuses arising on the day or days of the examination and evidenced by an official document, such as admission to an in-patient ward of a hospital, the death of a relative up to the second degree, or childbirth in the case of female students.
- The Committee may – at its discretion and on objective grounds – take into account the student's academic situation and permit students on the warning list to sit the make-up examination at their request and with the Committee's approval. In other cases, the Committee may, according to its assessment of the excuse submitted by the student, grant him/her the opportunity to sit the make-up examination, provided that the grade recorded does not exceed (Good High, C+), regardless of the actual mark obtained if higher, and provided that the student signs the petition form for re-sitting the examination and undertakes not to be absent from final examinations again.
- After KILAW approves the excuse, the student may re-sit the examination on the date set by KILAW's annual calendar, and an (INC) grade is recorded temporarily until the examination is taken and the final grade is recorded[33].

Article Fifty-Seven

The student may request the correction of any data relating to the accuracy of his/her attendance or academic status by informing KILAW administration immediately; KILAW then considers the validity of the correction request.

Article Fifty-Eight

A permanent Final Examinations Committee is established by decision of the KILAW Dean; it meets at the end of each semester

[33]Pursuant to Board of Trustees Decision No. (1) of 2013.

and is responsible for supervising the final examinations and their confidentiality, announcing the results, and receiving and deciding on grade grievances, subject to the provision of Article (53) of this bylaw.

Article Fifty-Nine

An External Examiners Committee is established by decision of the KILAW President to evaluate students' examinations, review examination papers and students' answers, moderate the results, submit a detailed report on the conduct of the examination process and present recommendations to the KILAW Deanship. The Committee consists of external examiners, in particular from universities with which KILAW has cooperation links, who visit KILAW when the examination dates are set. The Examiners Committee is responsible for moderating the results and ensuring their balance and fairness in accordance with recognised standards[34].

Article Sixty

The Examinations Committee supervises the coordination of the examinations submitted by faculty members, and oversees the standards for setting examinations and their compliance with the Guide for Preparing Examination Questions, which contains the rules to be observed in setting examinations in order to measure students' academic skills. This diversity in measuring skills shall be observed when preparing examinations, provided that each examination measures most of the following skills:

1. Answering objective questions (multiple choice – true or false).
2. Writing essay answers.
3. Answering analytical questions with critical thinking.
4. Writing answers to cases in a critical style.
5. Answering comparative questions.

[34]Pursuant to the decision of the Board of Trustees at its meeting No. (2) of the academic year 2014-2015, held on 2 May 2015.

Article Sixty-One

A committee for correcting clerical errors is established by decision of the KILAW President, consisting of the KILAW Dean or his/her delegate, the Dean of Student Affairs, the Head of the Examinations Committee and the Head of the Registration Department or the General Registrar, as the case may be, to review any clerical errors in recording final grades after their announcement and to take the resulting decisions. The Committee may correct clerical errors at any time within the following two semesters.

Honours and Graduation Grades

Article Sixty-Two

1. The categories of outstanding students are determined as follows:

Category	GPA
Highest Honours	4 – 3.75
First Honours	3.74 – 3.50
Honours	3.49 – 3.33

2. Outstanding students are honoured at the end of each academic year, provided that the total number of units passed in the first and second semesters is not less than 30 credit units; the average overall GPA of the two semesters (on an annual basis) is used to determine the category of excellence.
3. A student who postpones a course to be examined at a later period in either semester is not placed on the list of outstanding students in the academic year in which he/she postponed the course.
4. At the end of each academic year, KILAW issues annually an Honours List of students with an overall GPA of not less than 3.50.
5. A student who completes his/her studies at KILAW within the normal period for graduation with an average overall GPA equal to or higher than the GPA stated in the table is granted the honours category corresponding to his/her GPA.

6. The KILAW Council considers any borderline or exceptional cases relating to the honouring of outstanding students.
7. The KILAW President issues a decision on the privileges granted by KILAW to outstanding students as an incentive.
8. The privileges of outstanding students are determined at the beginning of each academic year as KILAW administration deems appropriate.

Article Sixty-Three

A student is placed on the warning list if his/her grade falls below two points in any semester, and a student who receives (3) consecutive warnings is dismissed from KILAW. The student must raise his/her overall GPA to two points within the two semesters following his/her placement on the warning list; otherwise, KILAW administration may dismiss him/her after the third warning, unless the conditions are met for referring his/her case to the Student Affairs Committee to suspend the dismissal decision and to consider granting him/her the opportunity to register for a final semester to correct his/her academic situation and continue his/her studies[35]. This does not include the continuation of the scholarship, which is subject to the decision of the Private Universities Council.

Article Sixty-Four

The Registration Department – in coordination with the Guidance and Advising Office – notifies the student in writing of his/her placement on the warning list, and a written warning is sent to him/her in the following semester if he/she does not raise his/her overall GPA to two points. If he/she does not raise the GPA in the semester after that, the Office refers the matter to KILAW administration to decide on dismissal or to refer the case to the Student Affairs Committee. KILAW may notify the student's guardian when the student receives a GPA warning.

[35]And achieving a cumulative GPA of 2.00.

Article Sixty-Five

- In some exceptional cases, after the student receives the third warning, KILAW administration may refer the matter of dismissing the warned student to the Academic Affairs Committee to study his/her case and recommend either dismissal or granting him/her a final chance of one semester to remove the warning. The same case, once granted a final chance, may not be referred to the Committee again if the student does not remove the warning.
- A student who receives a fourth warning is permitted to continue registration in the summer semester if it immediately follows the preceding regular semester, since the summer semester is not a regular semester and is considered a continuation of the semester preceding it[36].

Follow-up of Graduation Procedures and Plan

Article Sixty-Six

- The student is advised to follow up his/her study plan with the academic advisor and the Guidance and Advising Office; the responsibility for following up his/her graduation plan lies with the student.
- The student must submit a graduation application to the Graduates Affairs Office at least before the beginning of his/her final semester, so that his/her fulfilment of the graduation requirements can be verified.

Rules on Students' General Obligations

Article Sixty-Seven

Duties of KILAW students:

KILAW students shall comply with the following duties:

1. Respecting the study systems and observing the times of theoretical and practical courses and practical training.

[36]Pursuant to the decision of the Academic Affairs Committee and the approval of the Board of Trustees at its meeting No. (3) held on 2 October 2013.

2. Complying with the regulations, decisions and instructions issued by KILAW administration on academic and student affairs.
3. Maintaining order and observing KILAW's security and safety rules.
4. Maintaining a good appearance and respecting traditions and Islamic, moral and social values.
5. Observing the rules and etiquette of dealing with faculty members, administrative staff and fellow students at KILAW.
6. Adhering to the appropriate and modest attire required by KILAW administration.
7. Smoking is strictly prohibited on campus and in classrooms.
8. Possessing or bringing any type of weapon or legally prohibited substance to KILAW is strictly prohibited.
9. Bringing animals to KILAW is prohibited.

Penalties for Breach of Duties

Article Sixty-Eight

1. If a student breaches order, violates the regulations or departs from the requirements of good conduct, KILAW administration may, after investigating the matter with him/her, impose one of the following penalties:
    a. Warning.
    b. Suspension from study for a period not exceeding two weeks.
    c. Temporary dismissal from KILAW for one semester.
    d. Final dismissal from KILAW.
2. If it is proven that a student cheated in an examination, attempted to cheat or assisted in cheating by any means – the possession of a mobile phone, an electronic watch or any modern technological device being considered an attempt to cheat, whether switched on or off and regardless of the reason for bringing it – KILAW

administration may, after investigating the matter with him/her, impose one of the following penalties:

a. If the violation occurs in a midterm (coursework) test, the student is considered to have failed the course in which the violation occurred.

b. If the violation occurs in the final examination, the student is considered to have failed all the courses registered in the semester in which the violation occurred.

c. Final dismissal from KILAW.

3. If the student commits the same violation (cheating) again in any other examination, he/she is finally dismissed from KILAW, after investigation and proof of guilt.

4. Where the penalty imposed on the student – failing one or more courses because of cheating or attempted cheating – affects his/her overall GPA so as to result in his/her dismissal, the Student Affairs Committee may recommend that the effect of the penalty on the student's GPA be counted only in the semester following the imposition of the penalty, for the purpose of calculating the GPA, so that the student is not subjected to two penalties for one violation[37].

5. If the student breaches the examination rules, one of the penalties prescribed in item (1) of this article is imposed on him/her; the penalty may be final dismissal from KILAW depending on the gravity of the violation[38].

6. KILAW may impose any of the penalties for the violations set out in item (1) when the student commits any act contrary to the provisions of this bylaw or any other regulations, decisions or instructions issued by KILAW administration[39].

[37]Pursuant to the decision of the Board of Trustees at its meeting No. 2 of 2012.
[38]Pursuant to the decision of the Board of Trustees at meeting No. 1 of 2013.
[39]Pursuant to the decision of the Board of Trustees at meeting No. 2 of 2013.

7. Disciplinary penalties imposed on the student are expunged on the expiry of the following periods:
   i. One month in the case of a warning.
   ii. One semester in the case of suspension from study for a period not exceeding two weeks.
   iii. One semester in the case of dismissal for one semester.
   iv. One semester or three months – whichever is longer – in the case of failing a course because of cheating.

- The expunging of the penalty does not affect the letter grade recorded in the student's academic record, nor the conditions for candidacy in the elections of the Administrative Board of the Students' Association.
- In all cases, penalties are expunged if half of the penalty period has elapsed from the date of graduation.
- Expunging takes place automatically or by a decision issued by the authority that imposed the penalty, and the penalty is then considered as never having existed with respect to the future.

Final Provisions

Article Sixty-Nine

The provisions of this bylaw apply to any programme whose own system contains no provision governing the matter, and the provisions of this bylaw prevail in the event of a conflict between a provision of this bylaw and any other regulation, unless its context or the nature of what it regulates requires otherwise.

Article Seventy

Major Sheets, the academic calendar and the instructions issued by KILAW, as well as any similar forms or circulars, are binding with the same legal force as prescribed in this bylaw, unless their application is impossible owing to their complete conflict with a provision of this bylaw.

Article Seventy-One

Any amendments or decisions issued – in academic matters – after the student has actually commenced study do not apply to him/her, unless their subject is organisational in respect of procedures or dates, or they settle a matter for which there is no provision in this bylaw, or they are in the student's interest.

Article Seventy-Two

Decisions issued by the KILAW President or the KILAW Council, or by anyone delegated by either of them, are complementary to and interpretative of the provisions of this bylaw and acquire its legal force[40].

[40]Pursuant to the decision of the Board of Trustees at meeting No. 2 of 2013.

RULES AND CONDITIONS FOR REGISTRATION IN SUMMER SEMESTERS AT KILAW

Priority in registering for summer semester courses is given to:

1. Students who have failed these courses.
2. Students who need to register for the course because they previously obtained a low grade, in order to remove a GPA warning or to improve it, with priority in that order.
3. Students for whom the course is necessary to complete the law courses taught in English, so that their graduation is not delayed, including the English language courses (101) and (102).
4. Students who need the course to reach the number of units completing the academic year in which they are enrolled, and thus move to the following academic year in the next semester (28/58/88 credit units).
5. Students wishing to register for courses for the first time may be registered, provided that such registration does not conflict with the course registration rules, specifically with regard to its effect on the soundness of their future schedules.
6. The maximum registration in summer semester courses is 6 credit units[41].
7. A class section continues only if the number of students registered in it is not less than 15.
8. Once registered, add and drop is not permitted in the summer semester, and the fees paid for course registration are neither refunded nor carried forward.

[41]Compulsory courses referred to in item 5 may not be registered for the first time in the summer semester.

Internal Scholarships of the Private Universities Council[42]

1. In each semester, the Private Universities Council grants a number of internal scholarships to Kuwaiti students holding the general secondary school certificate or the diploma; admission is based on a comparison of averages, and these percentages may be changed by decision of the Private Universities Council:
   - Students holding the general secondary school certificate: a secondary school percentage of not less than 88% for both the scientific and literary streams; the applicant must be not younger than 17 years and not older than 23 years.
   - Students holding a diploma: equivalency of at least 30 credit units of the diploma by the university and an overall GPA of not less than 3 points; the applicant must not be older than 27 years.
2. The Private Universities Council allows a number of self-funded students studying at private colleges and universities to join the internal scholarship system under the following conditions:
   - The applicant must have passed at least 30 credit units with a GPA of not less than 2.5 points, and must not be older than 23 years.
   - For diploma holders enrolled in the Bachelor's programme: equivalency of 30 credit units of the diploma at the university in which they are enrolled, and passing 15 credit units with a GPA of not less than 3 points; the student must not be older than 27 years.
   - The applicant must not be employed by a government entity. These conditions may be changed by the Private Universities Council.

[42]Decision of the Minister of Higher Education and Chairman of the Private Universities Council No. 206 of 2025 concerning the Bylaw of Grants and Internal Scholarships at Private Universities.

- For Diploma programme students: the student must pass 15 credit units with a GPA of not less than 2.5 points, and must not be older than 23 years.

3. If a student is dismissed from the internal scholarship and wishes to rejoin it, he/she must pass 30 credit units at his/her own expense with a GPA of not less than 2.5 points, must not have interrupted his/her studies for two academic years at the time of application, and must not have been dismissed from KILAW for disciplinary reasons.

Social Allowance Allocated to Students by the Private Universities Council

Every student who is not employed is entitled to receive the social allowance allocated by the Private Universities Council, under the specified conditions and within the dates set by the Council, which are usually during the first two weeks of study in each regular semester, by completing an application form with KILAW's Deanship of Admission and Registration. This includes Master's students.

FINAL EXAMINATIONS SYSTEM

First: Rules and Procedures

- KILAW has established a permanent Final Examinations Committee, which meets at the end of each semester, by Decision No. 1 of the academic year 2011/2012 issued by the KILAW President and the KILAW Dean. The Committee comprises a number of faculty members, in addition to the External Examiners Committee, which is responsible for the academic review of marking (second marking) and for managing the soundness of the examination and marking process (moderating), applied with effect from the summer semester of the academic year 2011/2012, in accordance with the proposals submitted by the Committee.
- The Committee begins its work before the examination period and ensures that all arrangements necessary for the conduct of the examinations are in place. It supervises the examination process and prepares for it in all its stages in accordance with the guidance manual for its procedures, which comprises eight stages: preparation | reports and audit of coursework results | advance administrative organisation | final examination arrangements | final examinations | announcement of results | grievances | postponed examinations | final report.
- At the beginning of the examination period, the Committee supervises the examinations, starting from receiving the examination questions from faculty members sufficiently in advance of the examination period and maintaining their confidentiality, and then printing, copying and distributing them on the day of the examination together with the answer booklets, in accordance with the procedures approved in the manual. On the day of the examination, the Committee distributes the question papers and answer booklets to the heads of the examination wings; the proctor provides each student with two barcode stickers, and the student, under the proctor's supervision, places one on the outer cover of the booklet and the other inside it in the designated place.

- If a case of cheating is detected, the proctor writes a report of the incident, which is referred through the Head of the Examinations Committee to the investigating authority; if guilt is established, the penalty prescribed in the bylaw is imposed by decision of the KILAW Dean.
- At the end of each examination, the Committee members receive the answer booklets from the proctors in the examination halls and hand them to the faculty members assigned to mark them, after the checking and procedures set out in the guidance manual for the work of the Examinations Committee.
- After marking, the faculty member enters the mark directly using a device that reads the barcode on the booklet; the computer adds it to the coursework mark without the student's name appearing. The faculty member then returns the answer booklets to the Examinations Committee.
- After the marks have been entered and the answer booklets received from faculty members, the Examinations Committee reviews the data and carries out the numbering and auditing process in accordance with the standards set out in the guidance manual for its work. This process is carried out in complete confidentiality and full transparency, so that students' names are not revealed even to the Committee members assigned to numbering and auditing.
- The Committee then receives grievances from students for two days from the date the result is announced to each student through the email account assigned to him/her by KILAW, and responds to them either by accepting the grievance and amending the mark if there is an error, or by rejecting it if no error is found; its decision is final. In this regard, the regulatory decision issued on 2/5/2013 concerning the rules for postponing and re-sitting the final examination and grievances against its result is followed.
- After reviewing the work of the Examinations Committee and before the results are announced, the Awards Committee holds a

meeting to review and audit random samples of answer booklets; the final marks are then approved and announced.

- In this context, the Examinations Committee, in coordination with the Awards and Student Progression Committee, approves the final report, in which the data and statistics approved by each committee within its competence are prepared. The Examinations Committee approves its data relating to the number of students present and absent, the number of answer booklets and other relevant data, while the Awards and Student Progression Committee approves its own data, such as statistics on students' progression between academic classes, pass and fail rates, the number of students who have met the graduation requirements and other indicators. This is done according to the form prepared and approved by the Examinations Committee and in line with the mechanism approved by KILAW administration.
- After the grievance period ends and the work of the Examinations Committee is concluded, the final report is submitted to the KILAW Dean in preparation for its presentation to the KILAW Council, including the necessary recommendations on approving students' progression and those who have met the graduation requirements.
- Each course is allocated one hundred marks. Students are assessed on the basis of 40 marks for coursework activities (participation, research, projects, written and oral tests) and 60 marks for the final written examination.
- The final examinations of any KILAW programme (Bachelor's – Master's – Diploma) may be held outside the KILAW building if this is due to a compelling reason that makes it absolutely impossible for the student to attend the KILAW building to sit the examination.
- A student who is subject to exceptional health circumstances requiring him/her to sit the examination outside the KILAW building may submit a request to the Dean of Student Affairs at least two days before the date of the examination, for consideration and decision.

- KILAW applies the systems of external examiners and the Higher Examinations Committee, which include the review of academic questions and marking (second marking), in addition to managing the soundness of the examination and marking process (moderating).
- The Higher Examinations Committee is responsible for moderating the results and ensuring their balance and fairness in accordance with recognised standards[43].

Second: The Second Marker System in Final Examinations[44]

- KILAW adopts the second marker system in the final examinations of courses. The practical application of this system has demonstrated its role in enhancing the quality of marking and ensuring its consistency and fairness, by reviewing any disparity in the award of marks and verifying compliance with the approved assessment criteria and learning outcomes. It has also strengthened students' confidence in assessment procedures, as reflected in the level of satisfaction expressed by a number of students when their grievances were discussed. The system has also been commended by the members of the External Examiners Committee, who stressed its importance and recommended continuing and expanding its application.
- In order to achieve the intended benefit of the second marker system, KILAW administration has set the following rules for it:

1. After marking, the majority of courses are subject to the second marker system.
2. The second marker system is applied to courses in which 15 or more students are registered on a sample basis: two booklets are taken from each of the five basic levels into which KILAW's grades are divided (Excellent – Very Good – Good – Acceptable – Fail), and their marking is assigned to another marker named by the

[43]Pursuant to the decision of the Board of Trustees at its meeting No. (2) of 2015.
[44]The development of the method of applying the second marker system was approved at Board of Trustees meeting No. (3) of the academic year 2017/2018, held on 12 December 2017.

Examinations Committee, to whom the task is assigned before the result is announced.

3. For courses with fewer than 15 students, samples are taken in the same manner as in item (2), and they may be fully re-marked because of their small number.
4. The opinion of the second marker – if it differs significantly from that of the first marker – is presented to the Examinations Committee, in the presence of the head of the department concerned, to decide on the disparity.
5. If the disparity is slight and secondary, the Head of the Examinations Committee decides the result.

- The results of the first and second marking, together with a summary of them, are presented to the External Examiners Committee for its opinion.
- KILAW's Examinations Committee is the final decision-making authority on the first and second marking of examinations, and its decisions are subject to review only by KILAW's Higher Examinations Committee.
- Owing to the application of the second marker system, the number of grievances submitted by students against examination results is restricted, and grievances are to be abolished entirely once the second marker system has been developed so as to ensure the accuracy of marking and the resulting fairness.

Third: Instructions and Rules for Final and Midterm Examinations

- Students must arrive at the examination hall 15 minutes before the start of the examination; latecomers will not be admitted. The Head of the Examinations Committee may, after obtaining the approval of the Higher Examiners Committee, permit a late student, at his/her request, to sit the conflict or postponed examination under the following conditions:

  - There is a conflict examination for the same course that has not yet taken place.
  - The excuse is a traffic accident or a medical emergency, or the student arrived before half an hour had elapsed from the start of the examination but was not permitted to enter.
  - The student has not repeatedly presented excuses in the two immediately preceding semesters.
  - No disciplinary penalty has been imposed on the student.
- Before entering the examination hall, the student must ensure that he/she is not in possession of a mobile phone or any technological/electronic/communication device (whether switched on or off) or any papers relating to any course, and must hand them to the security officer and obtain proof of this. Possession of such items is considered a breach of the examination system, and the perpetrator is subject to the penalty for cheating. Students are advised not to bring their personal belongings, as KILAW administration is not responsible for their loss or damage.
- The course professor is not present in the examination hall, and students' enquiries about the content of the examination are not answered. Exceptions are cases in which the Examinations Committee finds ambiguity or lack of clarity in one of the examination questions; the Committee may then, where necessary, approve the attendance of the course professor to clarify the enquiries to all students, without providing any explanation or clarification that could affect the answer or give an advantage to any student.
- Answers must be written in blue ballpoint ink; answers in pencil or in any other colour will not be accepted.
- Nothing may be written outside the answer booklet; for example, writing on the separate question paper or on the hands or body is not permitted. A student wishing to write a draft must do so on the last page or in the designated place in the answer booklet, indicating that it is a draft.

- The student must maintain calm and discipline in the examination hall; talking, communicating or exchanging tools or belongings with any student during the examination is prohibited. The student must stop writing as soon as the end of the examination time is announced and hand the answer booklet and all examination papers to the proctor; taking any of them out of the examination hall is prohibited. Breach of any of these provisions is grounds for taking appropriate action in accordance with the applicable regulations and systems, without prejudice to the application of the provisions of the disciplinary violations regulations if the act constitutes cheating or an attempt to cheat.
- The student must present his/her university ID card when requested; the Examinations Committee may take appropriate action to verify the student's identity if the card cannot be presented, before permitting him/her to sit the examination.
- The student may not write his/her name or place any mark that identifies him/her (in final examinations).
- Every student who enters the examination hall is considered to have sat the examination even if he/she leaves the hall afterwards; students may not leave before half an hour has elapsed from the start of the examination.
- Anyone caught cheating, attempting to cheat or helping others to do so is subject to the provisions of the disciplinary violations regulations, after completion of the investigation procedures, and without prejudice to any other penalties prescribed by the applicable regulations.

GRIEVANCES BYLAW

This bylaw enables all registered students, including students applying for admission to KILAW, to file a complaint. The following terms are used in this policy:

Article (1)

Complaint: a written complaint by a student relating to a problem he/she encounters with:

- Any element of KILAW in a way that directly affects him/her;
- Any faculty member, employee or administrator;
- Any student service;
- Any facility on campus;
- Or any other matter connected with students' presence at KILAW.

Complaint or grievance period: the student must submit his/her complaint within a reasonable period of time from the date on which the reason for the complaint occurred, or from the date on which he/she was notified of or learned of any decision issued against him/her concerning the complaint. Some types of complaints and grievances have specific time frames within which the complaint must be submitted; the student must pursue those complaints in accordance with the forms and deadlines relevant to them.

Student Complaints Committee: the committee appointed by KILAW to investigate and follow up any complaint submitted by any student against a faculty member or administrative employee of KILAW.

Complaints Form: the form entitled "Complaints Form", which must be completed by the student and submitted in person to the Student Affairs Committee or the Dean of Student Affairs.

Special Form: some complaints or grievances must be submitted through a special form, including grievances concerning final examination marks. This is done electronically, within a period not exceeding 48 hours from the sending of the result to the email account

assigned to the student by KILAW, whether the grievance concerns coursework marks or the final mark.

Grievance: refers to a type of complaint, usually relating to examination marks, course marks, attendance or re-sitting the final examination; procedures and forms exist for these matters and must be used before a grievance is submitted.

Article (2)

Types of complaints: the following complaints may be submitted through the Complaints Form:

1. Complaints against any KILAW faculty member, employee or administrator.
2. Complaints about academic matters, such as curricula, textbooks, teaching methods, assessment, course materials, etc.
3. Complaints by students about the conduct of other students.
4. Complaints about the election process and/or results.
5. Complaints about KILAW facilities and services, such as the library, cafeteria, medical centre, sports facilities, copy centre, student services, classrooms, etc.
6. Complaints about a lack of the necessary support for students with special needs.
7. Complaints about the equivalency of academic credit units.
8. Complaints about student orientation procedures.
9. Complaints about disciplinary procedures or academic dismissal.
10. Any other complaint considered acceptable by the Student Complaints Committee.
11. Grievances about final examination results.
12. Grievances about a decision as to whether an absence is “excused” or “unexcused”.
13. Complaints about admission, registration and suspension of enrolment.

14. Grievances relating to a decision preventing the student from sitting the final examination because of absence.
15. Grievances about the refusal to accept excuses submitted for sitting postponed final examinations.
16. Grievances about coursework.
17. Grievances about final course marks.
18. Grievances against a decision not to admit the applicant to KILAW.

Article (3)

Procedures for submitting a complaint or grievance:

1. Submitting the Complaints Form shall have no negative consequences for the student (or students) submitting the complaint.
2. The student shall answer all the questions in the Complaints Form accurately and clearly, as far as possible, without prejudice to the contents, and must agree to provide further information at the request of the competent committee.
3. This form is submitted to the Student Affairs Committee or the Assistant Dean for Student Affairs; the Student Complaints Committee will review complaints relating to KILAW and/or faculty members.
4. The student submits the complaint within a reasonable period of time from the time the reason for the complaint occurred, or from the date on which he/she was notified of or learned of any decision issued against him/her concerning the complaint. Some types of complaints (such as grievances about marks) have strict time frames that must be observed.
5. The competent committee will not consider any complaint not submitted by the end of the semester in which the matter giving rise to the complaint occurred.
6. The Student Affairs Committee reviews the complaints submitted to it, whether directly by students or by the Students' Association, and refers them to the competent authorities if necessary.

7. The student shall respond in good time regarding the provision of further information to the competent committee.
8. The committee concerned notifies the student personally of the decision issued or sends it by email.
9. The committee concerned conducts an appropriate and fair investigation, including obtaining information from all relevant parties and giving all parties the opportunity to be heard (in writing or orally, as the case requires) before making any recommendation or reaching any decision.
10. If the student objects to the decision, he/she may appeal the complaint to the same committee or to a higher authority.
11. If the student's complaint is upheld, in whole or in part, the competent committee notifies the student and the parties concerned of the action necessary to implement the decision.
12. Complaints or grievances may be reviewed and rejected for lack of evidence; in that case, the student is promptly notified of the decision.
13. A copy of the decision and the complaint is kept in the student's file.
14. All correspondence and evidence relating to the complaint are kept in a secure place for a period of not less than five years from the date of submission of the complaint. Access to these documents is restricted to authorised staff only.
15. All aspects of the complaints process are treated in complete confidence, and the privacy rights of all parties are respected at all times.

Article (4)

Complaints that have special policies, procedures and forms:

Notwithstanding the provisions of the preceding articles, the following complaints have special procedures that the student must follow, including the use of their special form:

1. Grievances about final examination results: the student must complete the form designed for complaints about final examination

results and submit it to the competent department within 48 hours of receiving the examination results. If the complaint is rejected, the student may submit a grievance to the Dean. KILAW administration has set several criteria for accepting grievances; a grievance is not accepted from a student to whom any of the following applies[45]:

- A student who postponed his/her final examination.
- A student who has exceeded his/her balance of grievances (8 grievances) throughout the period of study at KILAW.
- A student whose period of study at KILAW has exceeded the normal period of (5) years.
- A student who obtained a grade of (B+) and whose overall GPA is not (B) or higher.
- A student who was absent from the final examination of any other course.
- A student who did not sit two coursework tests.
- A student who obtained (20) marks or less in the coursework of the course against which he/she is filing the grievance and whose grade was (C) or higher.

2. If the student files a complaint against a faculty member or administrative employee, the complaint is submitted in writing to the Student Complaints Investigation Committee. Whether the complaint is upheld or rejected, the student may refer it to the Dean.
3. Grievances concerning a decision on dismissal, registration or suspension of admission in any semester are submitted to the Dean of Admission and Registration.

Article (5)

Contradictions: this policy and the rules and regulations set out herein apply to all programmes, unless an existing policy, rule or regulation already applies. In the event of any contradiction between the Arabic and English versions of this policy, the Arabic text prevails.

[45]Pursuant to the decision of the Board of Trustees at its meeting No. 2 of the academic year 2024-2025.

POLICY ON THE AWARD OF ACADEMIC DEGREES AND GRADUATION CERTIFICATES

First: Policy for Issuing the Final Transcript and Graduation Certificates

This policy concerns the documents issued to the student after completion of the courses and credit units required for graduation and the award of the graduation certificate by KILAW; it also concerns the policy for obtaining replacement or certified true copies of these documents.

Graduation documents and certificates means the following:

- Final transcript.
- "To Whom It May Concern" letter.
- Graduation fulfilment document.

Second: Issuing Graduation Documents and Certificates

- After the beginning of each semester, and after registration is completed, the Registration Department issues a list of students expected to graduate at the end of that semester.
- The Registration Department sends the list of expected graduates to the Graduates Office for review; all courses of each student are then audited and his/her fulfilment of the graduation requirements is determined, and the number of units and fulfilment of the GPA required for graduation are verified, as set out in the bylaw approved by KILAW.
- The Graduates Office sends the list of expected graduates to the Admission Department to verify personal information in both Arabic and English; spelling is approved according to the civil ID card and passport.
- After verification, the Graduates Office sends the list of expected graduates, together with a detailed certificate for each expected graduate, to the Registration Department.

- The detailed certificate is a document containing the student's data in each semester from the beginning of his/her enrolment at KILAW until graduation, and his/her status in each semester (registered/ withdrawn/temporarily suspended, etc.).
- The Registration Department sends it to the Private Universities Council, which in turn stops any financial entitlements (the student's social allowance) at the time of graduation.
- The Graduates Office asks students – by email – to submit a set of documents required for graduation.
- After the recording of final marks is completed, the Registration Department identifies the students moving from one academic class to another and the students who have met the graduation requirements in accordance with KILAW's applicable bylaw, and refers them to the Awards and Student Progression Committee.
- The Awards Committee reviews and certifies the final results and refers them to the Examinations Committee according to the form prepared and approved by the Examinations Committee. After the grievance period ends and the work of the Examinations Committee is concluded, the final report is submitted to the KILAW Dean in preparation for its presentation to the KILAW Council, including the necessary recommendations on approving students' progression and those who have met the graduation requirements.
- The Board of Trustees issues a decision to graduate the students who have met the graduation requirements.
- After the work of the Examinations Committee is concluded, the Graduates Office prints the documents (final transcript / "To Whom It May Concern" letter / graduation fulfilment document).
- All documents are reviewed by the Deanship of Admission and Registration to ensure that they are correct and accurate.
- Certificates are signed by the KILAW President and the heads of the academic programmes.

- The transcript is signed by the General Registrar and the Director of Registration.
- The wall certificate is signed by the Chairman of the Board of Trustees and the KILAW President and is handed over at the graduation ceremony; those who did not attend the ceremony may request it later (it states the name, GPA and grade in words).
- The Graduates Office sends a CD to the Private Universities Council containing all the documents and certificates of each student; the Private Universities Council issues the graduation equivalency, which is issued as a single original copy for each student, and no further copy can be obtained.
- The Graduates Office contacts students to collect their certificates in the Arabic and English versions from KILAW after signing the following forms: clearance form, form for receipt of the university certificate, and form for receipt of the original secondary school certificate (internal scholarship students are required to submit the original certificate upon enrolment at KILAW).
- A list of the names of graduating students is sent to the Alumni Follow-up Office.

Third: Obtaining Duplicate or Certified True Copies of the Original Graduation Documents and Certificate

- Each graduate may request a duplicate or certified true copy of the documents (transcript / "To Whom It May Concern" letter / graduation fulfilment document) for a fee of KD 5 per document, after completing the graduate's request form for a certified true copy, specifying the number of copies and the language and stating the reasons. The person concerned must attend in person, or a holder of a valid official power of attorney. The certificate is collected two weeks after the form is completed.
- The Graduates Office sends the request for a duplicate or certified true copy of the documents to the heads of programmes for approval and signature; the copies are then issued after being signed by the KILAW President, the heads of the academic programmes and the General Registrar.

Fourth: Changing Names or Data on Graduation Documents and Certificates

- Where a name on the certificate requires correction for a material reason (such as amending the name in English according to the passport), a request is submitted together with the original documents and certificates to be amended and is presented to the Academic Committee for a decision and for the issue of the documents and certificate with the corrected information.
- Where a name on the certificate is changed for a legal reason (such as a change of name by court order), the person concerned submits a letter regarding the change, attaching the complete legal file, to the Graduates Office together with the complete original documents and certificates to be amended. The request is referred to KILAW's Legal Affairs for an opinion; the Graduates Office then addresses the Private Universities Council to obtain approval of the procedure.
- The request is then presented to the Academic Committee for a decision and for the issue of amended documents and certificate with the new information.

BYLAW OF THE DISTANCE LEARNING SYSTEM AT KILAW

- Based on Council of Ministers Decision No. 62 of 2020, issued on 6 April 2020, regarding the adoption of the distance learning system in private education institutions in the State of Kuwait;
- Based on Private Universities Council Decision No. 18 of 2020, issued on 6 April 2020, regarding the distance learning system and its controls for private education institutions in the State of Kuwait;
- Based on KILAW Council Decision No. 5 for the academic year 2019-2020, at its meeting held on 3 June 2020;
- Based on the approval of the Board of Trustees at its meeting No. 1 for the academic year 2020-2021, held on 1 September 2020;
- In order to achieve the standards of quality assurance and academic accreditation followed by KILAW;
- Given that distance education has become a reality that imposes itself, and that it is necessary to adapt to it and keep pace with it by completing the policies and procedures that regulate it and ensure its proper implementation;

This bylaw and its provisions have been approved, including the procedures for the necessary amendments to the academic regulations of the LLB and LLM programs, considering the distance education system to be permanent, complementary and supplementary to traditional education, and not an independent system.

First: Definitions

- **Distance learning system:** An integrated educational system that includes delivering lectures, carrying out the assignments and tasks required of students, and holding midterm and final exams virtually, using internationally approved electronic systems. It is provided by KILAW as a parallel to and a complement of the traditional system, within the limits of the credits and the time range set out in this system. It is a system that was introduced to regulate distance

learning and is parallel to the traditional education system. It is implemented by applying all methods of e-learning and distance learning, including virtual classes.

- **Blended learning:** Learning that combines the characteristics of both traditional classroom instruction and distance learning in an integrated model.

Second: Provisions of the Bylaw

Chapter One: Technologies Used, Infrastructure and Technical Support

Article 1

Any of the well-known systems adopted by KILAW, such as Microsoft Teams, Zoom, KILAW's LMS or any other system, shall be approved to implement e-learning, distance learning, synchronous learning and electronic messaging between students and the professor, who shall adhere to the programs and academic schedule approved by the KILAW administration in terms of the number of courses, credits and time period, taking into account the continuing training of faculty members to utilise all the features offered by the system for the sake of diversity in teaching methods and the success of the educational process. The course professor is obligated to use the same application that KILAW adopts in the e-learning or distance learning system and for communicating with students, and not to use any other applications.

Article 2

The MOODLE Learning Management System developed by KILAW or adopted by it is approved as a supplementary or stand-alone system for managing the distance learning process, e-learning and asynchronous learning, whether for conducting exams, submitting assignments and research, or keeping records of the activities of students registered in the courses, and other matters.

Article 3

The Dean of KILAW and the Deanship of Academic Affairs are responsible for supervising e-learning and distance learning. The IT Department is directly responsible for securing and developing the necessary technical infrastructure and providing a fast and effective Internet connection to ensure the successful progress of the educational process, under the direction of the KILAW administration and the requirements it decides in this regard.

Article 4

The IT Department at KILAW is the authority responsible for designing an interactive Dashboard for remote educational activity to ensure the monitoring and evaluation of participation rates in the various educational activities.

Article 5

The Admission and Registration Department is responsible for planning and implementing guidance and training programmes, with the assistance of the IT Department, which provides support to students and faculty members using distance learning systems and applications.

Chapter Two: Curricula, Teaching Methods and Academic Support

Article 6

The Dean of KILAW monitors the progress of the educational process in the distance learning system and takes the necessary measures to support its success, including publishing all the information and data necessary for the proper implementation of the distance learning system on a timely basis.

Article 7

The Associate Dean for Academic Affairs is responsible for monitoring the extent of adherence to the curricula and may adapt their content, together with the Academic Affairs Committee, according to the specified hours and the extent to which the learning outcomes are achieved.

Article 8

The academic department and/or the course leader, together with the course professor, are responsible for achieving the course learning outcomes, with a commitment to developing critical thinking and giving students opportunities for greater responsibility and self-reliance in searching for information.

Article 9

The course professor should use, as much as possible, the features provided by electronic applications such as Microsoft Teams to diversify teaching methods and not rely on lecturing alone, urge students to participate and enrich the discussion, and allocate specific office hours for students.

Article 10

Teaching assistants organise Study Groups, follow up on students' participation in them and evaluate that participation.

Article 11

The KILAW administration provides the necessary support by providing the e-library, research resources and electronic databases to support the student's educational journey.

Article 12

Faculty members must adhere to the lecture times according to the academic schedule approved by the KILAW administration and must not change them by arrangement with the students.

Chapter Three: Assessment and Examinations

Article 13

The Examinations Committee shall organise and supervise the conduct of exams in accordance with the rules and procedures in force with it, taking into account the nature of remote exams and their requirements.

Article 14

The final grades for courses taught remotely that have a final exam are divided as follows:

Component	Marks
Coursework	40
Final exam	60
Total	100

Article 15

The grades of courses that do not have a final exam are divided in coordination between the head of department/course leader and the instructors of the same course, according to the nature of each course and in accordance with the controls set by the KILAW administration. As for practical courses, their controls shall be similar to those set out in KILAW's regulations, in a manner consistent with the distance learning system.

Article 16

The duration of exams is determined as follows:

- The duration of midterm exams is the full length of the class session.
- Duration of final exams:
  - Arabic and English courses in the LLB program: two hours.
  - Courses in the LLM program: three hours.

Article 17

The final exams schedule is divided in proportion to the IT Infrastructure on which the distance learning system, the Learning Management System (LMS), or both, operate.

Article 18

Final exams are designed to suit the nature of distance learning, provided that the questions cover all parts of the curriculum. Course Leaders undertake the task of coordinating in this regard with

colleagues who teach the same course, and the exams shall achieve the course learning outcomes and critical thinking skills.

Article 19

Each course professor must give his/her students at least one pilot test before the midterm exam. The Higher Examinations Committee sets the rules of the final exam system.

Article 20

A data bank shall be created to include any information related to distance learning, including course exam questions for coursework or final exams. It shall be used in setting exams, and shall be updated from time to time.

Article 21

Exams in distance learning courses are subject to electronic marking in part or in full. The course professor may alone mark some or all of the questions of the courses he/she teaches, taking into account the application of the marking audit system through the second marker system and external examiners.

Article 22

A leniency mark of two (2) marks is awarded to eligible cases, at the discretion of the Higher Examinations Committee.

Article 23

The student may consult the course professor in person or through electronic communication regarding the coursework mark before it is entered in the examinations system. The course professor may make the necessary adjustments if he/she deems so, and the response must be documented.

Article 24

Whoever is caught cheating or attempting to cheat may be considered to have failed the course in which he/she was caught, in accordance with the nature of the distance learning system and its monitoring controls.

Article 25

A student may submit a grievance regarding final exam grades for a maximum of two courses, according to the established procedures.

Article 26

A student who is proven to have cheated or attempted to cheat in an exam shall be subject to the policies and penalties approved in the examination system applied at KILAW, as published in the Academic Guide.

Article 27

E-learning and the distance learning system may be provided for a maximum of 45 credits per student or the equivalent of three full semesters, whichever is greater. It may be offered as a system parallel to traditional education for one or more semesters, or offered for individual courses during regular semesters, provided that this is announced in advance and that a decision is issued by the KILAW Council or the University Council to offer it, stating the justifications, if any.

Chapter Four: General Appearance, Integrity and Transparency

Article 28

Users of the distance learning platforms, including professors and students, must adhere to appropriate appearance and ethics in dealing with others during the lecture and in all cases in which the system is used.

Article 29

Users of educational platforms are obligated to respect intellectual property in the literature and educational materials used and not to infringe on the rights of others when preparing assignments such as reports, research, etc. The KILAW Deanship shall make course content available in paper form or online.

Article 30

The KILAW administration is committed to preserving the privacy of students' data in the electronic systems used in the distance learning system.

Article 31

KILAW's regulations and systems shall apply to matters for which there is no special provision in this system, provided that the application of any provision of those regulations and systems is consistent with the nature of e-learning and distance education in all respects, particularly technical, administrative and academic. The President of KILAW and the KILAW Council shall have the authority to interpret or add any text required by the nature of the e-learning and distance learning system, provided that it is presented to the competent authority at KILAW at its first subsequent meeting.

BYLAWS OF THE KILAW STUDENTS' ASSOCIATION

The KILAW Students' Association is an independent student organisation that is based on the democratic method, represents all students at KILAW, and is committed to achieving its objectives in accordance with the bylaws in force in the country, at the Ministry of Higher Education and at KILAW.

The following are the bylaws of the KILAW Students' Association.

Chapter I: Name, Location and Definitions

Article (1)

Name: Kuwait International Law Association

Location: Kuwait International Law School (KILAW)

Definition: The KILAW Students' Association is an independent student organisation 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:

- **KILAW:** Kuwait International Law School (KILAW).
- **Association:** KILAW Students' 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 organising students' activities and providing representation of KILAW.
- **Members:** All KILAW students.

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, including selecting appointed members. 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 along with the meeting agenda. 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 outgoing Administrative Governing Body at the conclusion of the period of their term of office.
7. It is not permitted to amend the agenda based on suggestions by some Members unless the present agenda is fully discussed.
8. Discussing issues that may arise.

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 outgoing 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 the priority in which the requests are received. 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 authorised 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 practising 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 tranquillity 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- Organise and regulate students' activities.

8- Organise 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.

13- 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 (posters, banners, etc.), and KILAW can help with another five posts with the candidate's name 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 (B+), but first semester students in the first year should have an average of 80% in their most recent year's KILAW grades.
- Have not received a GPA warning.
- Have not been the subjects of any disciplinary action whether for academic or administrative purposes.
- Have not received warning letters for absences in two or more courses per semester.
- Have not withdrawn from the semester, or suspended their study for the semester in which they are seeking election.
- Was not 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, and not a freshman[46].

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 24 hours of the meeting.

[46]Based on the Board of Trustees' decision in their meeting no. 4/2013.

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 fulfilment 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 within one week of the meeting along with a copy of all discussed documents, including names of present and absent members (with/without an excuse).

Article (25)

The president of the Administrative Governing Body is responsible for:

1. Representing students before KILAW 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 before 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 before 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 issued by the Administrative Governing Body.
4. Filing all documents and obtaining stamps, and is considered personally in charge of keeping them.
5. Taking necessary procedures of calling for a General Assembly meeting and preparing the agenda.
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. A decision may be approved by passage of resolution in an exceptional manner, under the condition of the consensus of the members of the Administrative Governing Body. 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 throughout the academic year, he/she will lose his/her membership.

Article (32)

If a member resigns or is dismissed for any reason, the reserve (on-bench) member who received the highest votes will replace the resigned member. 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 misbehaviour 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.

This is based on:

- A decision by the KILAW administration; or
- A decision by the General Assembly based on a recommendation of the Administrative Governing Body.

Article (35)

Students are strictly forbidden from carrying out any activities or representing students outside 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 election 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 the 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 choose 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 ID, KILAW ID or any other official ID.
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 (32) 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 outgoing Administrative Governing Body will hand over to the newly elected body within five days of the election results being announced. The outgoing 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's cheques, financial records, receipts and expenditure documents.
4. In-and-Out files.
5. The Association's archives.

The outgoing 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. Organising 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.

THE LLB DEGREE PROGRAMME: INDICATIVE STUDY PLAN BY ACADEMIC YEAR

Year 1 (31 Credit Hours) – Semester 1 = 16 Credit Hours

No.	Course	Credit Hours
151	Principles of Law	3
154	Introduction to Islamic Jurisprudence	3
101A	Arabic Language (1)	3
101E	English Language (1)	3
152	Constitutional Law (1)	3
156	Legal Writing and Research (1)	1
	TOTAL HOURS	**16**

Year 1 (31 Credit Hours) – Semester 2 = 15 Credit Hours

No.	Course	Credit Hours
155	Introduction to Economics	3
153	Constitutional Law (2)	3
-	Elective Course	3
111	Introduction to Computers	3
102E	English Language (prerequisite for law courses taught in English)	3
	TOTAL HOURS	**15**

Year 2 (31 Credit Hours) – Semester 1 = 15 Credit Hours

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 Systems	3
	TOTAL HOURS	**15**

Year 2 (31 Credit Hours) – Semester 2 = 16 Credit Hours

No.	Course	Credit Hours
252	Obligations (2) (Rules)	3
-	Elective Course in English	3
256	Criminal Law (General Theory)	3
254	Administrative Law (2)	3
258	Legal Writing and Research (2)	1
-	Elective Course (General Knowledge)	3
	TOTAL HOURS	**16**

Year 3 (30 Credit Hours) – Semester 1 = 15 Credit Hours

No.	Course	Credit Hours
352	Civil and Commercial Procedures	3
353	Commercial Law (1)	3
351	Public Finance	3
-	Elective Course in English	3
-	Elective Course (General Knowledge)	3
	TOTAL HOURS	**15**

Year 3 (30 Credit Hours) – Semester 2 = 15 Credit Hours

No.	Course	Credit Hours
-	General Knowledge Course	3
354	Criminal Law (Specific Crimes 1)	3
-	Elective Course (Third Group)	3
-	Elective Course (Free Choice)	3
355	Obligations (3) (Proofs)	3
	TOTAL HOURS	**15**

Year 4 (32 Credit Hours) – Semester 1 = 17 Credit Hours

No.	Course	Credit Hours
451	Civil Law (Rights in Rem)	3
453	Commercial Law (2)	3
454	Fundamentals of Islamic Jurisprudence	3
457	Practical Training	2
-	Elective Course (Free Choice)	3
-	Elective Course (Fourth Group)	3
	TOTAL HOURS	**17**

Year 4 (32 Credit Hours) – Semester 2 = 15 Credit Hours

No.	Course	Credit Hours
456	Law of Execution	3
452	Conflict of Laws	3
455	Criminal Procedure	3
-	Elective Course (Fourth Group)	3
-	Elective Course (Fourth Group)	3
	TOTAL HOURS	**15**

KILAW LLB MAJOR SHEET FOR THE ACADEMIC YEAR 2024-2025

Courses marked (E) are shown in grey in the Arabic guide and are delivered in English. Courses marked (N) are shown in brown in the Arabic guide and are courses newly introduced to keep pace with the requirements of the labour market (see the notes below). The suffix "E" or "A" in a course number (e.g. 101E, 101A, 237E, 341A) is part of the course number itself.

First: General Requirements / General Knowledge (21 units)

#	Courses	Units	Requirements
A. Compulsory (12 units)			
101E	English Language	3	
102E	English Language	3	101E
103E	Advanced Legal English (N)	3	102E
101A	Arabic Language (1)	3	
111	Introduction to Computers	3	
B. Optional (9 units) (students choose three courses)			
102A	Arabic Language (2)	3	101A
112	Political History of Kuwait	3	
113	The History of Islamic and Arabic Civilisation	3	
114	Introduction to Sociology	3	
115	Introduction to Accounting	3	
116	Introduction to Management	3	
117	Environmental Studies	3	
120	Free Elective Course from the General Knowledge Courses	3	

Second: Major Legal Courses (97 units)

A. Compulsory (73 units)

B. Optional (24 units) + 6 free elective units

First Year (31 units) / (16 compulsory units)

#	Courses	Units	Requirements
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	
Elective Course (1): students choose one course from the following group (3 units)			
132	Criminology and Punishment (E)	3	102E
133	History of Law and Legal Systems (E)	3	102E
134	Law and Information Technology (N)	3	102E
135	Introduction to Legal Systems (N)	3	102E

Second Year (31 units) / (22 compulsory units) – minimum of 28 units passed

#	Courses	Units	Requirements
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)
255	Public International Law (E)	3	102E
256	Criminal Law (General Theory)	3	
257	Personal Status Law	3	Introduction to Islamic Jurisprudence
258	Practical Training on Methodology of Research (2)	1	
Elective Course (2): students choose one course from Group (A) and one course from Group (B) – 6 units			
Group (A)			
231	Petroleum Law (N)	3	Economics + 102E
236	Human Rights (E)	3	102E
233	International Environmental Law (N)	3	102E
234	Regional and International Organisations (E)	3	102E
Group (B)			
232	Political Systems	3	Constitutional Law (1)
235	Comparative Law	3	Principles of Law

Third Year (30 units) / (15 compulsory units) – minimum of 58 units passed

#	Courses	Units	Requirements
351	Public Finance Law	3	Economics
352	Civil and Commercial Procedures	3	Principles of Law + Obligations (2)
353	Commercial Law (1)	3	
354	Criminal Law (Specific Crimes 1)	3	Criminal Law (General Theory)
355	Obligations (3) (Proofs)	3	Obligations (1) and (2)
Elective Course (3): students choose one course from Group (A) and one course from Group (B) – 6 units			
Group (A)			
333	Electronic Commercial Law (N)	3	Commercial Law (1) + 102E
336	Social Theories of Law (N)	3	102E
340	International Criminal Law (N)	3	Criminal Law (1) and (2) + 102E
342	Planning Law (N)	3	Administrative Law (1) + 102E
341	International Law of the Sea E (E)	3	Public International Law + 102E
Group (B)			
332	Social Legislation	3	Obligations (1)
334	Inheritance Law	3	Personal Status Law
337	Criminal Law (Specific Crimes 2)	3	Criminal Law (1)
338	Wills and Waqf	3	Introduction to Islamic Jurisprudence

#	Courses	Units	Requirements
331	Civil Contracts	3	Obligations (1) and (2)
339	Forensic Evidence and the Law (N)	3	Criminal Law (1) and (2)
335	Administrative Contracts (E)	3	Administrative Law (1) and (2) + 102E
341	International Law of the Sea A (N)	3	Public International Law

Fourth Year (29 units) – minimum of 88 units passed

#	Courses	Units	Requirements
451	Civil Law (Rights in Rem)	3	Obligations (3)
452	Conflict of Laws	3	
453	Commercial Law (2)	3	Commercial Law (1)
454	Fundamentals of Islamic Jurisprudence	3	Personal Status Law
455	Criminal Procedure	3	Criminal Law (General Theory)
456	Law of Execution	3	Civil and Commercial Procedures
457	Practical Training on Methodology of Research	2	
Elective Course (4): students choose two courses from Group (A) and one course from Group (B) – 9 units			
Group (A)			
432	Arbitration (E)	3	Civil and Commercial Procedures + 102E
433	Islamic Commercial Transactions (N)	3	Obligations (1) and (2) + 102E

#	Courses	Units	Requirements
435	Maritime Law (E)	3	Commercial Law (1) + 102E
436	Aviation Law (E)	3	102E
442	Technology Transfer and Commercialisation (E)	3	102E + Obligations (2) + Administrative Law (2) + Civil and Commercial Procedures
443	Intellectual Property (E)	3	102E + Obligations (2) + Administrative Law (2) + Civil and Commercial Procedures
Group (B)			
431	Insurance Law	3	Obligations (1) and (2)
434	Credit Sale Contracts (N)	3	Obligations (1) and (2)
437	Islamic Criminal Law	3	Criminal Law (General Theory)
438	Citizenship Law and Status of Aliens	3	Conflict of Laws
439	Administrative Judicial Review (N)	3	Administrative Law (1) and (2)
440	Commercial Law (3)	3	Commercial Law (1) and (2)
441	Judicial Procedures in Islam	3	Introduction to Islamic Jurisprudence + Personal Status Law

Third: Free Elective (6 units) – students choose one course from Group (A) and one course from Group (B)

#	Courses	Units	Requirements
Group (A)			
458	Introduction to Competition Law (N)	3	102E
259	Introduction to European Law (E)	3	102E
344	Tax Laws in Kuwait	3	Economics and Public Finance + 102E
Group (B)			
243	Current Legal Issues (E)	3	102E
237A	Professional Skills and Methods of Intellectual Communication	3	Public International Law
237E	Professional Skills and Methods of Intellectual Communication (E)	3	102E – Public International Law
344	Tax Laws in Kuwait	3	Economics and Public Finance + 102E
Total number of units required for graduation: 124 units			

Notes

- Grey-coloured courses (marked (E) above) are delivered in English.
- Brown-coloured courses (marked (N) above) are courses newly introduced to keep pace with the requirements of the labour market, as determined by KILAW.

1. If “First”, “Second” and “Third” are added together, the total number of units required for graduation is 124 units.

2. The general knowledge and free elective courses are distributed across the four years of study in the indicative study plan; this does not prevent students from registering for these courses earlier.
3. Students are required to complete two compulsory English language courses according to their level of proficiency.
4. English Language (102E) is a prerequisite for all law courses delivered in English.

BRIEF DESCRIPTION OF LLB COURSES

101E English Language 101E

This course is an intensive course in English and is an introductory/ foundation course designed to develop the various language skills of KILAW students. Through this course, students are introduced to a number of grammatical rules of the English language, in addition to a wide range of new vocabulary and texts on legal and general topics that develop the reading comprehension skill. After completing this course, students will be able to understand and answer questions related to reading texts, with an emphasis on understanding legal terminology. Students will also be able to write a paragraph on general topics.

101E English Language 101E

This is an introductory course in English that aims to enhance students' academic reading skills and their use of legal terminology. The main focus is on legal topics presented through specialized texts that serve to develop the reading comprehension skill. Students are also introduced to the basics of essay writing for the purpose of comparing two different topics. The course also focuses on simple conversations using the different tenses (present perfect and past perfect) correctly.

102E Legal English Language 102E

This course is an advanced course in Legal English that aims to enhance and expand the reading and writing activities taught in previous English language courses, with an exceptional focus on law-related topics. Basically, the course focuses on posing academic and critical questions that aim to build on and summarize students' current knowledge. Students will also learn how to use multiple sources and secondary materials and integrate them into fully developed written essays that address academically relevant questions. In addition, the course aims to enhance students' skills in giving academic presentations individually or in a group.

103E Advanced Legal English Language 103E

This course is an advanced course in Legal English that aims to introduce students to different language skills, which in turn will help them develop their academic and professional skills by performing tasks based on several language skills. Students will practise legal writing in the form of an email sent by a lawyer in response to a client's request for advice, summarizing a legal case, commenting on judgments and giving an alternative opinion using appropriate terminology. Students are also trained to read and listen to legal texts/dialogues and to answer relevant questions, with special emphasis on legal terminology.

101A Arabic Language (1)

This course focuses on the study of a set of linguistic texts and on training in skills that include apparent and implied (estimated) inflection (i'rab), indeclinable and declinable words, and secondary inflection, which covers the Five Nouns, the dual, the sound masculine plural, the sound feminine plural and diptotes (nouns not fully declined). It also focuses on the forms of the subject (mubtada') and the predicate (khabar), the abrogators of the nominal sentence, and the verbal sentence and its complements, and further covers words in the accusative and genitive cases, grammatical styles, the uses of numbers and methods of searching in dictionaries. The purpose of these topics is to help students achieve fluency of speech, correct writing and sound pleading free from grammatical and spelling errors.

102A Arabic Language (2)

This course studies and analyses a collection of literary texts (verse and prose) belonging to various historical eras (pre-Islamic (Jahili), Islamic, Umayyad, Abbasid, modern...), as well as Quranic texts. It offers a thorough artistic analysis of them, identifies their most important intellectual, philosophical, rhetorical and aesthetic implications, and links them with life and existence in ancient and modern times, drawing on the circumstances in which they were produced through an overview of the writer's life and the main artistic features of his literary output.

111 Introduction to Computers

This is a foundation course that introduces students to the capabilities and uses of computers and information technology and helps them understand the latest developments in this field for effective use in the business environment. It also provides students with basic information about computer components and information storage systems and the various devices used for the input and retrieval of information, and introduces the types of networks and how they operate, as well as the types of cyber-attacks and how to protect against them.

112 Political History of Kuwait

This course presents the modern history of Kuwait and provides an analysis of the political events that have influenced the development of Kuwait in many fields, particularly the legal system.

113 The History of Arab and Islamic Civilization

The course highlights the characteristics of Islamic civilization and the foundations on which it was built. It also deals with the administrative, political, judicial, social, economic and cultural systems that shaped the life of Islamic civilization through the ages, reviewing the bridges of communication between Islamic civilization and other civilizations and the manifestations of the influence of Islamic civilization on those civilizations.

114 Introduction to Sociology

The course presents the principles of sociology and their relationship to social law. It covers the impact of social changes on the enactment of laws, and social definitions and their application to current reality. It also covers the concept of social change and its relationship with the laws actually enacted and their applications, as well as the factors of social change, their definitions, and the difficulties and obstacles they face.

115 Introduction to Accounting

This course introduces students to the nature of accounting and to the academic and practical foundations of its study as a system of financial

and administrative information. It also covers the essentials of recording financial transactions and the accounting cycle in their economic uses, and the provision of bilateral accounts with the statement of financial position and associated adjustments.

116 Introduction to Management

This course is designed especially for non-specialists in management. It helps students learn the language of management and understand the behaviour of organizations. The course uses cases, projects or experimental exercises that allow students to apply the theories they have learned.

The course aims to:

- Define management.
- Present the basic concepts of management.
- Discuss the most important theories of management.
- Provide practical, theoretical and experimental exercises in management.

117 Environmental Studies

This course focuses on giving students a scientific culture and the basics of caring for and preserving the environment, behaviours harmful to the environment and ways of addressing them, and the role of Islamic Sharia and the law in this field.

The course reviews the most important factors affecting the environment of the State of Kuwait, as well as the most important local and global environmental issues, such as global warming, climate change, waste, desertification, sustainable development, depletion of natural resources and types of air, water and land pollution.

The course also provides a brief overview of the fundamentals of the oil industry and its relationship to the environment, as well as the basics of sound environmental management.

132 Criminology and Punishment

This course contains an introductory study of the concepts of criminology, penology and crime, and an analysis of the geographical, biological, psychological and social theories related to them, together with a brief study of the institutions proposed by penology for the treatment of offenders and the prevention of crime.

The course provides an introductory study of criminality and punishment in terms of the concept, importance and characteristics of each of criminality, punishment and crime. It also briefly reviews the related biological, psychological and social theories, with an analysis of the biological theory and its relationship to criminal behaviour, and presents practical cases reflecting these concepts.

Topics covered in this course:

- Criminology: its definition, importance, characteristics and development, and its relationship to other disciplines concerned with crime.
- Criminological research: its importance, difficulties, common mistakes and research methods.
- Criminological theories in general: their importance and classification.
- The biological explanation of criminal behaviour: the positivist and genetic theories.
- Definition of penology: its importance and characteristics.

133 History of Law and Legal Systems

This course includes the study of the formation of human society and the history of the emergence of legal systems, in addition to the study of the most important ancient and contemporary laws and systems and their inter-relationship.

134 Law and Information Technology

This course deals with aspects of legal regulation in the field of information technology and modern developments in this science

within the framework of national legislation, international conventions and the typical jurisprudence of international organizations.

It aims to:

- Introduce students to the science of information technology.
- Address the legal regulation of information technology.
- Examine the role of international conventions.
- Examine national legislation on information technology.

135 Introduction to Legal Systems

This course provides a general explanation of the main legal concepts and systems. It includes a comparison between the basic concepts of different areas of law (civil, criminal, private and public), an explanation of the sources of law, legal research methods and professional and civil responsibility, and a presentation of the American and British legal systems.

The course introduces students to some important legal terminology and gives an overview of the various disciplines that students will study during their law studies (e.g. contract, company, constitutional, family and criminal law). By the end of the course, students will have a foundational understanding of what the law is and where it comes from, as well as written and oral legal English skills.

151 Principles of Law

This course deals with the study of the basic principles and rules of law and comprises two parts: the first is the theory of law and the second is the theory of rights.

Theory of law: This part explains the following main topics: the definition of law and its legal rules, and their characteristics, types and classification; the official and interpretive sources of law; the legitimacy of laws; the principle that ignorance of the law is no excuse; the application of the law in terms of place and in terms of time; and the interpretation of the law.

Theory of rights: This part studies and explains the following main topics: the definition of a right, its types and divisions; the persons having rights (natural persons and juristic persons); the financial patrimony (dhimma); legal capacity; and the object of the right (things and acts) and its divisions.

152 Constitutional Law (1)

This course aims to introduce students to the most important general principles of constitutional law, such as the general principles of constitutions, the formal and substantive characteristics of the Kuwaiti Constitution, and constitutional adjudication in Kuwait.

It is divided as follows:

- The general theory of constitutional law: the definition of constitutional law, its sources, the methods by which constitutions come into being and the methods of amending them, together with the principle of the supremacy of the constitution.
- The historical development of the system of government in Kuwait.
- Judicial review of the constitutionality of laws.

153 Constitutional Law (2)

The course includes the following main topics:

- Public freedoms in accordance with the Kuwaiti Constitution.
- The organization of public authorities in Kuwait.
- The relationship between the legislative and executive authorities, and the relationship of the judicial authority with both.

154 Introduction to Islamic Jurisprudence

This course aims to study the basic topics needed to understand Islamic jurisprudence (fiqh) and its development, the schools of jurisprudence, the sources of Islamic legislation, the reasons for differences among jurists and the effect of those differences, and ijtihad and taqlid (independent reasoning and adherence to precedent), in addition to studying the theory of ownership and the theory of contract.

155 Introduction to Economics

This course includes an introduction to economics, the main elements affecting the national and global economy through basic economic theories, and the role of economic institutions. The course also examines the most important economic systems and compares them with the economic system in Islam.

156 Legal Writing and Research (1)

This course deals with the theories of academic research and the fundamentals of legal research, training students in the basics of preparing research and in selecting and defining a legal research topic, and giving them the ability to carry out academic research in the field of law.

The course is divided into two sections, each with a specific area (formal / substantive). Training covers the formal elements of research: students are acquainted with the steps of writing legal academic research, starting with the selection of the research topic, then the preparation of the research plan, and finally writing the research, including all its formal elements.

231 Petroleum Law

The historical development of petroleum wealth in the Gulf region and Kuwait; contemporary oil developments in the Gulf region and their impact on Kuwait; the legal regulation of oil exploitation: its contracts, its parties and the settlement of disputes; and the role of petroleum in the economic position of the State.

232 Political Systems

- Political systems and their relationship to constitutional law.
- The concept of the state, its elements and the origin of its establishment.
- Legal guarantees of the state's subjection to the law.
- Forms of states.
- The system of the Islamic Caliphate and types of government.

- Elections between democracy and Sharia.
- Opposition.
- Political parties.
- Pressure groups.
- Recent developments of political systems in Eastern European countries.
- The development of political systems in Third World countries.

233 International Environmental Law

This course provides a general introduction to international environmental law. In particular, it focuses on the definition of international environmental law, its key principles and state responsibility.

Furthermore, the course addresses key contemporary environmental issues, including biodiversity, the depletion of the ozone layer and global warming.

Finally, the course examines war and armed conflict in the light of international environmental law, and the evolution of international humanitarian law and its consequences for the environment, by focusing on major international conflicts.

234 Regional and International Organizations

The course is divided into three parts:

- Theories of international organization.
- Universal international organizations.
- Regional organizations and their role.

235 Comparative Law

In this course, students study the definition of comparative law, with an overview of its history and its benefits, both in the field of theoretical legal sciences and in the international field, the methods of comparison, and how comparative law works to unify laws at the domestic, regional and international levels. The major contemporary

legal families are studied, such as the Romano-Germanic family and the common law family, in terms of the history and structure of each, the stages of their formation, the differences between them and the countries to which they extend.

236 Human Rights

The course includes the presentation and study of basic topics related to the development of the theory of law and public freedoms. It presents the most important human rights declarations, such as the Declaration of the Rights of Man and of the Citizen of the French Revolution, the American Declaration of Human Rights and the Universal Declaration of Human Rights. It also deals with the most important international conventions on human rights and their relationship with national laws. The course also covers international humanitarian law during armed conflict.

237 Professional Skills and Methods of Intellectual Communication

This course covers the following topics:

- Training in thinking, analysis, intuition and critique in academic and practical fields.
- Training in refining professional skills and intellectual communication.
- Proficient knowledge of the art of pleading, public speaking, writing and body language.
- Training in methods of dialogue, quick response and intuition.
- Training in academic research methods to find appropriate legal arguments that can be used in oral pleadings.
- Introducing the legal competitions in which KILAW participates and enhancing the skills required for them.
- Training in solving cases and in the realistic and practical application of legal theories.
- Practical training in the formal procedures followed in litigation and oral pleadings.

243 Current Legal Issues

This course provides a forum for the discussion of contemporary local and international issues, and for the application of domestic law or legal theories to emerging matters and issues, as well as the consolidation associated with the evolution of ideas and theories through the legal analysis of emerging issues, as the nature of the course requires.

The course focuses on the most important international treaty issues and the study of some proposals and trends in the GCC countries.

251 Obligations (1) (Sources)

This course includes a detailed study of the sources of obligation, namely the voluntary sources (contract and unilateral will) and the non-voluntary sources (unlawful acts), and liability for personal acts under the Civil Law.

252 Obligations (2) (Rules)

This course provides a detailed study of the rules governing obligations, including topics related to their effects, such as performance of the obligation by equivalent and the descriptions that modify its effects, as well as the transfer and extinction of obligations and the assignment of rights and debts.

253 Administrative Law (1)

This part of administrative law is divided into three sections:

- The general foundations of administrative law.
- The organization and structure of public administration, together with the study of government and decentralized institutions and bodies.
- The means and instruments of public administration and the bodies through which it carries out its functions, including public property and public employees.

254 Administrative Law (2)

This course aims to study the activity of the administrative authority and its various types of public utilities, the principles governing its

activity, administrative policing (control) and the restrictions on it, and the legal regime of the acts of the administrative authority (the administrative decision in its various forms and its enforceability, direct enforcement and the administrative contract).

255 Public International Law

The course is about the rules and principles governing relations between states and international organizations and their relationship with individuals. Ultimately, however, public international law is about human beings.

This course is an introduction to public international law. It discusses the nature of public international law and its sources, including the Vienna Convention on the Law of Treaties 1999.

Furthermore, the course focuses on the subjects of international law, including states, international organizations and individuals.

Finally, the course provides a discussion of international responsibility, forms of reparation and diplomatic protection.

256 Criminal Law (General Theory)

This course deals with the general principles of criminal law. It defines the nature of criminal law and explains the theories that embody its nature and surround the concept of crime, its classifications, pillars and elements, attempt, and the grounds of justification. It also deals with the theory of criminal liability and the grounds that preclude it, as well as the theory of punishment: it defines punishment, explains its types and addresses precautionary measures and how they are distinguished from punishment. It further addresses the authority of the criminal judiciary in applying penalties and explains the extinction of penalties and their effects.

257 Personal Status Law

The course reviews the rules of marriage and divorce under Islamic Sharia in comparison with the Kuwaiti Personal Status Law, addressing:

Marriage: the contract, its pillars, conditions and types; the prohibitions

in marriage; guardianship and agency in marriage; and compatibility (kafa'a). It then addresses the rights of the wife, the rights of the husband and the rights common to both, such as the right of enjoyment, mutual inheritance, the establishment of lineage and the mutual duty of counsel.

The course then deals with divorce: its ruling and the rules and guidance of Islam regarding it (divorce in accordance with the Sunnah and innovative divorce); the essentials of divorce (conditions and formula); and the types of divorce (revocable and irrevocable). It also deals with the separation of spouses by mutual consent, by judicial decision or by order of the Lawgiver, and sets out the effects of divorce, such as the waiting period (iddah), revocation, establishment of lineage, custody and maintenance. It further deals with matters relating to lineage and its denial, such as the rules on foundlings, adoption and others.

258 Legal Writing and Research (2)

The course aims to provide students with the ability to carry out academic research in the field of law. It is divided into two sections, each with a specific area (formal / substantive).

Students are trained in the substantive aspect of legal academic research, focusing on academic research methods, the analysis of legal texts, the use of doctrinal references, court rulings and commenting on them, and the acquisition of writing skills in a proper legal style.

259 Introduction to European Law

This course provides a basic introduction to European Union law. The course opens with the historical roots of the European Communities (EC) and their development into today's European Union (EU). Any study of EU law and its predecessor, EC law, must be preceded by studying and understanding the historical and constitutional/ institutional infrastructure of the EU. The EU integration process and its enlargement from six to twenty-eight Member States, and the first disintegration brought about by Brexit, are also included. The course additionally covers the administrative institutions and judicial bodies, their powers and duties and their interaction with each other within

the legal system, including the various sources and forms of law that enable the EU to achieve its goals and objectives as set out in the treaties. In this context, the course also considers the principles and doctrines established by the European Court of Justice and both direct and indirect actions as procedural law.

331 Civil Contracts

This course covers sale, lease, construction (muqawala) and agency contracts. At the beginning of each semester, the relevant department or the course instructor determines the contract or contracts to be studied from among them.

332 Social Legislation

This course provides basic information on the most important topics related to labour law within the framework of the idea of protective public order (the employment contract: its nature and types; the rights and obligations of the worker; the powers and obligations of the employer; the various grounds for termination and their legal consequences; the collective labour contract; trade unions; and methods of settling disputes). The course also gives an overview of the social insurance law and shows the links between it and labour law.

333 Electronic Commerce Law

The course includes a study of comparative legislation in the field of e-commerce and of the unified international rules governing e-commerce and dispute resolution.

The course also examines the nature of e-commerce and the possibility of implementing it within the existing legal system of Kuwait.

In addition, the course highlights the legislative gaps in Kuwaiti legislation, as well as the trend of the Kuwaiti judiciary and the principles related to e-commerce.

334 Inheritance Law

Definition of inheritance; inheritance in Islam; the pillars, causes and conditions of inheritance and the impediments to inheritance; the

Quranic heirs (ashab al-furud) and the residuary heirs (asabat); distant kindred (ulu al-arham); return (radd); exclusion (hajb); proportionate reduction (awl); inheritance of the unborn child and of the missing person; renunciation of inheritance (takharuj); voluntary wills alongside inheritance; and the will made obligatory by law.

Definition of inheritance, its legitimacy, pillars, conditions, impediments, causes and types, and the rights relating to the estate; the cases of those who inherit through marriage, paternity, filiation, brotherhood and paternal uncles; residuary succession (ta'sib); exclusion (hajb); establishing the base of the shares (ta'sil); proportionate reduction; return (radd); and how the estate is divided among the heirs.

335 Administrative Contracts

This course includes the definition of administrative contracts, their elements and types, the conclusion of administrative contracts, the rights and obligations of the party contracting with the State, the powers of the State in the administrative contract, and the contingencies affecting the performance of the contract and the termination of the administrative contract.

336 Social Theories of Law

This course introduces the study of law as a mechanism for social organisation and as a field of knowledge. The focus of this course is on the three most important schools of thought in the classical and contemporary sense:

Natural law, legal positivism and legal realism. The main ideas, similarities and all the references used are explained, to serve as tools for forming legal positions on some of the questions raised in the course.

337 Criminal Law (Special Part) (2)

This course aims to give students skills in the application of specific crimes, such as crimes against public property; sexual offences, such as rape, indecent assault, indecent acts and adultery; crimes against honour and reputation, such as defamation, insult and false reporting; and offences relating to intoxication and narcotics.

338 Wills and Waqf

- The will: its definition, legitimacy and the wisdom behind its legitimacy; the elements of the will and the conditions of its validity and enforceability; the types of wills; the will of usufruct; and the obligatory will.
- Waqf (endowment): its definition, ruling and elements; the conditions of validity and enforceability of the waqf; how the endowed property is used; guardianship over the waqf and its provisions; and the termination of the waqf, together with a general comparison with the Western trust system.

339 Forensic Evidence and the Law

This course is concerned with teaching the methods, mechanisms and sciences related to forensic evidence, in accordance with the latest developments in these sciences and their relationship with the application of the law. The course contains several specialised sections, including:

1. Inspection of the crime scene.
2. The role of forensic medicine.
3. The effect of drugs and their types on users.
4. Types of toxins.
5. Criminal identification by DNA fingerprinting.
6. Types of forgery.

In addition, the legal aspect is covered in terms of the duties and powers of the investigator and dealing with the accused and witnesses, including the public prosecution after the misdemeanour is referred to court.

All of these show the bodies competent in, and related to, criminal investigation. The legal professional must therefore understand that choosing this course is of great importance for the application of the law (the Penal Law) and procedures in cooperation with other executive and technical bodies, such as criminal investigations, forensic evidence and forensic medicine.

340 International Criminal Law

This course covers the following topics:

- International crimes.
- The modern history of the prosecution of war criminals.
- International commissions of inquiry, similar mechanisms and special international tribunals.
- The international convention (the Rome Statute) of the International Criminal Court, or any related conventions.

341 International Law of the Sea

This course examines the Geneva Conventions, the 1982 Jamaica Convention and the other international conventions on the international law of the sea, as well as the Third United Nations Conference on the Law of the Sea. The course examines the basic definitions related to its subject, and then studies the customary rules and negotiations associated with the international law of the sea, the international law of the sea in the Arabian Gulf, and the settlement of maritime disputes.

342 Planning Law

This course examines the intellectual connection and the theoretical basis between law and planning by addressing the theories of the philosophy of law related to this subject, and then turns to the concepts of legal sociology and legal economics and their direct impact on the imposition, codification and control of planning. The course also examines the legal sources of planning and the most important legal principles that govern planning in the conduct of all the State's activities. It also deals with the concept of the plan, the procedures for preparing it, the methods of its implementation and the criteria for its evaluation, in accordance with the legal bases and provisions regulating it. The course sheds light on the legal system of institutional work as the vessel and counterpart of planning, the institutional structure of the State's work in all authorities and agencies, and the resulting necessity of basing them on planning laws in an integrated

manner. Practical applications and case studies, as well as some judicial decisions, are presented to enhance the practical aspect of the course alongside the theoretical aspects.

344 Tax Laws in Kuwait

This course deals with the constitutional principles of taxation laws in Kuwait, along with the nature and types of the tax systems applied in Kuwait and their various sources, including Tax Law No. 3 of 1955, Law No. 19 of 2000 on the Support of the National Workforce, and Law No. 2 of 2008 on Income Tax and Zakat.

351 Public Finance

This course addresses the following subject matter:

The public expenditures and revenues of the State and of government agencies with an independent or attached budget; and the financial regimes applied by the State in relation to its revenues or expenditures, such as taxes and public loans. The course also covers all matters related to budgets.

352 Civil and Commercial Procedures

The judiciary in terms of its concept and jurisdiction; introducing the judge and his assistants; and the features of judicial work.

Introducing the courts, their levels and their jurisdiction by value and by subject matter; the conditions for the admissibility of a claim; and the concept of requests and defences.

Procedural acts and judicial notification.

Litigation procedures and terminology, including the termination of proceedings with or without a judgment.

Judgments and their types, and the system of appeals against judgments; so that students become familiar with everything related to the persons involved in judicial work and the features of judicial work, and learn how to file a case, the procedural acts to be followed until judgments are issued, and how to appeal against judgments.

353 Commercial Law (1)

An explanation of Kuwaiti commercial law. The most important topics included in the course are: the study of the general principles of commercial law; the criteria for distinguishing between commercial acts and civil acts; the study of the types of commercial acts, and the importance and effects of distinguishing between them; the trader: the conditions for acquiring the status of trader and the obligations it entails; the commercial establishment, its tangible and intangible elements, and the legal transactions concerning it. The course also covers industrial and commercial property rights and how they are exploited in trade.

354 Criminal Law (Special Part) (1)

This course deals with the definition of crimes and their classifications, starting with crimes harmful to the public interest, such as bribery and related crimes such as trading in influence, and other crimes such as forgery of official documents. The course also deals with crimes against individuals, including crimes against the person, such as intentional and unintentional homicide, abortion, assault, wounding, harm, kidnapping and others, as well as crimes against property, such as theft, breach of trust, issuing a cheque without sufficient funds, and others. The course deals with each crime separately by explaining its concept, conditions, its material and moral elements and the criminal intent, and the penalties prescribed for the crimes, with an explanation of some judicial applications relating to them.

355 Obligations (3) (Evidence)

This Obligations course studies the general rules of evidence and the means of proof, namely written evidence, testimony, presumptions, admission, interrogation of the parties, the oath, inspection, the action for establishing a state of fact, and expert evidence, in addition to evidence in electronic transactions and its controls, the conditions of the electronic document and the electronic signature, and their probative force.

431 Insurance

This course addresses the following topics:

- The concept of insurance: its definition, functions and elements.
- The insurance contract: its characteristics and conclusion, its effects and its termination.

432 Arbitration

This course presents an introduction to arbitration as a mechanism for settling disputes in international commercial, investment and intergovernmental relations. It also addresses mediation and some other dispute resolution mechanisms.

The course reviews the basic legal and jurisdictional principles of international commercial arbitration, and the procedural mechanisms of international commercial arbitration.

It will also cover several topics related to international arbitration rules, relations with national legal systems, the design of arbitration agreements, arbitration rules, challenges to the arbitral process, the enforcement of arbitral awards, and investor-state arbitration.

433 Islamic Commercial Transactions System

This course addresses existing and newly emerging Islamic transactions in their different forms, including:

- Presenting the essential foundations that distinguish Islamic commercial transactions from conventional ones.
- Examples of Sharia-compliant sale contracts, such as murabaha, mudaraba and others.
- Models and examples of financing contracts.
- The types of riba (usury), and the Sharia foundations of contemporary financial transactions and their governance.

434 Credit Sale Contracts

This course reviews the definition of credit sale contracts and their special nature, and also addresses the following:

- The general theory of credit sales.
- Securities, including mortgages and pledges in their different forms.
- The rights and obligations of the contracting parties.

435 Maritime Law

The Maritime Law course presents an introduction to a complex system of international rules and contracts covering the carriage of goods by sea. It focuses on the contract of carriage, its documents and insurance.

Through this course, students learn the basic principles governing maritime law, the importance of international conventions in contracts of carriage, and gain a comprehensive understanding of the concept of, and international rules on, salvage and collision. The course also focuses on reading the Kuwaiti maritime law, comparing its rules with the international convention, and discussing its shortcomings and gaps. All of these topics are taught using a critical, comparative method.

All of these topics are dealt with by reading the international rules and maritime cases.

The course highlights the following topics:

- Definition of maritime law, its sources and autonomy; the administration of maritime navigation; the persons involved in maritime navigation; and charter parties.
- The contract of carriage by sea according to the general rules of the Kuwaiti Commercial Law and the Bills of Lading Convention (Brussels, 1924).

436 Aviation Law

This course covers the definition of aviation law, the elements of civil and commercial aviation, the scope of aviation, air sovereignty, international air transport, the responsibilities of airlines, and legal liability within the scope of aviation law for negligence and compensation for it.

437 Islamic Criminal Jurisprudence

This course examines the theory and philosophy of punishment in Islam, and addresses the following:

- The rules and principles governing crime and punishment in Islamic jurisprudence.
- The nature and type of punishment in Sharia.
- Examples of punishments, such as qisas (retribution), hudud (fixed penalties) and ta'zir (discretionary penalties), the provisions relating to them, and the sources of each.

438 Nationality and the Legal Status of Aliens

This course covers the following topics:

- The general theory of nationality, explaining the notion of nationality as a bond of allegiance established on the basis of blood or territory, the difference between original Kuwaiti nationality and nationality by naturalisation, and the grounds and cases for the loss and withdrawal of nationality.
- The Kuwaiti Nationality Law; in this regard, the course addresses the applications specific to nationality as provided for in Kuwaiti law.
- The legal status of aliens, examining the legal position of aliens' residence and their rights and duties.

439 Judicial Review of Administrative Acts

This specialised course addresses the principle of judicial review of the acts of the administration. It presents the principle of legality, its sources, scope and the different mechanisms for its application, together with a comparative study of the Anglo-Saxon and Latin systems, and the full jurisdiction of the administrative judiciary in actions for annulment and for compensation for the acts of the administration, particularly in Kuwait.

440 Commercial Law (3)

This course deals with the following topics:

- Commercial contracts: the commission agency contract and the brokerage contract.
- Banking: a historical introduction to banking operations.
- General principles of bank accounts.
- The State's authority to supervise and review banking operations.

441 Judicial Procedures in Islam

In four chapters, the course deals with judicial procedures in Islamic jurisprudence in a manner that is substantively consistent with the sequence of these procedures, from the filing of the claim to the enforcement of judgments and penalties, with a corresponding comparison of jurisprudential issues. The first chapter deals with the claim, its nature, its technical meaning and its elements, and the related litigation procedures and the conditions of its fourfold system of conditions that must be met for the validity of the claim; judicial jurisdiction; and the types of crimes and their effect on evidence.

442 Technology Transfer and Commercialisation

This course provides students with information on the basics of science, technology and innovation, leading up to the most important industrial, social and national infrastructure for the transfer, localisation and commercialisation of technology. It also presents the means of technology transfer and commercialisation and the factors affecting them. The course discusses the legal and administrative frameworks necessary to promote technology transfer and commercialisation policies and the most important mechanisms that encourage them. The course also examines the impact of intellectual property policies and methods, the most important factors affecting them, and their relationship with technology markets. At the end of the course, students study in some detail one of the most important means of technology transfer, namely the "licence agreement": students are

trained in the key skills of preparing and drafting a licence agreement, and then draft an actual licence agreement.

443 Intellectual Property

Intellectual property laws are national laws; their effects are restricted to the territory of the country that enacted them. On the other hand, intellectual property is international in nature and does not recognise national borders. This raises the question of how intellectual property rights are protected in foreign countries. This is achieved through international conventions and treaties under which member states undertake to protect the nationals of other member states. However, the application of this system is complex and difficult. This course deals with the system of international conventions and treaties in the field of copyright and neighbouring rights, patents, trademarks, geographical indications, unfair competition and trade secrets. In addition, the course discusses the international enforcement of intellectual property rights and how international intellectual property intersects with national intellectual property, focusing mainly, but not exclusively, on Kuwaiti law and English law. Part of the course also focuses on the international institutions that administer the international intellectual property conventions and treaties.

451 Civil Law (Real Rights)

This course consists of two main parts:

- Principal real rights, which include ownership rights, their nature, the means and cases of acquiring ownership, and the effects arising from them.
- Accessory real rights (real securities), which include easements and rights of way, as well as mortgages of their various kinds, and others.

452 Conflict of Laws

This course covers the following topics:

- Definition of private international law; conflict of laws: its conditions and scope; and the schools of jurisprudence.

- Choice-of-law rules in personal status, civil and commercial matters.
- The rule of jurisdiction.
- Conflict of international judicial jurisdiction.

453 Commercial Law (2)

This course studies the legal regulation of companies in the State of Kuwait in terms of their formation through the fulfilment of the general and specific elements of the company contract, in addition to the formal requirements, and the resulting acquisition of legal personality by the company; then the general and specific grounds for the dissolution of companies, including the most recent ground introduced by the new Companies Law, namely dissolution by merger. The course also deals with the provisions specific to each type of company, whether partnerships, such as the general partnership, the limited partnership and the joint venture; capital companies, such as the public shareholding company and the closed shareholding company; or mixed companies, such as the partnership limited by shares and the limited liability company. Students also learn about the new types of company introduced by the new Companies Law, namely the single-person company, the non-profit company and professional companies. Finally, students learn the provisions relating to commercial papers and how they are negotiated.

454 Principles of Islamic Jurisprudence (Usul al-Fiqh)

- Definition of the science of usul, its origins, foundations and development.
- Sources of Islamic legislation.
- The legal ruling (al-hukm al-shar'i) and its categories; the evidence from which rulings are derived.
- Deriving rulings from the evidence; ijtihad and taqlid.

455 Criminal Procedures

This course covers the main topics of criminal procedure. It deals with the procedures of the criminal action from the time the crime

is discovered until the convicted person completes the execution of the sentence, addressing the provisions on the crime scene, evidence, investigation, the bringing of charges, the guarantees of the accused and the procedural guarantees of a fair trial.

456 Compulsory Execution

Compulsory execution: the procedures following the issuance of enforceable judgments and the procedures followed for execution, after introducing the parties to execution, the basis (title) of execution and its subject matter; the executory form and the effects of compulsory execution; in addition to executory attachment, precautionary attachment, garnishment (attachment in the hands of third parties) and attachment of real property. Students thus become familiar with attachment procedures and their types, the movable and immovable property that may be attached, and the rules that must be followed to compel the debtor to perform.

457 Practical Training

Practical application in following up cases, how to study them, legal drafting and the method of oral delivery. To this end, a case with legal dimensions in terms of content and sources is presented; the student begins by studying it and then moves on to drafting the memorandum required of him, whether as a claim or a defence, and is then trained in pleading and legal presentation, going beyond theory to realise the legal responsibility involved in following up cases, how to write in them, and the skills of delivery, legal presentation and the art of persuasion.

458 Introduction to Competition Law

Competition law is a rapidly expanding area of law that reflects the increasing structural appreciation of a free market environment as essential to the development of efficient economies.

This course deals with the basic foundations of global competition law and policy.

It provides training in the study of the regulation of free trade and the control of unfair competition between companies.

It addresses the prohibition of abusive conduct and the rules controlling concentrations resulting from mergers.

The course focuses on the need for competition in efficient economies and the structure of competition law in various regimes.

It provides general knowledge of European Union competition law and US antitrust law as an essential background for understanding substantive and procedural competition laws.

The central part of the course covers the competition laws of the GCC States, their adoption and implementation.

The Islamic roots of competition regulation and the nature of competition law in the Middle East also form part of the course.