



# STUDENT GUIDE<sup>(1)</sup>

## Bachelor's program

### 2019-2020

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(1) Rules and Regulations mentioned in this guide do not supersede bylaws, which are published in KILAW official website; some of the bylaws are attached to this guide. If any provision or term herein differs in meaning from the Arabic version, then the Arabic version shall prevail.

KILAW

## The Academic, Institutional and Programmatic Accreditation Certificates obtained by the School

1. Academic and institutional accreditation from the Private Universities Council from May 2019 to May 2023.
2. International Academic Accreditation for the English Language Program from the CEA in The USA in April 2019.
3. International Academic Accreditation for the four study programs from the Quality Assurance Agency for Higher Education (QAA) from September 2018 to September 2023, which are
  - Bachelor of Law
  - Master of Law
  - Diploma of Law
  - English Foundation Programme for the Master of Laws
4. International Academic Accreditation from the Quality Assurance Agency for Higher Education (QAA) from December 2017 to December 2022.

**Awarded the Academic and institutional accreditation from**



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## Academic Calendar Year 2019 - 2020

Day / Date		Event
August 2019		
Sunday Thursday	04 08	Academic Advising
Sunday Thursday	11 15	Arafa Day and Eid AlAdha Holidays
Wednesday Thursday	21 22	New Students Receiving their Student Schedules for fall 2019/2020
Sunday Thursday	25 29	Registration period for Continuing Students Schedules for fall 2019/2020
September 2019		
Sunday	01	Islamic New Hejri Year
Monday	02	Faculty members return day
Monday	02	New students Orientation
Monday Tuesday	02 03	Registration of Masters students for fall 2019-2020
Monday Tuesday	02 03	Incomplete Exams
Tuesday	03	First day of classes for the Fall semester 2019/2020
Wednesday	04	Faculty Members Orientation
Tuesday Monday	03 09	Add/Drop and Late registration for the Fall semester 2019/2020
October 2019		
Thursday	03	Last day for fall Semester Withdraw with a W grade
November 2019		
Sunday	03	Receive new applications for new students for the Spring semester 2019/2020 (Self-funding)
December 2019		
Tuesday	17	Last day of classes for the Fall semester 2019/2020
Wednesday Saturday	18 21	Study break for the Fall semester final exams 2019/2020
Sunday Saturday	22 04/1	Final exams for the Fall semester 2019/2020 (BA + MA)
Thursday	26	Last day to receive new Self-Funding Applicants

January 2020		
Wednesday	01	New Year's Holiday
Sunday	05	Submission of Final Grade Appeal for the Fall semester 2019/2020
Monday	06	
Wednesday	08	Faculty members' leave
Tuesday	21	
Sunday	12	Academic Advising
Tuesday	14	
Wednesday	15	Registration for the Spring semester 2019/2020
Tuesday	21	
Wednesday	22	New students Orientation
Wednesday	22	Faculty members return day
Wednesday	22	First day of classes for the Spring semester 2019/2020
Wednesday	22	Incomplete Exams
Thursday	23	
Wednesday	22	Add/Drop and Late registration for the Spring semester 2019/2020
Tuesday	28	
February 2020		
Thursday	20	Last day for Spring Semester Withdraw with a W grade
Tuesday	25	National & Libration Days
Wednesday	26	
April 2020		
Friday	24	The beginning of the holy month of Ramadan
May 2020		
Sunday	03	Receive new applications for new students for the Fall semester 2020/2021
Tuesday	12	Last day of classes for the Spring semester 2019/2020
Wednesday	13	Study break for the Spring semester final exams 2019/2020
Saturday	16	
Sunday	17	Final exams for the Spring semester 2019/2020
Tuesday	02/6	
Sunday	24	Eid Alfeter Holidays
Tuesday	26	

## Academic Calendar Year 2019 - 2020

Day / Date		Event
June 2020		
Wednesday	03	Submission of Final Grade Appeal for the
Thursday	04	Spring semester 2019/2020
Sunday	07	Faculty members' leave
Sunday	07	Students Registration for Summer
Monday	08	Semester 2019/2020
Tuesday	09	First day of classes for the summer semester 2019/2020 <sup>(1)</sup>
July 2020		
Thursday	23	Last day of classes for the summer semester 2019/2020
Friday	24	Study break for the summer semester
Saturday	25	final exams 2019/2020
Sunday	26	Final exams for the summer semester
Tuesday	28	2019/2020
Wednesday	29	Submission of Final Grade Appeal for the summer semester 2019/2020
Wednesday	29	Last day to receive new Applicants
Thursday	30	Arafa Day and Eid AlAdha Holidays
Sunday	02/8	
August 2020		
Sunday	02	Faculty members' leave who taught
Saturday	29	Summer Class 2019/2020
Sunday	16	Academic Advising
Thursday	20	
Sunday	16	New Students Receiving their Student
Thursday	20	Schedules for fall 2020/2021
Friday	21	Islamic New Hejri Year
Sunday	23	Registration period for Continuing
Thursday	27	Students for fall 2020/2021
Monday	31	Faculty members return day

September 2020		
Wednesday	02	First day of classes for the Fall semester 2020/2021

**Note:** Dates for applying to PUC scholarship and any other requirements related to PUC will be announced once the dates are received from the Private Universities Council.

(1) Dates May Be Change Before Weeks

The logo for KILAW features the word "KILAW" in a bold, blue, sans-serif font. A small, light blue circle is positioned above the letter "i".

**KILAW**

## INTRODUCTION:

Kuwait International Law School (KILAW) was established under the Amiri Decree No. 144 of the year 2008, under license from the Private Universities Council (PUC), Ministry of Higher Education. It is the first private law school in the State of Kuwait. It is established on the basis of the combination of the Kuwaiti legal system and the global legal system in order to provide legal education and award academic degrees in law and related fields using the best international means and methods of teaching comparative law. In its first academic year, the School received its first cohort of 235 students in March 2011.

The School believes that it is important that a law graduate has not only acquired knowledge but also legal skills and is able to develop these skills to practice the legal profession effectively in various national and international forums. The School adopts five main elements to maintain its strategic approach, namely:

1. Achieve excellence in legal education based on critical thinking.
2. Enhance the ability to hold comparisons.
3. Teach law in English to improve competitiveness in the labor market.
4. Expand the provision of elective courses in order to keep pace with new legal developments.
5. Develop practical and professional training for students.

The School is subject to the internal and external evaluation procedures of the various accreditation bodies, as well as the periodic evaluation of the Advisory Board, in which a number of associates universities participate within the framework of cooperation agreements with the School.

### Vision

Achieve Excellence in Legal Education with a critical thinking approach.

### Mission Statement

To provide the society with distinguished qualified personnel who perform in the legal profession to the highest professional standards in both theoretical and practical aspects, with critical analysis of court rulings and legal dilemmas, in order to perform various legal theoretical and practical professions, and carry the responsibility of achieving justice and defending fundamental rights.

### Objectives

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

### Values

- Maintaining Islamic and Arab values.
- Respecting and adhering to the academic and legal standards in practicing law.
- Recognizing and adhering to the rule of law concept in the profession.
- Commitment to the ethics of the legal profession, maintaining and preserving it.
- Adhering to the values of diversity, and non-discrimination, and implementing the principles of equal opportunities in access to legal education.

## Academic Programs

The four academic programs offered by KILAW have received the International Academic Accreditation Certificate from the Quality Assurance Agency for Higher Education (QAA) in September 2018 for a period of five years.

The program of study for each degree includes the time periods and credits as mentioned in program regulations as well as the major sheet scheduled for each program as follows:

### **1- Bachelor of Law:**

Kuwait International Law School offers a bachelor's degree in law (Bachelor of Law "LLB"). This degree requires a study period of four years (eight semesters) during which the student finishes 124 credits following a course system. This system includes a number of compulsory and elective courses in the field of law, in addition to general education and free elective courses. This course aims to combine between the core courses in Arab law schools on the one hand, and those taught at international universities such as English and American on the other hand. A student may complete his studies in less than the required period (e.g. seven semester) provided that all required credits for each year of study<sup>1</sup> are completed before registering for the following year's courses, taking into account the overall GPA and the cumulative GPA as required.



<sup>1</sup> According to the Board of Trustees' decision in meeting no. 12013/.

Elective courses for the following years may be counted in place of the current year's electives, for courses taught in English, in order to facilitate the completion of the six courses required for graduation, but on a case-by-case basis.<sup>1</sup>

## **2- Master of Laws:**

The normal duration of the Masters Degree is one to two years in accordance with the program, but it should not be less than one year and should not exceed two years. A student may be granted a maximum of one extra year. The minimum number of credits to be completed in order for the student to obtain a Masters degree is six courses in addition to the master's thesis (24 credits). The master's thesis should prove student's ability to prepare an academic research and present its findings in a clear and methodical approach.



<sup>1</sup> According to the Board of Trustees' decision in meeting no. 12013/.



### **3- Paralegal Diploma:**

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



## Deans' Council

#	Name	Educational Foundation	Duration
1	Prof. Badriya AlAwadi	Dean of Faculty of Law and Shariaa Kuwait University- Kuwait	1979 - 1982
2	Prof. Seham Al Foraih	Dean of Faculty of Arts- Kuwait University- Kuwait	1991
3	Prof. Mustafa Salama	Dean of Faculty of Law- University of Alexandria- Egypt	1998
4	Prof. Majdi Shehab	Dean of Faculty of Law- University of Alexandria- Egypt	2001 -2006
5	Prof. Amin Dawwas	Dean of Faculty of Law- The Arabic American University- Palestine	2004 - 2007
6	Dr. Khalid Al-Dweri	Dean of Scientific Research &Graduate Studies- Applied Science University- Bahrain	2005 - 2007
7	Prof. Ahmad Bilal	Dean of Faculty of Law- University of Cairo- Egypt	2004 - 2008
8	Prof. Ibrahim Abo Allail	Dean of Faculty of Law- Kuwait University- Kuwait	2009 - 2010
9	Dr. Bader Al Kalefah	Dean of Kuwait International Law School- Kuwait	2011 - 2012
10	Prof. Hadi Shalluf	Dean of the School of Strategic and International Studies- Libyan Academy of Postgraduate Studies- Libya	2013 - 2014
11	Dr. Rajab Eissa	Dean of Faculty of Arts- Beni Suf University- Cairo	2014 - 2017
12	Prof. Mohammed Al Moqatei	Dean of Kuwait International Law School- Kuwait	2012 - 2019
13	Dr. Yousof Al Ali	Dean of Kuwait International Law School- Kuwait	2019
14	Dr. Faisal Al Kandari	Dean of Kuwait International Law School- Kuwait	Sept. 2019 to date

## School Council

- 1- **President**  
Prof. Mohammed Al Moqatei
- 2- **Vice President**  
Dr. Yousof Al Ali
- 3- **Dean**  
Dr. Faisal Al Kandari
- 4- **Associate Dean for Academic Affairs**  
Prof. Yusri ElAssar
- 5- **Chairman of Graduate's Executive Office**  
Dr. Ahmad Al Faresi
- 6- **Assistant Dean for Student Affairs**  
Dr. Saleh Al Otaibi
- 7- **Dean of Admission and Registration**  
Dr. Sabah Al Qadoumi
- 8- **Head of Public Law Department**  
Prof. Yusri ElAssar
- 9- **Head of The Private Law Department**  
Prof. Ibrahim Abo Allail
- 10- **Head of The Public International Law Department**  
Prof. Badriya Al Awadi
- 11- **Head of The Islamic Law & Comparative Jurisprudence Department**  
Prof. AbdulHameed Al Baali
- 12- **Head of Criminal law Department**  
Dr. Faisal Al Kandari
- 13- **Head of law & Science Department**  
Dr. Jassim Bishara
- 14- **Head of The Legal English curses Department**  
Dr. Ardit Memeti
- 15- **Head of IT Department**  
Dr. Jamal Al Eid
- 16- **Acting Head of Arabic Language Department**  
Dr. Omar Al Ameri
- 17- **Acting Head of English Language Department**  
Dr. Abbas Al Shammari
- 18- **External Members**
- 19- **Students Representative**

## Academic Advisory Board

<b>Prof. Mohammed Al Moqatei – Kuwait</b> President of Kuwait International Law School
<b>Prof. Stephen Ferruolo – United States Of America</b> Dean of School of Law – University of San Diego
<b>Prof. Susan Karamanian – United States of America</b> Dean of the Law School at University of Hamad Bin Khalefa – Qatar
<b>Prof. Catherine Mackenzie – United Kingdom</b> Dean for Programming and Visitor Research in Green Templeton College – Oxford
<b>Prof. Roger Burrige – United Kingdom</b> Former Dean for Law United School – Warwick University – United Kingdom
<b>Prof. Vincenzo Ferrari – Italy</b> Former Dean for Law School – Milan University
<b>Prof. Mostafa Salama – Arab Republic of Egypt</b> Former Dean for Law School – Alexandria University
<b>Prof. Jassim AlShamsi – United Arab Emirate University</b> Former Dean – School of Law– United Arab Emirate University
<b>Prof. John Morison – United Kingdom</b> Law teacher at the Law School – Queen's University Belfast
<b>Prof. Allen Weiner – United States of America</b> Head of Program at Stanford University for International و Comparative Law
<b>Dr. Mark Hoyle – United Kingdom</b> Head of the Gatelli Team for Resolve Conflicts in Dubai

## KILAW Management

Dr. Bader Al Khalefah	Chairman of The Board of Trustees
Prof. Mohammad Al Moqatei	President
Dr. Yousof Al Ali	Vice President
Dr. Faisal Al Kandari	Dean
Dr. Ahmad Al Faresi	Chairman of the Executive Office of the Post Graduates School
Prof. Seham Al Furaih	Manager of Academic and Professional Development office
Prof. Yusri ElAssar	Associate Dean for Academic Affairs
Dr. Saleh Al Otaibi	Assistant Dean for Student Affairs
Dr. Sabah Al Qadoumi	Dean of Admission and Registration
Mrs. Fouzia Al Shihab	Admission Manager
Mrs. Nidal Al Katymeh	Registration Manager
Dr. Adnan Al Mulla	Executive Chairman for Kuwait Center for Legal Studies and Research
Mr. Salah Al Ghazali	Vice Chairman and Training Manager for Kuwait Center for Legal Studies and Research
Dr. Ghadeer Aseri	Library Manager
Dr. Pierre Al Murr	Supervisor of the quality Assurance and Accreditation Office
Mrs. Salwa Al Ojairi	Specialist of Strategic Planning
Mr. Imran Yousif	External Relations Consultant
Mr. Abdulmohsen Al Moqatei	Finance Manager
Mr. Jassim Al Khurafi	Human Resources & Faculty Affairs Manager
Mrs. Hanaa Al Ibrahim	Manager of Student's Development & Competitions Department
Dr. Salah Al Najem	IT Consultant
Eng. Ehab Shouquir	IT Manager
Mr. Waleed AlKhalefah	Manager of Maintenance and Services Department
Mr. Faisal Al Jeeran	Head of Safety & Security Department
Mrs. Khoulood Al-Khalifah	Public Relations & Marketing officer
Ms. Amneh Al Asfoor	Social Services Specialist
Ms. Maha Alduleimi	Head of Alumni office

## KILAW's Faculty Members

Public Law	
Prof. Mohammad AlMoqatei	Professor
Prof. Yousri AlAssar	Professor
Dr. Ahmad AlFaresi	Associate Professor
Dr. Mostafa Moussa	Associate Professor
Dr. Ali Althufairi	Assistant Professor
Dr. Hisham AlSaleh	Assistant Professor
Dr. Khalid Al Huwaila	Assistant Professor
Dr. Yahya AlNemer	Assistant Professor
Dr. Ahmed Al-Otaibi	Assistant Professor
Dr. Bilal ALSandeed	Assistant Professor
Dr.Saad AlEnezi	Assistant Professor
Private Law	
Prof. Amin Dawwas	Professor
Prof. Ibrahim Abu Elleil	Professor
Dr. Saleh AlOtabi	Associate Professor
Dr. Mohammad AlHihi	Associate Professor
Dr. Khalid Al Duwairi	Associate Professor
Dr. Abdulwahab Al-Roumi	Assistant Professor
Dr. Mahmoud Maghrabi	Assistant Professor
Dr. Mahmoud Melhem	Assistant Professor
Dr. Nour AlAbdulrazaq	Assistant Professor
Dr. Anadel AlMatar	Assistant Professor
Dr. Yousef AlHarbash	Assistant Professor
Dr. Yousef AlAli	Assistant Professor
Dr. Alyamamah AlHarbi	Assistant Professor
Dr. Asad Al Ruwaih	Assistant Professor
Dr. Ahmad Abdulaziz	Assistant Professor

<b>Criminal Law</b>	
Prof. Hisham Rostam	Professor
Prof. Ahmad Bilal	Professor
Prof. Hadi shollouf	Professor
Dr. Bader AlKhalefah	Associate Professor
Dr. Faisal Alkandari	Associate Professor
Dr. Adham Hasheesh	Assistant Professor
Dr.Eqbal AlQallaf	Assistant Professor
Dr.Mejlad AlDhafeeri	Assistant Professor

<b>Commercial Law</b>	
Dr. Khalil Victor	Associate Professor
Dr. Nora Memeti	Assistant Professor
Dr. Jasem Al Rashid	Associate Professor
Dr. Talal Al Adwani	Assistant Professor
Dr. Tareq Alawna	Assistant Professor
Dr. Mohammad Abdula'al	Assistant Professor

<b>International Public Law</b>	
Prof. Badria Al Awadi	Professor
Prof. Mustafa Salama	Professor
Dr. Ardit Memeti	Associate Professor
Dr. Farah Yaseen	Associate Professor
Dr. Judith Spiegel	Assistant Professor
Dr. Dina Haddad	Assistant Professor
Dr. Sherifa Al Muhanna	Assistant Professor
Dr. Khalid Al Yaqout	Assistant Professor
Dr. Shaikha Al Hilali	Assistant Professor
Dr. Fatima Al Bader	Assistant Professor

Civil Procedures	
Dr. Yousef Al Slaili	Assistant Professor
Dr. Abdullah AlRemeh	Assistant Professor
Dr. Mohammad Al Hudaib	Assistant Professor
Dr. Samah Khaman	Assistant Professor

Public Finance & Economics	
Prof. Majdi Shehab	Professor
Dr. Mahmoud Al Shwaiyat	Assistant Professor
Dr. Ashraf Alrefaei	Assistant Professor
Dr. Weam Masri	Assistant Professor
Dr. Sahar Al Hmili	Assistant Professor

Law and Science / IT	
Dr. Jasem Beshara	Assistant Professor of Environmental Studies
Dr. Mohammad Al Ajmi	Assistant Professor of Environmental Studies
Dr. Jamal AlZanki	Associate Professor of Islamic Civilization
Dr. Ateyah Al-Weeshi	Assistant Professor of Islamic Civilization
Dr. Sabah Abdulrazaq Al Qadoumi	Associate Professor (IT)
Dr. Pierre Anis Murr	Assistant Professor (IT)
Dr. Jamal Al-Eid	Assistant Professor (IT)
Dr. Salah Al Najim	Assistant Professor (IT)
Mrs. Sumaia AlQenai	Lecturer (IT)



Islamic Law & Comparative Jurisprudence	
Prof. Abdul-Hamid El Baaly	Professor
Dr. Iqbal AlMutawei	Professor
Dr. Khaled AlMotari	Associate Professor
Dr. Anfal AlAbdulahadi	Assistant Professor
Dr. Adnan AlMulla	Assistant Professor
Dr. Bader Al Dahoum	Assistant Professor
Dr. Mohammad AlOseimi	Assistant Professor
Dr. Dawood Bin Eissa	Assistant Professor

Arabic Language	
Prof. Rajab Othman	Professor
Prof. Seham AlForaih	Professor
Dr. Omar Al-Amri	Assistant Professor
Dr. Abdullah Abdulrahman	Assistant Professor
Dr. Haya Al Shammeri	Assistant Professor
Dr. Mutambai Rajab	Assistant Professor

English Language	
Dr. Abbas Al Shammari	Associate Professor
Dr.Zeyad AlSharhan	Assistant Professor
Mr. Ahmad Ali	Instructor
Ms. Anwar AlNaser	Instructor
Mrs. Sreela Reviprasad	Instructor
Mr. Abdulsattar Khan	Instructor
Mr. Sulaiman Al Omari	Instructor
Mrs. Sarah Luczak	Instructor
Mrs. Nidal Al Hihi	Instructor
Mr. Yousef Al Shammari	Instructor

Teaching Assistants	
Mr. Hamad AlFahed	Teaching Assistant
Mrs. Rahima Musaliar	Teaching Assistant
Mr. Mohammad AlFahed	Teaching Assistant
Ms. Zainab Ali	Teaching Assistant
Mrs. Athari AlAdwani	Teaching Assistant
Ms. Aisha AlQassar	Teaching Assistant
Mr. Mohamed Al-Noubi	Teaching Assistant
Ms. Samar Salah	Teaching Assistant
Ms. Noura Al-Ferhan	Teaching Assistant
Ms. Habiba AlBehouri	Teaching Assistant
Ms. Dalal AlOujan	Teaching Assistant
Ms. Shorouq AlOthman	Teaching Assistant
Mr. Khaled Al Saeedi	Teaching Assistant
Mra. Sherifa Al Mutawa	Teaching Assistant
Mr. Abdullah Al Terkait	Teaching Assistant
Ms. Dalia Dashti	Teaching Assistant
Ms. Abrar Al Qattan	Teaching Assistant
Mr. Mohammad Al Mutairi	Teaching Assistant
Mrs. Maha Al Dulaimi	Teaching Assistant

## **KILAW's Admission Conditions and Requirements<sup>1</sup>:**

1. Students must obtain high school (Secondary) certificate or equivalents that are recognized by the Kuwait Ministry of Education<sup>2</sup> with a percentage no less than:
  - 70% for LLB applicants in both sections: science and art.
  - 65% for Paralegal Diploma applicants. Students who have obtained the Diploma of Legal Sciences from the School are accepted with the same system and conditions as those who are transferred and who have obtained the Diploma of Law from the College of Business Studies or the like<sup>3</sup>.
  - A GPA of 2.67 points in the LLB degree for LLM applicants, taking into account the conditional admission.
2. Students are required to successfully pass the personal interview.
3. Students are required to successfully pass the Arabic and English language entry exams according to the mark approved by the Board of Trustees. In all cases, students are required to complete 2 English language courses (6 credits). Students who fail to pass the English language entry exam with a mark that would qualify them to register in course (101E) are required to register in the remedial course (101E.) which will then qualify them to take (101E), taking into consideration the application of the remedial course system.
4. The student's score in the Toefl exam (500 points) or the IELTS exam (5.5 points) is taken into consideration, as well as excellent marks received on Arabic exam on the high school degree. No student shall be exempt from the placement test, no matter what the results of these tests.
5. Selection of students is based on competition in accordance with the seat capacity of each program and each degree.

<sup>1</sup> The provisions and rules in the Guide do not replace existing regulations.

<sup>2</sup> Also approved by KILAW.

<sup>3</sup> According to the Board of Trustees> decision no. 2 for the academic year 20182019- held on July 6, 2019.

6. The School capacity is set annually by the Board of Trustees, in accordance with the School's capability and facilities, as well as the market needs for each degree.
7. Acceptance of internal scholarship students is based upon the number determined by the Private University Council (PUC), as per KILAW's request.
8. The application form shall be submitted to the Admission Department at the School according to the form prepared for this purpose, within the prescribed period of admission, during the official working hours, or according to the electronic system prepared for this purpose. To complete the admission procedure, students shall visit the Admission Department, otherwise their application shall be considered null. The data provided in the application shall be considered binding on the applicant.
9. Required documents:
  - The original high school diploma or an equivalent certificate.
  - A copy of Civil ID.
  - A copy of passport.
  - Four recent colored passport photos.
  - A security card of the Kuwaiti mother of stateless applicants.
  - Copy of the civil ID of the Kuwaiti mother and a birth certificate of her children.
  - A certificate of proof for those of special needs.
  - An IELTS or Toefl certificate to provide the school with his/her score in the said exams, for KILAW to take it into consideration, but these steps are not substitutes of KILAW entry test.
  - A "To whom it may concern" letter for all employees to determine his/her School schedule (day/evening).
  - Full payment of tuition fees.
  - Provide disclosure about his previous school or his past or present work.

- Any other documents required by the school (statement for the time he spent after high school).
10. Enrollment in the School shall not be completed unless the fees are paid in full as specified by the School along with tuition installments or tuitions fees in full, or submitting a financial guarantee accepted by the School and on specified dates<sup>1</sup>.

## Graduation Requirements:

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

1. Complete and pass all required courses both compulsory and elective and the theoretical and practical courses as well as field work for each program, according to the major sheet for each program<sup>2</sup>.
2. Successfully complete the theoretical and practical exams as well as the activities registered per course for every course with a grade of no less than 60% for the diploma, 60% for LLB and 70% for the LLM.
3. Obtain a general GPA in all courses that is not less than 70% for the diploma and bachelor degrees and 80% for master's degree. The overall graduation GPA is 70% (C +) for the Bachelor and Diploma programs and 80% (B-) for the Master's program.
4. Not exceeding certain hours of absence without proper excuse as per the school rules.

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

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

5. Payment of all fees / tuition to the School.
6. The student must not have been dismissed based on GPA warning in the Bachelor program (3 or 4 warnings, as the case may be), or 2 warnings in the Master's program.

## **Program Duration and Study System:**

1. Each program is subject to time limits for its duration in accordance with the rules of the school for each program and the student enrolment status (Fulltime/Part time).
2. The Bachelor of Law (LLB) degree requires 4 years of normal full time study that should not exceed six years and should not be less than three and a half years. The regular duration of the LLM program is one to two years in accordance with the program. It should not be less than a year and should not exceed two years, unless extended with the approval of the Graduate Studies Committee, and in all cases it should not exceed three years. The study period of the Paralegal Diploma program should not be less than two years and should not exceed four years.

Postponement of studies is not included in the programs' duration and shall not exceed the period of two semesters for the LLB and paralegal diploma.

3. The school academic year is divided into two semesters; the duration of each semester is 16 or 17 weeks, in addition to an optional summer semester, which ranges from 7 to 8 weeks. Intensive study system could be considered for some courses. The School Council may adopt the intensive course system for a shorter period and for some courses. Depending on the circumstances, students may be assessed in the final exam of the intensive course on the basis of a "P (Pass)" or "NP (Not Pass)" grade<sup>1</sup>.
4. The main language of study in all programs and degrees is Arabic, in addition to the English language. Students in (LLB) program are obligated

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<sup>1</sup>- According to the Board of Trustees' decision in meeting no. 22015/.

to study 6 legal courses in the English language (18 credits) distributed in school years in accordance with the major sheet in place to date. An increase of the said courses may be determined by the Board of Trustees and applies to those accepted after the decision has been made. The School Council shall determine the distribution of these courses across the years of study.

### **Conditions to be met by transferring students or students treated according to the transfer resignations<sup>1</sup>**

Students studying in programs or degrees similar to those taught at the School may transfer to the School, except for master's students. They are admitted after a decision is issued by the School Administration to equate the courses studied before joining the School with similar courses offered by the School with the required GPA and at the discretion of the School, according to transfer procedures stipulated in the regulations of the academic system and student affairs, or the decisions of the School Council and the Equation Committee.

#### **First- Holders of Bachelor from the Police Academy:**

1. The student's GPA should not be below 70% (good = C).
2. The student should meet the minimum credits required which shall not be less than 12 credits.
3. The minimum grade required for legal courses is that of a C or equivalent for legal courses and a C+ or equivalent for general education courses.
4. Equated courses that are accepted from other universities, either alone or combined with other courses, should match the content of courses taught at the School, under the condition that the average grade for these courses is not less than a (C) for legal courses and a (C+) for general education courses.
5. Legal courses that are within the second semester of the second year (fourth semester) curriculum or after shall not be equated.

1- These are general rules, and it does not mean that the student application has been accepted.

6. The maximum number of credits to be equated is 45 credits.
7. A decision shall be issued by the School's Equation Committee.
8. Students who do not fulfill the transfer requirements may be accepted with their secondary school certificate provided that their grade is not less than 70% or 2.00 in the four points scale. The Equation committee shall consider courses that may be equated according to the equation regulations in place.

**Second- Holders of Diploma in law - College of Business Studies or equivalent:**

1. The student GPA should not be less than a C average which is equivalent to 70% or 2.00 points in the four scale system.
2. The number of obtained credits from the previous college should not be less than 12 credits.
3. The minimum grade required for legal courses is that of a C or equivalent for legal courses and a C+ or equivalent for general education courses.
4. Equated courses that are accepted from other universities, either alone or combined with other courses, should match the content of courses taught at the School, under the condition that the average grade for these courses is not less than a (C) for legal courses and a (C+) for general education courses.
5. Legal courses that are within the second semester of the second year (fourth semester) curriculum or after shall not be equated.
6. The maximum number of credits to be equated is 45 credits.
7. A decision shall be issued by the School's Equation Committee.
8. Students who have obtained the Diploma of Legal Sciences from the School shall be admitted with the same system and conditions as those referred by the College of Business Studies Diploma or similar institutions.
9. Students who do not fulfill the transfer requirements may be accepted



with their secondary school certificate provided that their grade is not less than 70% or 2.00 in the four points scale. The Equation committee shall consider courses that may be equated according to the equation regulations in place<sup>1</sup>.

**Third– Holders of a Bachelor’s degree or two-year Diploma in other specializations:**

1. The student GPA should not be less than C+ average which is equivalent to 75% or 2.33 in the four points scale.
2. The number of obtained credits from the previous college should not be less than 12 credits.
3. The minimum grade required for courses is that of a C+ as they are non-legal courses.
4. Equated courses that are accepted from other universities, either alone or combined with other courses, should match the content of courses taught at the School, under the condition that the average grade for these courses is not less than a (C+).
5. Legal courses that are within the second semester of the second year (fourth semester) curriculum or after shall not be equated.
6. The maximum number of credits to be equated is 45 credits.
7. A decision shall be issued by the School’s Equation Committee.
8. Students who do not fulfill the transfer requirements may be accepted with their secondary school certificate provided that their grade is not less than 70% or 2.00 in the four points scale. The Equation committee shall consider courses that may be equated according to the equation regulations in place<sup>2</sup>.

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1- According to the Board of Trustees’ decision in their meeting no. 2 for the academic year 20182019- held on July 6, 2019.

2- According to the Board of Trustees’ decision in their meeting no. 2 for the academic year 20182019- held on July 6, 2019.

#### **Fourth- Transferred students from Other Colleges or Universities:**

1. The student GPA should not be less than a C average which is equivalent to 70% or 2.00 points in the four scale system.
2. The number of credits obtained by the student who wishes to transfer from another college or university must not be less than 30 credits or a full academic year. Any student who has earned 24 credits may be registered as a non-degree student until he/she can meet the condition of obtaining 30 credits<sup>1</sup>.
3. The minimum grade required for legal courses is that of a C or equivalent for legal courses and a C+ or equivalent for general education courses.
4. Equated courses that are accepted from other universities, either alone or combined with other courses, should match the content of courses taught at the School, under the condition that the average grade for these courses is not less than a (C) for legal courses and a (C+) for general education courses.
5. The number of equated credits must not be less than 12 credits from the previous college.
6. The maximum number of credits to be equated is 45 credits.
7. A decision shall be issued by the School's Equation Committee.
8. Legal courses that are within the second semester of the second year (fourth semester) curriculum or after shall not be equated.
9. Students who do not fulfill the transfer requirements may be accepted with their secondary school certificate provided that their grade is not less than 70% or 2.00 in the four points scale. The Equation committee shall consider courses that may be equated according to the equation regulations in place<sup>2</sup>.

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1- According to the PUC rules.

2- According to the Board of Trustees' decision in their meeting no. 2 for the academic year 20182019- held on July 6, 2019.

## Brief Description of KILAW system of study.

### **First- Credit system / semester system:**

This system specifies the number of units that a student has to successfully complete in order to get a degree from the School, and then the distribution of credits per course is decided. Every term or semester as the case may be, the student has the freedom to choose the courses that he/she is in need of according to his/her prior requirements with the help of his/her academic advisor, all within the prerequisites as approved by the academic department or the School and with the minimum and maximum credits authorized to register for every semester. The objective is to achieve the required credits at the end of each year before the student is allowed to register for courses of the following year in order to obtain the accumulative knowledge of a law student.

This system allows the student to participate in deciding his/her educational goal and the pace he/she takes to reach it, according to the set rules. Students get credit for all of the courses that they successfully complete. In case students fail to pass some compulsory courses, they will have to retake them or retake elective courses or equivalent courses from the same group, in accordance with the rules in place that allow the student to re-sit 10 courses with a grade of C as the maximum<sup>1</sup>.

### **Second- The importance of the Credit Semester System:**

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

1. Maximizing the use of the academic year by adopting the Semesters System. The year shall be divided into two semesters, and a possible usage of a summer semester.

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

2. Promoting an inter-active educational environment between the professor and student, by encouraging the freedom of discussions, debates and presentation, by enhancing critical thinking in tackling legal issues and judicial rulings, in addition to conducting research and assignments with ease due to the limited number of students in one class, when possible.
3. Achieving the concept of periodical assessment and evaluation linked to a reasonable period of time (semester) in order to ensure the effectiveness of the student's educational attainment, without the possibility of straining the student and the professor with an extended annual effort that may make academic communication less effective, while controlling the quality of education and the results of achievement and evaluation.
4. Merging the theoretical and practical aspects in the educational approaches and methodology, benefiting from the division of the academic year into two semesters. This helps both the student and the professor to distribute the study load within the one semester or mutually across both semesters in order for related courses to be divided into theoretical and practical courses, a distribution which cannot be achieved in the yearly system.

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

### **Third- Credit Units:**

Credit units are the academic units which a student obtains when he/she successfully passes a course. They consist of one hour weekly for theory courses, or a minimum of two hours for practical courses. This does not apply to intensive courses. They are the basis for deciding the course load for a student according to the academic regulations. The academic department or school is responsible for deciding the number of credit hours for each course which is usually 3 credits for one course.

#### **Fourth- Academic Semester:**

An academic year consists of two semesters; each one lasts 16 weeks, from the beginning of the semester to the end, including the final exams. Registration in the summer course is optional, as it lasts for seven to eight weeks, including final exams. The School Council may adapt shorter-time courses taught in intensive arrangement<sup>1</sup>.

#### **Fifth- Registration and Study Load:**

The normal academic load for a full time student is 15 credits whereas the normal academic load for a part time student is 12 credits. Twelve credits are considered the minimum study load a full time student can take and 9 credits for the part time student. In that case the graduation period for the full time student will be 4 years while the graduation period for the part time student will be 5 years. Moreover, a student can register in more than the said study load if his/her GPA was not less than 3.33 and with a decision from the Students' Affairs Committee in accordance with the school's capabilities and its approval (maximum of 18 credits)<sup>2</sup>. Furthermore, the study load may be less than 9 credits with the approval of the same committee. In all circumstances the student cannot register in the following year's courses unless he/she has passed the required credits for the year he/she is in which is 31 credits for first year students, 62 credits for second year, 92 credits for third year and to finish these courses as stated in the School's major sheet.

Upon the approval of the Student and Academic Affairs Committees, a student who has completed 28 credits and finished all the legal courses during the first year may register in two courses of the second year. That is an exception to the 31 credits for the first year. The previous rules shall apply to student, who has passed 58 credits instead of 62 credits for the second year and 88 credits accordingly instead of 92 credits, for the third year<sup>3</sup>.

Upon the approval of the Academic Affairs Committee and the Student Affairs Committee, a third-year student with a degree of "excellence" and a total of at least 83 credits may be allowed to register a fourth-year course<sup>4</sup>.

1- According to the Board of Trustees' decision in its meeting no. 42013/.

2- According to the Board of Trustees decision in its meeting no. 3 /2013.

3- According to the Board of Trustees decision in its meeting no. 1 /2012.

4- According to the Board of Trustees decision in its meeting no. 4 for the academic year 20172018- held on January 14, 2018.

## Enrolled Students' Guidelines

### **First- KILAW's students responsibilities:**

1. Respect the School regulations and abide by the attendance rules for all of the theoretical courses and practical training.
2. Abide by the School's rules, regulations and decisions issued by the School administration.
3. Adhere to the safety and security rules in the school.
4. Adhere to proper appearance and show respect to traditions, moral, Islamic and social values.
5. Show due respect and politeness in all interactions with faculty members, administration staff and colleagues in the School.
6. Abide by the dress code set by School Administration that comply with traditions.
7. Smoking is strictly prohibited inside the campus or classrooms.
8. Possession of arms, weapons and illegal substances is strictly prohibited.
9. Pets are not allowed in school.

### **Second- Disciplinary Action for Violation of School Regulations:**

1. Upon the school administration's authority, any student who violates the rules may be subject to one of the following actions, provided an investigation has taken place:
  - Warning.
  - Suspension for two weeks maximum.
  - Temporary suspension for 1 semester.
  - Dismissal from the School.
2. If any student is caught cheating in any exam or attempting to do so or helping others to do so, the school after investigating the matter, may:
  - Grant the student an F grade in all enrolled courses for that semester.

- Grant the student an F grade in the course that he/she cheated on, instead of applying the penalty in clause A provided that there are sufficient legal grounds in the students favor.
  - Dismiss the student.
3. Shall any student repeat the above violation (cheating) in any other exam; the School has the right to dismiss the student permanently following an investigation that proves his/her guilt.
  4. The Students' Affairs Committee shall interfere when the disciplinary action in failing the course due to cheating or attempting to cheat will affect a student's general GPA. In that case the committee may recommend that the effect of the disciplinary action shall not be calculated in that semester but in the following semester for the sake of the GPA calculation so that the student will not be penalized twice for the same act<sup>1</sup>.
  5. 5- Students who violate exam regulations will be subject to one of the penalties stipulated in item<sup>2</sup> of this article. The penalty may be final dismissal from the School according to the nature of the violation. **الهامش** Possession of mobile phones or any electronic devices will be considered a violation of exam regulation, whether it is turned on or off and regardless of the reason of the possession.
  6. The school may imply any penalty set in item (1) if a student violates any regulation or any other regulations or decisions taken by school administration<sup>3</sup>.
  7. The Students' Affairs Committee considers the excuses presented by the students regarding postponing their final exams due to compelling excuses on the exam day (or days) and confirmed by an official document. These excuses are: being internally admitted at a hospital, death of a second degree relative, delivery (for female students).  
  
The Committee may, upon its discretionary power, and upon objective reasons relating to the student's study standing allow students with GPA warning to sit for the make-up exam upon their request and with the committee approval.

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

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

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

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

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

## KILAW's Grading System

### **First- Student evaluation system and its procedure:**

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

### **Second- Grading System:**

KILAW adapts a grading system which has the following letter grades and percentage out of 100 in addition to the achievement needs to be obtained in each level of the grades. This grading system has been developed to include further details upon the QAA recommendations as well as in alignment with the grading system applied by the British Universities particularly using Warwick University as a benchmark<sup>2</sup>.

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

2- This definition has been approved by the Board of Trustees in its Meeting No. 4 for the academic year 2017/2018- held on 8 July 2018.



GRADE	GPA	PERCENTAGE	GRADE IN WORD	GRADE DEFINITION
A	4 Points	95% to 100%	OUTSTANDING	(A) grades reflect the student's excellent performance and demonstrate his outstanding ability to analyze and provide excellent answers with critical thinking and innovation ideas.
A-	3.67 Points	90% to 94%	EXCELLENT	
B+	3.33 Points	87% to 89%	VERY GOOD (HIGH)	(B) grades represent the student's good performance and demonstrate a basic achievement and reasonable ability of critical thinking and understanding.
B	3 Points	84% to 86%	VERY GOOD	
B-	2.67 Points	80% to 83%	VERY GOOD (LOW)	
C+	2.33 Points	75% to 79%	GOOD (HIGH)	(C) grades represent the student's satisfactory work and his ability to improve and develop solutions to simple problems by meeting the minimum standards to pass the course.
C	2 Points	70% to 74%	GOOD	
C-	1.67 Points	67% to 69%	GOOD (LOW)	
D+	1.33 Points	64% to 66%	SATISFIED (HIGH)	(D) grades reflect the student's less than satisfactory work and minimally acceptable familiarity with subject matter as well as critical and analytical skills.
D	1 Point	60% to 63%	SATISFIED	
F	0 Point	0% to 59%	FAIL	(F) grades mean that the student has not met the standards, and represent a failing performance, insufficient evidence of understanding, and weakness in critical skills.
F*	Fail due to cheating			
FA	Fail due to absence			
FAE	Fail due to not sitting for the final exam			
P	Pass			
NP	Not Pass			
Inc	Incomplete			
NA	Grade postponed for later assessment			
CC	Course to be continued			
W	Withdrawal from the course			
TR	Transfer			

- The mark of the Practical Training course or any equivalent course may be postponed to later semester if the student does not fulfill the registration requirements in the competitions program at the time of enrolment. No marks will be awarded to the student in case of non-compliance with the registration requirements in these programs. There might be some exceptions for some cases if submitted to School administration to study and take further action in this regard<sup>1</sup>.

The GPA of a graduate student of at least 3.95 shall be rounded to 4.00<sup>2</sup>.

In some courses, two grades may be issued: (P) corresponds to PASS or a (NP) for Not Pass. Some of the courses offered with this grading system are not calculated in the overall GPA or the program's GPA. Credits of these courses are calculated within the credits completed by the student in a (P) is obtained, in accordance with the regulations and conditions put in place by the Academic Affairs Committee.

The student receives an (NA) in cases decided by the Students' Affairs Committee. This is considered to be a temporary grade until the student passes the course and receives a final grade.

The grade (INC) is given to students who have approved excuses by the school's administration.

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

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

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

2- According to the School Council's decision in its meeting No. 4 for the academic year 20172019-held on January 14, 2018.

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

The student can re-enroll for the courses in which he/she received an (FA). In addition, they can retake the courses that they received (C) or lower including (F) to a maximum retake of 10 courses during the specified study period and taking into consideration the GPA warning and the rules regarding exceeding the maximum duration of study<sup>1</sup> according to the regulations approved by the Board of Trustees<sup>2</sup>.

The school applies both External Examiners review and high examination committee systems, which include review of the exam questions, second marking as well as moderating the exams process.

### **Third- Honor List and Graduation Assessments**

**Honor list is determined as follows:**

Category	GPA
High Honors	(3.75 – 4)
First Class Honors	(3.50 – 3.74)
Honors	(3.25 – 3.49)

- Outstanding students are honored at the end of each academic year, with a total of at least 30 credits passed in the first and second semesters.
- A student who postpones an exam in a course in either semester shall not be placed on the list of outstanding students in the academic year in which this course is postponed.
- On a yearly basis, at the end of each academic year, the School shall

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

2- According to the Board of Trustees' meeting no. 3 for the academic year 2017/2018- held on December 12, 2017.

issue a list of the honorary list students with a minimum average of 3.50.

- Students who completes their studies in the School within the normal period of study and obtains an average GPA equal to or greater than the average mentioned in the table, shall receive the rank corresponding to their GPA.
- The School Council shall consider any marginal or exceptional cases related to honoring outstanding students.
- The School's President shall issue a decision on the advantages obtained by the outstanding students as incentive from the School.
- The advantages given to outstanding students shall be determined at the beginning of each academic year as the School Administration deems appropriate.

## GPA Warning:

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

1- To achieve the GPA of 2.00.

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

## Suspension:

- A student may suspend his/her enrolment in any semester following the School's approval, as long as it does not exceed two semesters for Diploma students and Bachelor students. Otherwise, his/her enrolment will be cancelled by the School. If there are exceptional circumstances for a student to suspend his study for a third semester, his request shall be presented to the responsible committee (Student Affairs Committee) as the case may be, to decide his suspension for a third and last semester. In case the student does not register in any course during a semester his/ her enrolment will be automatically suspended and it will be calculated within the mentioned period<sup>1</sup>.
- The following should be considered to suspend enrolment:
  1. To submit "Suspend Enrolment" request following the course that he/she was accepted in.
  2. A Scholarship student or a self-funding student is not permitted to postpone his enrolment during the first semester in which that he/she was accepted. In this case the students will be considered not accepted.
  3. Under any urgent circumstances, the scholarship students can apply for suspension, attached with the approved documents. The student must continue attending classes until the official approval of the Private University Council (PUC) is received.
  4. The said period will not be calculated within the study duration.
  5. The request to postpone enrolment shall be submitted before the beginning of the term that he/she wishes to postpone his/her enrolment.
  6. The student enrolment will be automatically canceled when he/she does not register for two semesters. In order to join the School, the student should re-apply.

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1- A student who provides a compulsory excuse and does not meet the conditions of suspension of enrollment may be granted one additional semester, if the reason for the suspension is compulsory and this will be subject to the approval of the Academic and Student Affairs Committees.

7. The Students' Affairs Committee decides on approving/disapproving the postpone enrolment requests.
8. With regards to postponing enrolment for scholarship students, the request will be sent to the PUC for approval, after obtaining the School's approval, along with needed documents.
9. The student who does not enroll in any courses at any given academic semester, is not permitted to request the suspension of their enrolment in a subsequent semester.
  - It is permissible for any student to apply for enrollment at the School as a non-degree student with a maximum of 30 credits. Students who wish to join the School shall meet the admission conditions, if they are not enrolled in another university or wish to transfer to KILAW from another university or college. When changing the student's status from a non-degree to a degree student, completed courses with a grade no less than (C+) 2.33 points shall be counted within the student's GPA, as well as counting all completed courses in the accumulated credits as a minimum of accepting the student's enrollment. Anyone is permitted to apply for an enrollment in the School as a non-degree student. The School has discretionary power to accept or reject the enrollment, as it deems academic, spatial or administrative justifications. The School may grant a person who is enrolled as a non-degree students a transcript of grades for completed courses, in which it shall be explained that the student is under the non-degree enrollment system and any clarifications the School deems necessary to be stated within the transcript. The School also has discretionary power to register any applicant for the School under the "Audit" system, under which students shall not be subject to the School's rules in regards to assessment and examination. The School may grant this student a transcript according to proper justifications and states that the student in under the "Audit" system and not as a regular student at the School<sup>1</sup>.
  - A student who withdraws from the School with a GPA of no less than two points may submit an application for re-enrollment at the School. The School may approve the application, after the approval of the Academic Affairs Committee and the system of non-degree admission system will be applied, with the exception of the limitation contained in article 45 of the Study System And Students' Affairs Regulations in relation to not counting the courses that the student previously studied at the School. The following conditions

1- This article has been added upon the approval of the School Council on its meeting no 4 of the academic year 20192020- hold on 6 January 2020

apply to the student's re-enrollment:

1. Equated courses, semesters or suspension periods shall be deducted from the maximum period of studying at the School.
2. The student whose re-enrollment application is approved by the School is treated as a non-degree student in regards to counting previously completed courses at the School with a minimum grade of (C).
3. If the student withdraws from the School a second time, re-enrollment shall not be permissible under any circumstances<sup>1</sup>.

### **Withdrawal from the semester or school**

1. The student may withdraw from the semester in accordance with his/her circumstances by submitting a request.
2. The student is considered withdrawn from the semester following the approval of his/her request and after the registration of courses in that specific semester. The student will obtain a W grade until the specified date. However, if the student wishes to withdraw after the specified period, they will receive an FA in the registered courses in that semester.
3. Students may completely withdraw from the School after submitting a request and they shall receive their previous educational certificates upon the acceptance of the request. In this case, students will be awarded an FA for every one of the registered courses in the semester they withdraw their papers. Their name will be removed from the current students unless they re-apply through a new application following the same rules and procedures for the new admission in the year that they apply without taking into account any previous courses taken in the school.
4. The student is entitled to obtain his/her school transcripts following the settlement of his/her financial records, with a statement that indicating that it is not a graduation transcript.
5. The PUC shall be notified about any withdrawal by scholarship students.
6. A student who withdraws from the course or courses in the period set for withdrawal of courses, will not be graded and instead will receive a W which shall not affect his/her GPA and be subject to the final procedures regarding reimbursement if applicable.

<sup>1</sup>- This article has been added upon the approval of the School Council on its meeting no 4 of the academic year 2019/2020- hold on 6 January 2020

7. The student can withdraw from all the courses in which he/she has registered on the condition that he/she provides an acceptable excuse. If his/her request was accepted before the end of the semester he/she will be awarded a W following the decision of the Students' Affairs Committee. This withdrawal is not accepted unless in force majeure circumstances. If the student request was denied or he/she fails to attend, he/she will be awarded an FA for every registered course.
8. Students are allowed to withdraw from one course or more in the next three weeks after add and drop. In this case, 25% of the course fees will be deducted if the withdrawal is in the second week; 50% will be deducted if the withdrawal is in the third week; 100% will be deducted if the withdrawal is in the fourth week or thereafter.

Withdrawal from one or more courses may not result in the number of credits registered in the student being less than the minimum allowed study load.

## **Attendance and Absence<sup>1</sup>**

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

The school has the right to address the student's parents/guardians directly in regards to absence warnings. The School administration is responsible for addressing these warnings.

Students are believed to be officially informed about their warning once it is announced in School's website, ads board or mail<sup>2</sup>. The student is obliged to know the hours of his absence through the mentioned methods.

1- Absence and attendance regulations shall apply to any compulsory attendance prescribed by the School regulations regarding the student's attendance or to pre-determined hours as the case may be.

2- According to the Board of Trustees Decision in its Meeting no. 2 / 2013.



## Dropping out

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

## Rules and Terms of Registration for Summer Courses:

### **Priority in registering for the summer semester courses is given to:**

1. Students who have failed these courses.
2. Students repeating courses to improve their GPA or raise their GPA above the warning list.
3. Students who need to register in prerequisites of English legal courses in order not to delay their graduation, such as English 101 and 102.
4. Students in need to reach required number of credits to progress to the next year's level (28 /58 /88 credits).

<sup>1</sup>- The academic dismissal shall not apply if it is proved that there is a compelling excuse accepted by the Academic Affairs Committee.

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

## Private Universities Council Scholarships

- The Private Universities Council (PUC) awards a number of scholarships each semester to high school students or Diploma holders. Acceptance is based on the differentiation of GPAs, and may be subject to change in accordance with the PUC decisions:
  - High school students: obtaining a GPA no less than 83% for Arts and Science majors.
  - Diploma holders: equivalency of no less than 30 credits with a GPA of 3 points minimum.
- The PUC allows the transfer to an internal scholarships for a number of self-funding students studying in private colleges and universities under the following conditions:
  - Passing a minimum of 30 credits with a GPA of no less than 2.5 points.
  - The Student should not be employed in the governmental sector. Those conditions are subject to change in accordance with the conditions of the PUC.
- If the student is dismissed from the internal scholarship and wishes to re-join, they must pass 30 credits (self-funding) with a GPA of no less than 2.33.

<sup>1</sup> - Students are not allowed to register for legal courses in Arabic to be taken for the first time during the Summer Semester in accordance with point 5.

## Private University Council Social Allowance:

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

## Final Exams Regulations

### **First- Regulations and Procedures:**

KILAW has founded a permanent Exam Committee, which holds its meetings at the end of each academic semester, as per KILAW's Dean/President's decision no. 1 of the academic year 2011/ 2012. The committee includes a number of faculty members, in addition to the External Examiners Committee, which is responsible for the academic review of the marking (Second Marking) in addition to the soundness of the testing and marking process (Moderating) which has been applied with effect since the summer semester of the academic year 2011/2012, according to the proposals made by the Committee.

The committee begins its tasks prior to the final exams in order to verify that all exam arrangements are in order, such as preparing an independent control room which includes all necessities, making sure there is a sufficient number of answer booklets marked by a special stamp, arranging an exam timetable including a list of proctors distributed to allocated exam halls, and receiving coursework grades from professors prior to the final exams.

Upon the beginning of the exam period, the committee supervises its procedures such as receiving exam questions from teachers prior to the exam day, maintaining the confidentiality of the exams then running enough copies for students to be distributed on the day of the exam along with answer booklets. In addition to two barcodes stickers for each student to be placed on the allocated space by the student under the supervision of the proctor. One should be placed on the cover of the answer booklet and the second should be placed inside it.

When discovering any cheating cases, the proctors should raise this issue to the Head of the Examinations Committee who refers it to the Assistant Dean for Students'

Affairs who refers it to investigations. In case the student(s) is proven guilty of cheating, the penalty shall be imposed in accordance with the School's bylaws.

By the end of each exam, the members of the committee receive exam booklets from proctors and then they hand the booklets to professors for marking.

When professors are done marking they shall post the grades directly using a barcode scanner. The system will calculate the final exam's mark with the student's course work mark without revealing the student's name. professors shall then deliver exams booklets to the control committee.

Afterwards, the committee receives petitions from students for two days after the announcement of the results then replies to these petitions, whether by correcting the student's result in case of an error or rejecting the request if the student received the result he/she deserves. The committee's decision is considered final. The regulatory decision issued on May 2, 2013, in this regard is followed regarding postponing or re-sitting for a final exam and petitions concerning the result of final exams.

The committee prepares statistical data of the exams, such as the overall passing rates, passing rates for each individual course and grades obtained by students as well as recommendations regarding this matter. These statistics are submitted to the School's Dean in preparation for presenting them to the School's Council along with recommendations based on observations made in this matter.

Each course is allocated a hundred marks. Students are evaluated on the basis of 40 marks allocated to course work (participation, completion of research, projects, written and oral tests), and 60 marks for the final written exam.

The final exams of any program (LLB – LLM - Diploma) may be held outside the School building if a student is under compulsory circumstances and is absolutely unable to be present in campus to sit for the exam.

A student who is subject to exceptional health conditions that oblige him/her to take the exam outside the School building may submit a request, at least two days prior to the exam. to the Assistant Dean for Student Affairs to consider and

take the appropriate decision.

The School applies both External Examiners and Examination Committee systems, which involve academic review of the marking, (Second Marking), in addition to a (Moderating) process for exams and results.

The Examiners Committee is responsible for monitoring the results and making sure they are well-balanced and fair, upon the recognized standards<sup>1</sup>.

### **Second- Second Marker in Final Exams:<sup>2</sup>**

The School applies the second marker system for the final exams, and since the practical application of this system has successfully demonstrated the success of this system because of the errors of the first marker such as the inequality between students regarding grades, or the inaccuracy of course outcomes expected in the exam, and in regards to the relief and trust gained by the second marker system among students when discussing grades after submitting petitions, and considering the satisfaction of the External Examiners Committee and their support of the implementation of the second marker system, and their emphasis on the expansion of its application to achieve the desired interest of this system.

The School administration has established the following regulations with respect to the second marker system:

1. Applying the second marker system on all courses taught at the School, including the Research Writing course or practical courses.
2. The application of the second marker system should be applied to the courses in which 15 or more students are enrolled, following the «sample» system where two answer booklets of each level is taken (Excellent, Very Good, Good, Acceptable, Failed). A different marker shall be assigned to a second marking of these samples before announcing the final results.
3. As for courses with fewer than 15 students, samples shall be taken from them in the same manner as in the second item, with the possibility of be-

1- According to the Board of Trustees' meeting no. 2 /2015.

2- The development of the implementation of the second marker system was approved at the Board of Trustees' meeting no. 3 for the academic year 2017 / 2018 held on December 12, 2017.

ing fully re-corrected due to their limited number.

4. The second marker's opinion is presented, if it is very different from the first correction to the exam, to the Examination Committee in the presence of the head of the concerned department to discuss this difference.
5. If the difference is minor and secondary, the result shall be decided by the head of the Examination Committee.
6. The head of the Examination Committee shall prepare a report on the new application of the second marker system indicating its advantages or shortcomings and the necessary proposals for its development.
7. The results of the first and second marking shall be presented together with a summary thereof to the External Examiners' Committee for their opinion.
8. The School's Examination Committee is the final decision-maker in regards to the first and second marking, and it is not reviewed unless by the Higher Examination Committee at the School.
9. If the time is not enough to implement the new system, the previous system will be applied, and an unspecific number of samples of the answer booklets shall be taken.
10. The petitions submitted by the students shall continue to be considered in accordance with the established system. The second marker system shall be taken into account in order to restrict such petitions or to establish additional controls by the Higher Examination Committee to ensure their effectiveness.

### **Third- Students-related Final Exams Regulations:**

- Students should be in exam halls fifteen minutes prior to their exams. Late students shall not be allowed to enter the exam, in case an urgent event results in the disclosure of the exam and students leaving the exam hall, even if before half the exam period has passed. The head of the Exams' Committee may seek the Higher examiners committee's approval to allow a late student to sit for a conflict exam, based on the student's request, under the following conditions:
  - The same course's conflict exam is not due.
  - The excuse may be a car accident, medical emergency, or if the student arrived before half the exam period has passed and was not allowed to enter the exam hall.
  - Such excuses should not be repeated in the previous two semesters.
  - The students should not have disciplinary sanctions.
- Ensure that, before entering the exam hall, mobile phones, electronic / communication devices (whether on or turned off) or any papers related to any course are not in the student's possession and that they are handed over to the security officer. Possession of such items will be considered a cheating attempt.
- Course instructors shall answer students' questions in the first fifteen minutes of the exam. Therefore, students should carefully read the exam questions before they start answering them.
- All answers should be in blue ink. Answers in pencil will be disregarded.
- Writing outside the exam booklet is not allowed. For example, students should not write on the separate exam paper, on their hands, or bodies. In case of writing a draft, students can refer to the last page of their exams, and they should note that it is a draft.
- Talking with other students during the exam is strictly forbidden. If this is

to happen, the proctor may change the student's seat and write a report of violating the exam regulations. If repeated, a report of cheating shall be written.

- Students shall show the student ID in the exam hall.
- Students are prohibited from writing their names other than in the designated place, and cannot leave any signs that could reveal their identity (for the final exams).
- Every student present in the exam room will be considered to have taken the exam even if they left the room afterwards, and students are not allowed to exit the room before half of the exam time has passed.
- Students caught while cheating or attempting to cheat or helping others to cheat, will be considered as having failed all the registered courses in the academic semester, and regulations' provisions will be applicable in this regard.

#### **Fourth- Complaints Policy:**

This policy enables all students enrolled, including students in the process of seeking enrollment at KILAW to file a complaint. In this policy, key terms are defined as follows:

**Article (1) Complaint:** is a written complaint by a student or students that relates to a problem they have encountered with:

- Any aspect of KILAW in so far as it directly affects them;
- Any KILAW faculty, staff or administrators;
- Any student service;
- Any campus facility;
- Or any other matter connected with their experience at KILAW.

**Complaint or grievance period:** The student must submit their complaint



within a reasonable period of time from the date of the incident which is the subject of the complaint, or from the date of notification or knowledge of any decision against the student which is the subject of the complaint. Some types of complaints and grievances have specific timeframes within which a complaint must be filed. The student must pursue those complaints pursuant to the forms and deadlines relevant to them.

**Students' Complaints Committee:** The committee designated by KILAW to investigate and review any complaint by a student against a faculty member or a member of KILAW's administrative staff.

**Complaints Form:** The form with the title "Complaints Form" which must be completed in full by the student(s) and submitted in person to the Student Affairs Committee or the Assistant Dean for Student Affairs.

**Special Form:** some complaints or petitions must be submitted on a Special Form, including petitions regarding final exam grades.

Petition: refers to a type of complaint, usually regarding exam marks, course marks, attendance or re-sitting a final exam whereby procedures and forms are already in place and should be used before using the Complaints Form.

## **Article 2: Types of complaints**

**The following types of complaints can be submitted on the Complaints Form:**

1. Complaints against any KILAW faculty members, staff or administrators.
2. Complaints about academic matters such as the curriculum, course books, teaching methods, assessment, course materials, etc.
3. Student complaints about the conduct of other students.
4. Complaints about the election process and/or the results.
5. Complaints about the school facilities and services such as the library,

cafeteria, medical center, sports facilities, copy center, book store, classrooms etc.

6. Complaints about a lack of necessary supplies or access for students with disabilities.
7. Complaints about the equivalence of academic credits.
8. Complaints about student orientation procedures.
9. Complaints about disciplinary actions or academic dismissal.
10. Any other complaint considered acceptable by the Student Complaints Committee.
11. Petitions about final exam results.
12. Petitions about a decision as to whether an absence is an "Excused" absence or an "Unexcused" absence.
13. Complaints about admission, registration and suspension of enrollment.
14. Petitions pertaining to a decision to prevent a student from attending the final exam for poor attendance.
15. Petitions regarding refusal to accept an excuse to sit a make-up final exams.
16. Petitions about Course work marks. course marks
17. Petitions about final course marks.

### **Article 3: Procedures regarding the submission of a complaint or a petition**

1. Submitting a Complaint Form shall not have any negative effects on the student (or students) who complain(s).
2. The student must complete all the questions on the Complaints Form with accuracy and clarity, as concisely as possible, without prejudice to the contents and must agree to provide more information, as requested by

the competent committee.

3. This form must be submitted to the Student Affairs Committee or the Assistant Dean of Student Affairs. Complaints related to faculty and/ or staff will be reviewed by the Students Complaints Committee.
4. The student must file the complaint within a reasonable period of time from the time at which the subject of the complaint occurred, or the time at which he/she was notified of a decision against him/her. Some types of complaints (eg. final grades) have strict timeframes to be observed
5. A complaint that is not submitted by the end of the semester in which the subject of the complaint occurred will not be accepted for consideration by the competent committee.
6. The Student Affairs Committee shall review the complaints submitted directly to it by the students or by KILAW Students' Association and refer them to the competent authorities if necessary.
7. The student must respond in a timely manner to any request for further information made by the competent committee
8. The concerned committee shall notify the student personally of the decision issued or send it via e-mail.
9. The concerned committee shall conduct a proper, full and fair investigation including receiving inputs from all related parties and giving all parties the opportunity to be heard (in writing or orally as the case may be) before making any recommendation or reaching any decision.
10. If the student does not agree with the decision, he/she may appeal to have the complaint reconsidered by the same committee or by a higher authority.
11. If the student's complaint is substantiated, in whole or in part, the competent committee shall inform the student and the concerned parties of the necessary action to be taken to implement the decision.
12. Complaints or petitions may be reviewed and dismissed for lack of evidence, and in this case, the student shall be promptly notified of this.
13. A copy of the decision and the complaint shall be kept on the student's file.

14. All correspondence and evidence relating to a complaint shall be kept in a secure location for at least five years from the date of submission of the complaint. Access to this material shall be restricted to authorized personnel only.
15. All aspects of the complaints process shall be treated in confidence and the rights to privacy of all the parties shall be respected at all times.

**Article 4: Complaints which have special policies, procedures and forms**

Notwithstanding the provisions of the preceding Articles, the following complaints shall have special procedures that the student must follow including a Special Form:

1. Petitions about the final exam results: A student must fill in the form designed for final exam results complaints and submit it to the appropriate authorities within 48 hours, from the time he/she received the exam result. If the complaint is rejected, the student can appeal to the dean.
2. When the student complains about a faculty or administrative member, the complaint must be personally submitted in writing to the committee of students' complaints investigations in its location. Whether the complaint is sustained or dismissed, the student can refer it to the Dean.
3. Petitions regarding a dismissal decision or regarding registration or suspension of enrollment in any semester should be filed with the Dean of Admissions and Registration

**Article 5: Any contradictions**

This policy, and the rules and regulations mentioned herein, apply to all programs, unless there is an existing policy, rule or regulation which already applies. If there is any contradiction between the Arabic and the English versions of this policy, the Arabic version will prevail.

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

Year 1: ( 31 Credits ) Semester 1 = 16 Credits		
No.	Course	Credits
151	Personal Status Law	3
154	Introduction to Islamic Jurisprudence	3
101A	Arabic Language (1)	3
101E	English Language (1)	3
152	Constitutional Law (1)	3
156	Practical Training on Methodology of Research	1
TOTAL CREDITS		16

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

Year 2: ( 31 Credits ) Semester 1 = 15 Credits		
No.	Course	Credits
251	Obligations 1 (Sources)	3
253	Administrative Law (1)	3
255	Public International Law	3
257	Personal Status Law	3
232	Political Regimes	3
TOTAL Credits		15
Year 2: ( 31 Credits ) Semester 2 = 16 Credits		
No.	Course	Credits
252	Obligations 2 (Rules	3
-	Elective Courses in English *	3
256	Public Criminal Law (General)	3
254	Administrative Law (2)	3
258	Practical Training of Methodology of Research 2	1
-	Elective General Education Course	3
TOTAL CREDITS		16

Year 3: ( 30 Credit Credits ) Semester 1 = 15 Credits		
No.	Course	Credits
352	Trade and Civil Procedures	3
353	Commercial Law (1)	3
351	Public Finance	3
-	Elective Course in English	3
-	Elective General Education Course	3
TOTAL CREDITS		15

Year 3: ( 30 Credits ) Semester 2 = 15 Credits		
No.	Course	Credits
-	General Education Course	3
354	Private Criminal law (1)	3
-	Elective Course (3rd group)	3
-	Elective Course (free choice)	3
355	Obligations (3) (Proofs)	3
TOTAL CREDITS		15

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

Year 4: ( 32 Credits ) Semester 2 = 15 Credits		
No.	Course	Credits
456	Law of Execution	3
452	Conflict of Law	3
455	Criminal Procedure	3
-	Elective Course (4 <sup>th</sup> Group)	3
-	Elective Course (4 <sup>th</sup> Group)*	3
TOTAL CREDITS		15

## Brief of the Course Description



## KILAW LLB MAJOR SHEET for the Academic Year 2019-2020

#	COURSES	UNITS	REQUIREMENTS
First <sup>1</sup> General requirements / General Knowledge (21 units) <sup>2</sup>			
A- Compulsory (12 units)			
101E	English Language <sup>3</sup>	3	
102E	English Language 4	3	101E
103E	Advanced Legal English	3	102E
101A	Arabic Language (1)	3	
111	Introduction to Computer	3	
B- Optional (9 units) (students are to choose three courses)			
102A	Arabic Language (2)	3	101A
112	Political History of Kuwait	3	
113	The History of Islamic and Arabic Civilization	3	
114	Introduction to Sociology	3	
115	Introduction to Accounting	3	
116	Introduction to Management	3	
117	Environmental Studies	3	
120	Free elective Course	3	
Second <sup>1</sup> Major Legal Courses (97 units)			
A- Compulsory (73 Units)			
B- Optional (24 units) + (6 Elective units)			
FIRST YEAR (31 UNITS)(16 UNITS COMPULSORY)			
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 only one course from this category) - 3 credits			
132	Criminology and Punishment	3	102E
133	History of Law and Legal Systems	3	102E
134	Law and Information Technology	3	102E
135	Introduction to Legal Systems	3	102E
SECOND YEAR (31 UNITS) (22 COMPULSORY UNITS) MINIMUM 28 UNITS			
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	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 category (A) and one course from category (B) - 6 credits			
Category (A)			
231E	Petroleum Law		Economics + 102E
236E	Human Rights		102E
233E	International Environmental Law		102E
234E	Regional and International Organisations		102E
Category (B)			
232	Political Systems	3	Constitutional Law (1)
235	Comparative Law 5	3	Principles of Law
THIRD YEAR (30 UNITS) (15 COMPULSORY UNITS) MINIMUM 58 UNITS			
351	Public Finance Law	3	Economics
352	Civil and Commercial Procedures	3	Principle of Law + Obligations (2)
353	Commercial Law (1)	3	
354	Criminal Law (Specific Crimes 1)	3	Criminal Law (1)
355	Obligations (3) (Proofs)	3	Obligations (2) + Obligations (1)

Elective course (3) students choose one course from category (A) and one course from category (B) - 6credits		
Category (A)		
333	Electronic Commercial Law	3 Commercial Law (1) + 102E
336	Social Theories of Law	3 102E
340	International Criminal Law	3 Criminal Law (1)+ Criminal Law (2) + 102E
342	Planning Law	3 Administrative Law (1) + 102E
341	International Law of the Sea E	3 Public International Law + 102E
Category (B)		
332	Labor Law	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
331	Civil Contracts	3 Obligations (1) + Obligations (2)
339	Forensics Laws	3 Criminal Law (1) + Criminal Law (2)
335	Administrative Contracts	3 Administrative Law (1) +Administrative Law (2) + 102E
341	International Law of the Sea A	3 Public International Law
FOURTH YEAR (29 UNITS) MINIMUM 88 UNITS		
451	Civil Law (Property Rights)	3 Obligations (3)
452	Conflict of Laws	3
453	Commercial Law (2)	3 Commercial Law (1)
454	Fundamentals Islamic Jurisprudence	3 Personal Status
455	Criminal Procedures	3 Criminal Law (1)
456	Law of Execution	3 Civil Procedures
457	Practical Training	2
Elective course (4) students choose one course from category (A) and one course from category (B) - 6credits		
Category (A)		
432	Arbitration	3 Civil Procedures + 102E
433	Islamic Financial Transactions	3 Obligations (1) + Obligations (2) + 102E
435	Maritime Law	3 Commercial Law (1) + 102E
436	Aviation law	3 E 102
442	Technology Transfer and Commercialization	3 Administrative Law (2) + Obligations (2) + Civil Procedures + 102E
443	Intellectual Property	3 Administrative Law (2) + Obligations (2) + Civil Procedures + 102E
Category (B)		
431	Insurance Law	3 Obligations (1) + Obligations (2)
434	Lease Purchase Contracts	3 Obligations (1) + Obligations (2)
437	Islamic Criminal Law	3 Criminal Law (1)
438	Citizenship Law and Status of Alines	3 Conflicts of Law
439	Administrative Judicial Review	3 Administrative Law (1) + Administrative Law (2)
440	Commercial Law (3)	3 Commercial Law (1) + Commercial Law(2)
441	Judicial Procedures in Islam	3 Introduction to Islamic Jurisprudence + Personal Status Law
Third : Elective Courses (6 units) (Students choose two courses)		
458	Introduction to Competition Law	3 102E
259	Introduction to European Law	3 102E
344	Tax Laws in Kuwait	3 Economics and Public Finance
Students choose one course from this category		
243	Current Legal Issues	3 102E
237A	Professional Skills And Methods Of Intellectual Communication	3 Public International Law
237E	Professional Skills And Methods Of Intellectual Communication	3 102E – Public International Law
Total number of the required units is 124		

- Grey-colored courses are delivered in English.
  - Brown-colored courses are offered according to the demands of work market.
  - students choose the elective courses from the elective category (a) and (b) the mention number of courses from each category.
1. If "First", "Second", and "Third" are calculated, the total number of units required for graduation is 124 units.
  2. General knowledge and elective courses are distributed along the four years of study. It is allowed to take any of these courses any time.
  3. Students are obliged to complete two compulsory English courses according to their proficiency.
  4. English (E 102) is a prerequisite for all legal courses delivered in English.
  5. The location of the comparative law course as part of group (B) of the Arabic elective courses has been corrected as per the decision of the School Council in its meeting No. 4 of the academic year 2019-2020 held on January 6, 2020.

Course no.	Course Title
101E.	<p><b>English Language</b></p> <p>101E. is an intensive English language course that serves as a preparatory course aiming at developing various language skills of KILAW students. In this course students are introduced to a number of grammar components, new vocabulary words and reading comprehension passages related to legal and general topics. After the completion of the course, students will be able to understand and answer questions related to the reading texts with some focus on understanding legal terminology. Students will also be able to construct a paragraph based on any general topic.</p>
101E	<p><b>English Language 101E</b></p> <p>101E is an introductory English language course that aims at enhancing students' academic reading skills and the use of legal terminology. The course mainly focuses on legal topics that are introduced through specialized reading comprehension passages. Students are also introduced to the basics of writing compare and contrast essay. 101E will also focus on simple conversations; using the present and past perfect as well as modals accurately in speaking.</p>
102E	<p><b>Legal English Language 102E</b></p> <p>102E is an advanced legal English course aiming at reinforcing and expanding the reading and writing activities taught in previous English language courses with exceptional emphasis on law and law-related topics. At the heart of the course is academic inquiry, posing critical questions in order to construe and synthesize existing knowledge. Students will also learn how to incorporate multiple sources and secondary materials into fully developed written essays that inter into a conversation with key academic questions. In addition, English 102E aims at enhancing learners' skill of performing single and group academic presentations.</p>
103E	<p><b>Advanced Legal English Language 103E</b></p> <p>103E is an advanced legal English course that aims at exposing KILAW students to the different language skills that help them develop their academic and professional skills through various tasks based upon language skills. Students will be practicing legal writing in form of an email of advice from a lawyer to proposed client, summarize legal case and comment on verdicts and give alternative opinion using proper terminology. Students are also trained to read and listen to legal texts/dialogues and answer related questions with special focus on legal terminology.</p>
101A	<p><b>Arabic Language (1)</b></p> <p>It is a study of a set of texts grammatical rules including: apparent and estimated syntax, the Five Nouns, dual and masculine sound plural, feminine sound plural, unnonated nouns, common and definite nouns, and types of definite nouns such as: personal pronouns, proper nouns, demonstrative nouns, and relative pronouns. It also tackles topics and comments, types of comments, abrogation, verbal sentences and supplements of the verbal sentence as well as verb in the subjunctive. The significance of these topics is to help improve the Arabic language of students orally and in writing.</p>

102A	<p><b>Arabic Language (2)</b></p> <p>This course studies and analyses a collection of literary texts (verse and prose) that go back to various historical eras (Jahili, Islamic, Umayyad, Abbasid, Morden...), as well as Quranic verses, offering a comprehensive literary analysis including all the intellectual, philosophical, rhetorical and aesthetic implications, and linking them with life and existence in ancient and modern times by benefiting from the condition of its production through reviewing the writer and the main artistic features of his literary production.</p>
111	<p><b>Introduction to Computer</b></p> <p>A foundation course to teach students the skills of using computers and research methods in legal databases on the Internet. The course addresses the most important general concepts and basic terms of computer systems that are used to process information and search for legal resources and databases.</p>
112	<p><b>Political History of Kuwait</b></p> <p>This course highlights the modern history of Kuwait and provides analytical thought to political events that influenced Kuwait in many aspects, especially in the legal system.</p>
113	<p><b>The History of Islamic and Arabic civilization</b></p> <p>This course deals with the concept of civilization in general and sheds light on the most important global civilizations and their effects. The course then reviews in detail the most important aspects of Arab-Islamic civilization during its different eras, the role of Arabs in this civilization, and the impact of Arab-Islamic civilization on subsequent civilizations.</p>
114	<p><b>Introduction to Sociology</b></p> <p>The course focuses on the principles of sociology and a linking it to social law. The course also studies the impact of social changes in the legislation of laws and all social definitions and their application to the current reality. The course also sheds light on the concept of social change and its relationship with the laws enacted in reality and the applications based on them, and the factors of social change, their definitions and the difficulties and obstacles facing them.</p>
115	<p><b>Introduction to Accounting</b></p> <p>This course provides students with the academic foundation of accounting systems as a system for financial and administrative information. This is in addition to the essentials of recording financial transactions and the accounting cycle in their economic uses and to provide bilateral accounts with the statement of financial position and associated adjustments.</p>
116	<p><b>Introduction to Management</b></p> <p>This course is especially for non-specialists in management and helps students to learn the language and understand managerial decisions in businesses. The course uses experimental issues, projects or exercises that allow students to apply the theories they have learned.</p> <p>The course aims to:</p> <ul style="list-style-type: none"> <li>- Define management.</li> <li>- Offer basic concepts in management.</li> <li>- Discuss the most important theories of management.</li> <li>- Provide practical, theoretical and experimental exercises in management.</li> </ul>

117	<p><b>Environmental Studies</b></p> <p>This course will provide the students with general knowledge about the sciences of the environment; its protection, the acts which negatively affect the environment, the methods of safeguarding the environment, and the role of law in safeguarding the environment. The course reviews key environmental issues such as desertification, sustainable development and the depletion of natural resources.</p>
132	<p><b>Criminology and Punishment</b></p> <p>The course offers a basic study of the concept of Criminology, punishment and crime. It also analyses biological, psychological and sociological theories in relation to criminology. The course briefly discusses institutions proposed by Penology for the treatment of criminals and the prevention of crime.</p> <ul style="list-style-type: none"> <li>- Definition of criminology: its importance, characteristics, evolution and relationships with other disciplines concerned with crime.</li> <li>- Criminological research: significance, difficulties, common errors and methods of research.</li> <li>- Criminological theories in general: significance and classification.</li> <li>- The biological and psychological explanation of criminal behavior: the positive and psychoanalytic theories.</li> <li>- Sociological explanation of criminal behavior; some social structure and social process theories.</li> </ul>
133	<p><b>History of Law and Legal Systems</b></p> <p>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 relationship with each other.</p>
134	<p><b>Law and Information Technology</b></p> <p>This course deals with aspects of legal regulation in the field of information technology and modern developments of this science within the framework of national legislation and international conventions, and the typical jurisprudence of international organizations.</p> <p>It aims to:</p> <ul style="list-style-type: none"> <li>- Introduce students to information technology</li> <li>- Regulating legal information technology</li> <li>- The role of international conventions</li> <li>- National legislation in information technology</li> </ul>
135	<p><b>Introduction to Legal Systems</b></p> <p>This course consists of a general explanation of the main legal concepts and systems, and includes a comparison between the basic concepts of different laws (civil, criminal, private and public laws). It also involves an overview of the sources of law, the methods of legal research, the professional and civic responsibility and a presentation of the American and British legal systems.</p> <p>This course provides students with some important legal terminology and an overview of the various disciplines that they will come across during their law studies (e.g., contract, company, constitutional, family, criminal, and so forth). Students will emerge from the course with a foundational understanding of what the law is and where it comes from, as well as enhanced written and oral legal English skills.</p>

151	<p><b>Principals of Law</b></p> <p>This course deals in detail with the theory of law, the definition of the legal rule, its characteristics, scope of application and interpretation. This course also includes the theory of right, which defines the right and distinguishes it from other legal statuses, and determines what is meant by persons of the legal capacity/eligibility.</p>
152	<p><b>Constitutional Law (1)</b></p> <p>This course aims to introduce the student to the most important principles of constitutional law such as: the general principles of constitutions and the formal and objective characteristics of the Kuwaiti constitution and the constitutional judiciary in Kuwait.</p> <p>It is divided into 2 parts:</p> <ul style="list-style-type: none"> <li>- The general theory of constitutional law, definition of constitutional law, its sources, development of constitutions, methods of amending them and the supremacy of the constitution.</li> <li>- Constitutional history and development in Kuwait.</li> <li>- Constitutionality of legislations.</li> </ul>
153	<p><b>Constitutional Law (2)</b></p> <p>The course includes the following main topics:</p> <ul style="list-style-type: none"> <li>- Public freedoms in accordance with the Kuwaiti Constitution.</li> <li>- Organization of public authorities in Kuwait.</li> <li>- The relationship between the legislative and executive branches and the judicial authority.</li> </ul>
154	<p><b>Introduction to Islamic Jurisprudence</b></p> <p>This course aims to study the basic topics of understanding Islamic jurisprudence and its development, doctrines of jurisprudence and sources of Islamic legislation and the reasons for the difference of scholars and the impact of their difference, ijthad and tradition, in addition to studying some theories of Islamic jurisprudence and the theory of the right to Islamic jurisprudence and the theory of property and contract theory.</p>
155	<p><b>Introduction to Economics</b></p> <p>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.</p>
156	<p><b>Practical Training on Methodology of Research (1)</b></p> <p>This course deals with the theories of academic research and the fundamentals of legal research, training the student on the basics of preparing research, selecting and defining the topic of legal research and giving students the ability to carry out academic research in the field of law.</p> <p>The course is divided into two sections, each with a specific area (formal / substantive). Students are trained in regards to recognizing the formal elements of the research and are acquainted with the steps of writing legal academic research starting with the topic selection and the preparation of the research plan and finally writing the research including all its formal elements.</p>

231	<p><b>Petroleum Law</b></p> <p>Historical Development of the oil riches in Kuwait and the Gulf Area. Contemporary petroleum development in Kuwait and the Gulf area. Legal regulation of oil independence - contracts - personnel - regulation of disputes and the role of oil in the economic situation of the state.</p>
232	<p><b>Political Systems</b></p> <p>The content of this academic course includes the following:</p> <ul style="list-style-type: none"> <li>• Definition of political systems.</li> <li>• The concept of the state.</li> <li>• Elements of the state.</li> <li>• Origin of the state.</li> <li>• Legal guarantees of state compliance.</li> <li>• Forms of States.</li> <li>• Islamic Caliphate system and types of governments.</li> <li>• Election between democracy and Sharia.</li> <li>• The concept of opposition.</li> <li>• Political parties.</li> <li>• Lobbyists.</li> <li>• Recent developments of political systems in Eastern European countries.</li> <li>• Development of political systems in third world countries.</li> </ul>
233	<p><b>International Environmental Law</b></p> <p>The course examines the international legal regulations and conventions related to the protection of the international environment, international responsibility for environmental damage, the development of international environmental law and the most important international principles emanating from the Stockholm and Rio conferences.</p> <p>The course highlights the role of international law in protecting the environment and reducing its degradation through modern international environmental conventions dealing with global warming and marine pollution, protecting biodiversity, protecting the environment during armed conflict and defining international responsibility.</p>
234	<p><b>Regional and International Organizations</b></p> <p>The course is divided into 3 parts:</p> <ul style="list-style-type: none"> <li>- Theories of international organization.</li> <li>- International organizations.</li> <li>- Regional organizations and their role.</li> </ul>
235	<p><b>Comparative Law</b></p> <p>This course deals with the study of modern theories in comparative law, and jurisprudential schools in this field, in particular:</p> <ul style="list-style-type: none"> <li>- The basis and origins of comparative law and its developments.</li> <li>- Functions and uses of comparative law.</li> <li>- Methods of comparison, major legal systems: <ul style="list-style-type: none"> <li>• Islamic, Latin, Anglo-Saxon, social and socialist systems.</li> </ul> </li> </ul>

236	<p><b>Human Rights</b></p> <p>The course includes presenting and studying of basic topics related to the development of the theory of law and public freedoms. The course includes a presentation of the most important human rights declarations, such as the Declaration of Human and Citizen Rights in 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 deals with international humanitarian law during armed conflict.</p>
237	<p><b>Professional Skills And Methods Of Intellectual Communication</b></p> <p>This course focuses and highlights the following:</p> <ul style="list-style-type: none"> <li>- Training on thinking, analyzing and intuitive critical thinking in the academic and practical fields.</li> <li>- Training on the professional skills and intellectual communication.</li> <li>- Knowledge of the speech art, writing and body language.</li> <li>- Training on dialogue methods, prompt response and intuition.</li> </ul>
243	<p><b>Current Legal Issues</b></p> <p>This course will provide a forum for the discussion of issues of contemporary local and international law. The application of domestic law or legal theories on the issues presented and the stability of the evolution of ideas and theories through the legal analysis of emerging issues will also be conducted during the course. The course focuses on the most important international treaty issues and the study of some proposals and trends in the GCC countries.</p>
251	<p><b>Obligations 1 (Sources)</b></p> <p>This course includes a detailed study of the sources of administrative commitment, namely, contract, unilateral and involuntary will (illegal work) and responsibility for personal actions in the Civil Law.</p>
252	<p><b>Obligations 2 (Rules)</b></p> <p>This course provides a detailed study of the provisions of the obligation, including topics related to its effects, such as the fulfillment of obligation by the specified consideration, modification of obligation, termination of the obligation and transfer and assignment of said obligation.</p>
253	<p><b>Administrative Law (1)</b></p> <p>This course is divided into three sections:</p> <ul style="list-style-type: none"> <li>- Basic concepts of Administrative Law.</li> <li>- The organization and structure of public administration vis-a-vis the study of government agencies.</li> <li>- Instruments of public administration which are employed to enable the government to exercise its function (i.e. the use of public funds and civil servants as instruments).</li> </ul>



254	<p><b>Administrative Law (2)</b></p> <p>This course aims at studying the activity of the administrative authority and its public utilities, the nature of the work of the legal administrative authority (such as administrative decision, contract, and direct execution), and examining the judicial enforcement power of police, and the prerogatives of Administrative authorities and judicial power.</p>
255	<p><b>Public International Law</b></p> <p>The course studies the following:</p> <ul style="list-style-type: none"> <li>- Sources of international law and persons of international law and recognition of states and governments.</li> <li>- Public international law in peacetime, including the relationship between national and international law, international character, fundamental principles of international law of the sea, international privileges and immunities of foreign States, international responsibility, settlement of international disputes and international economic relations.</li> <li>- International law in time of war.</li> </ul>
256	<p><b>Criminal Law (1) (General Theory)</b></p> <p>This course includes a study of the general principles of Criminal Law, the elements of the crime, as well as the acts that constitute attempting a criminal act, and the concept of the punishment or penalties applied to the crimes.</p>
257	<p><b>Personal Status Law</b></p> <p>The course reviews the provisions of marriage and its obligations in Islamic law and Kuwaiti law, and divorce and its doctrines in Islamic law and Kuwaiti law, with a statement of topics in which the law agreed with the provisions of Islamic law, and topics in which the law was consistent with doctrines that have contradicted the public jurists. This course is divided into three sections:</p> <ul style="list-style-type: none"> <li>- Marriage and its provisions.</li> <li>- Ways of marriage and its implications</li> <li>- Dissolution of marriage and divorce.</li> </ul>
258	<p><b>Practical Training on Methodology of Research (2)</b></p> <p>The course aims at providing the student with the ability to carry out academic research in the field of law. It is divided into two sections each with a specific field (formalities / substantive).</p> <p>Training is conducted on the substantive aspect of legal academic research in terms of focusing on academic research methods, analysis of legal texts, the use of references and jurisprudence and court rulings and commenting on them and the acquisition of writing skills in a proper legal manner.</p>
259	<p><b>Introduction to European Law</b></p> <p>The course introduces the basic institutions of the European Union and includes the sources of European law, the relationship of European law with the laws of member states. It also deals with the legislative role of the European Council and the Council of Ministers, as well as the European Commission and the European Parliament, as well as aspects of the mechanisms and judgments of the European Court of Justice.</p>

331	<p><b>Civil Contracts</b></p> <p>This course covers sales, lease, agency, and construction contracts and Power of Attorney. The topics to be covered will be chosen at the beginning of each semester. The type of contract and/or contracts will be covered by the appropriate department and/or professors</p>
332	<p><b>Labor Law</b></p> <p>This course provides basic information on the most important topics related to labor law within the framework of the idea of protectionist public order (the nature and types of employment contract - the rights and obligations of the worker - the powers and obligations of the employer - the various reasons for termination and legal consequences - collective labor contract - trade unions - methods of settling disputes). The course gives an overview of the social insurance law and shows the links between it and the labor law.</p>
333	<p><b>Electronic Commercial Law</b></p> <p>The course includes a study of comparative legislation in the field of E-commerce, the unified international rules governing E-commerce and dispute resolution. It also discusses the nature and the possibility of implementing E-commerce within the existing legal system of Kuwait, in addition to highlighting legislative gaps in Kuwaiti legislation, as well as Kuwaiti judiciary trends and principles related to the subject.</p>
334	<p><b>Inheritance Law</b></p> <p>This course will discuss the Law of Inheritance in Islamic Law, the heirs and their shares, and the rules and regulation of inheritance. It will also specify the rule of obligatory heirs (Fouroud Heirs), system of male cousin or nephew heirs of the deceased, the execution and rejection of inheritance, missing person inheritance, exit-from inheritance, voluntary and obligatory wills (according to Islamic Law), and "enventresa mere".</p>
335	<p><b>Administrative Contracts</b></p> <p>This course includes the definition of administrative contracts, its elements, types, conclusion of administrative contracts, the rights and obligations of the contractor with the State, the authorities of the State in the administrative contract, the implementation and the termination of the administrative contract.</p>
336	<p><b>Social Theories of Law</b></p> <p>This course introduces the study of law as a mechanism for social organization 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, positive philosophy and legal realism. The main ideas, similarities and all references used are used to serve as tools to form legal positions on some of the questions raised during the course.</p>
337	<p><b>Criminal Law (2) (Specific Crimes)</b></p> <p>Deals with special crimes such as offenses against public funds, rape and indecent assault, adultery, libel, insult and false complaint crimes, as well as drug offenses.</p>

338	<p><b>Wills and Waqf</b></p> <p>This course highlights the following:</p> <ul style="list-style-type: none"> <li>- The will: its definition and elements. The legal conditions of the will and the philosophy of the will's legitimacy as well as its objective, efficacy, including the will of benefits and the compulsory will.</li> <li>- The Law of Wakfs (Endowments): its definition, elements, conditions of validity and efficacy, benefiting of the Wakf funds, the mandate on the waqf and its provisions, expiration the end of the waqf. This is in addition to a comparative perspective with trust system.</li> </ul>
339	<p><b>Forensics Laws</b></p> <p>This course is concerned with teaching the curricula, mechanisms used and the sciences related to forensic evidence, in accordance with the latest developments of these sciences and their relationship with the application of the law. The course contains several specialized sections, including:</p> <ol style="list-style-type: none"> <li>1- Inspection of the crime scene.</li> <li>2- The role of forensic medicine.</li> <li>3- Effect of drugs and their types on users.</li> <li>4- Types of toxins.</li> <li>5- Criminal recognition by genetic fingerprint.</li> <li>6- Types of forgery.</li> </ol> <p>In addition, the legal aspect comes in terms of the duties and authority of the investigator and dealing with the accused and witnesses, including the prosecution after referring the misdemeanor to court.</p> <p>Also, the course deals with the competent bodies related to criminal investigation. Therefore, the legal professional must understand that choosing this course is of great importance for the application of the law (the Criminal Law) and procedures in cooperation with other executive and technical bodies such as detectives, forensic evidence and forensic medicine.</p>
340	<p><b>International Criminal Law</b></p> <p>This course covers the following topics:</p> <ul style="list-style-type: none"> <li>- International crimes.</li> <li>- Modern history of the prosecution of war criminals.</li> <li>- International investigation commissions, similar mechanisms and special international tribunals.</li> <li>- The International Convention (Rome Statute) of the International Criminal Court, or any related conventions.</li> </ul>
341	<p><b>International Law of the Sea</b></p> <p>This course examines the Geneva Conventions, the 1982 Jamaica Convention, and other international conventions on 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 topics, and then examines the customary rules and negotiations associated with international law of the sea, international law of the sea in the Arabian Gulf, and the settlement of Sea disputes.</p>

342	<p><b>Planning Law</b></p> <p>This course examines the intellectual connection and the theoretical basis between law and planning by addressing the theories of philosophy of law related to this subject, and then on the concepts of legal sociology and legal economics and their direct impact in the imposition, codification and control of planning. This course also examines the legal sources of planning and the most important legal principles that govern planning in the conduct of the state in all its activities. It also deals with the concept of the plan, its procedures, methods of implementation and evaluation criteria, in accordance with the legal bases and regulating provisions. This course sheds light on the legal system of the institutional work as a planning and supporting base, the institutional structure of the state work in all authorities and agencies, and the necessity of basing their functions on planning laws. Practical applications and case studies as well as some judicial decisions to enhance the practical aspect of the course will be addressed alongside the theoretical aspects.</p>
344	<p><b>Tax laws in Kuwait</b></p> <p>This course deals with the constitutional fundamentals of taxation as per the Kuwaiti Constitution, along with the nature and types of Kuwaiti taxes, and their sources: particularly, Law #3/1955, the subsidization of the national workforce #19 of 2000, and the Law #2 of 2008 introducing company income tax and Zakat.</p>
351	<p><b>Public Finance Law</b></p> <p>This course is comprised of the following subject matter: Public Revenues and expenditures of the State and the independent government agencies of two types with an independent budget or attached budget. The financial regimes applied by the State in relation to its revenues or expenditures such as taxes, public loans, and the budget. In short, this course highlights all issues related to public budgeting.</p>
352	<p><b>Civil Procedures</b></p> <p>This is the traditional course of civil procedures. It deals with the theory of jurisdiction and judicial organization, theory of legal action (litigation), claims and counter-claims, procedures and dates of pleadings, the theory of nullity in procedures, filing the case and its consideration and functioning, theory of judgments and orders.</p>
353	<p><b>Commercial Law (1)</b></p> <p>This is the typical course that is related to commercial law, thus it highlights all the subjects related to commercial law, which include:</p> <ul style="list-style-type: none"> <li>- Commercial transactions.</li> <li>- Definition of merchants and commercial transactions.</li> <li>- Type and nature of commercial companies as stipulated by the Commercial Company Act which includes: public-shared companies, closed-shared companies, limited-liability companies, and personal-shareholding companies.</li> </ul>

354	<p><b>Criminal Law (1) (Specific Crimes 1)</b></p> <p>This course explains the crimes of display and modesty (intercourse, adultery, indecent assault, scandalous act, dissemination of an indecent picture) - slander and insulting crimes - drug crimes.</p>
355	<p><b>Obligations (3) (Proofs)</b></p> <p>This "Obligation" course studies: the general principals of the law of evidence, evidentiary which include criminal evidence such as written evidence, testimony, secondary evidence, undertaking, cross examination of the criminal party, the oath, field evidence, and the factual evidence proceedings, expert testimony, and other forensics according to civil law.</p>
431	<p><b>Insurance Law</b></p> <p>This course addresses the following issues:</p> <ul style="list-style-type: none"> <li>- The concept of insurance: definition, functions and elements.</li> <li>- Insurance contract: its characteristics, effects and its conclusions.</li> </ul>
432	<p><b>Arbitration</b></p> <p>This course will cover the following topics:</p> <ul style="list-style-type: none"> <li>- Arbitrative procedure in Kuwaiti law.</li> <li>- International Arbitration.</li> <li>- Institutional Arbitration.</li> </ul> <p>All of which will provide a complete idea of arbitrative procedure, the process of arbitration, the parties, jurisdictions, the binding power of awards, and the effect of arbitration on the tried cases etc.</p>
433	<p><b>Islamic Financial Transactions</b></p> <p>This course addresses the current and newly emerging Islamic business transactions in different forms, which include the following:</p> <ul style="list-style-type: none"> <li>- Providing crucial differences between Islamic transactions and traditional transactions</li> <li>- Forms and nature of sale contracts, Murabaha-Mutharaba, and others</li> <li>- Forms and examples of Islamic financing contracts</li> </ul>
434	<p><b>Lease Purchase Contracts</b></p> <p>This course addresses the special nature and definition of the lease-purchase contract, in addition to the following points:</p> <ul style="list-style-type: none"> <li>- General theory of lease-purchase.</li> <li>- Guarantees of the sellers including mortgages in different forms.</li> <li>- Rights and obligations of contracted parties.</li> </ul>
435	<p><b>Maritime Law</b></p> <p>This course discusses the following:</p> <ul style="list-style-type: none"> <li>- Definition and sources of Maritime Law, its autonomy, cargo, charter parties, ship purchases and sales.</li> <li>- Contract of maritime transportation according to the law of Kuwait and the Brussels Convention of 1924.</li> </ul>

436	<p><b>Aviation Law</b></p> <p>This course provides a definition of aviation law, the elements of civil and commercial aviation, its scope, and cargo transportation. It also examines the relationship of air law to other branches of domestic law and to international law, air carriers' duties, negligence and damages.</p>
437	<p><b>Islamic Criminal Law</b></p> <p>This course addresses the theory and philosophy of punishment in Islamic Law, which discusses the following:</p> <ul style="list-style-type: none"> <li>- Principals and rules governing crime and its punishment in Islamic Law.</li> <li>- The nature and type of punishment in Sharia'a Law.</li> <li>- Forms of punishment such as qasas, hudood, and supplementary punishment (tazeer) as well as related provisions, and the sources of each.</li> </ul>
438	<p><b>Citizenship law and status of Aliens</b></p> <p>This course covers the following topics:</p> <ul style="list-style-type: none"> <li>- General theory of citizenship with the definition of the notion of citizenship based upon the concept of loyalty on the basis of blood relationship or place of birth, the differences between original and naturalized citizens, reasons and cases for losing citizenship and/or its withdrawal.</li> <li>- Kuwaiti Nationality Law as the course discusses the implementations in relation to nationality as promulgated by the law.</li> <li>- The legal status of aliens as the course discusses the status of aliens and their rights and duties.</li> </ul>
439	<p><b>Administrative Judicial Review</b></p> <p>This specialized course deals with the concept of judicial review of the administrative acts, and provides a study of the principle of the rule of law, its sources, scope and different mechanisms of its enforcement. It also offers a comparison of the Anglo-Saxon and the Latin systems. In addition, it studies the jurisdiction of the administrative judiciary in cases of cancellation and compensation for the work of the administration in full, especially in Kuwait.</p>
440	<p><b>Commercial Law (3)</b></p> <p>This course deals with the following topics:</p> <ul style="list-style-type: none"> <li>- Commercial contracts: agency contract commission and brokerage contract.</li> <li>- Banking: A Historical Introduction to Banking Operations.</li> <li>- General principles of bank accounts.</li> <li>- State authority to control and comment on banking operations.</li> </ul>

441	<p><b>Judicial procedures in Islam</b></p> <p>The course deals within four chapters with the judicial procedures in the jurisprudence of Islamic law in a manner that is objectively consistent with the sequence of these procedures starting with filing a case to the implementation of judgments and penalties with the corresponding comparison of jurisprudential issues.</p> <p>The first chapter deals with the lawsuit, its reality, meaning, its elements and related litigation procedures and the conditions of its quartet system of the conditions that it is obliged to meet - for the validity of the case, jurisdiction, and in an independent study it deals with the types of crimes and its impact on the evidence.</p>
442	<p><b>Technology Transfer and Commercialization</b></p> <p>The course introduces students to the basics of Science, Technology and Innovation (STI) venturing through in a gradual manner to the most important industrial, social and national infrastructure for technology transfer, indigenization and commercialization. The course also discusses the legal and administrative frameworks necessary to promote technology transfer and commercialization policies and the most important mechanisms for this. The course also examines the impact of the policies and methods of intellectual property and the most important factors affecting them and their relations with technology markets.</p> <p>At the end of the course, students will study in some detail one of the most important means of technology transfer mechanisms, namely: "Technology Licensing Agreement." Each student will be given a real case and will be requested to prepare a stands alone licensing agreement for that case.</p>
443	<p><b>Intellectual property</b></p> <p>IP laws are national laws; their effects are restricted to the territory of the country that has enacted the respective laws. On the other hand, intellectual property is international, it does not know any national borders. This raises the question how an IP-owner will be protected in foreign countries. That is achieved by international conventions and treaties according to which the member states take the obligation to protect the nationals of other member states. How this will be performed in detail is a complex and difficult system. The course will deal with this system of international conventions and treaties in the field of copyright and neighboring rights, patents, trademarks and geographical indications, unfair competition and trade secrets. Finally, the course will deal with the international enforcement of intellectual property rights. The course will also have an eye to how international IP intersects with national IP, focusing mainly, but not exclusively, on Kuwaiti law and English law. The international institutions administering the international IP conventions and treaties will form part of the course.</p>
451	<p><b>Civil Law (Property Rights)</b></p> <p>This course is made up of two main components:</p> <ul style="list-style-type: none"> <li>- Real property real estate rights which include property ownership, its nature, and the causes for ownership and consequences thereof.</li> <li>- Secondary real estate rights (securities and interlocutory rights) which include rites of passage, mortgages, etc.</li> </ul>

452	<p><b>Conflict of Laws</b></p> <p>This course covers the following issues:</p> <ul style="list-style-type: none"> <li>- Definition of Private International Law, conflict of laws, its conditions and scope as well as schools of jurisprudence.</li> <li>- Rules of attribution in personal, civil and commercial situations.</li> <li>- Jurisdiction rule.</li> <li>- Conflict of international jurisdiction.</li> </ul>
453	<p><b>Commercial Law (2)</b></p> <p>This course deals with the definition of commercial papers and types, bill of exchange, promissory note and check, and its provisions in terms of the establishment of the paper, the obligation of signatories, circulation and acceptance, fulfillment of its value, how to return the bearer to those who are committed to the commercial paper, and the statute of limitation.</p>
454	<p><b>Fundamentals Islamic Jurisprudence</b></p> <ul style="list-style-type: none"> <li>- Definition of Islamic jurisprudence, its origins and development.</li> <li>- Sources of Sharia Law.</li> <li>- Classifications of the legal Islamic norm (Al- ahkaam) and evidences.</li> <li>- The rules of interpretation, reasoning in Islamic jurisprudence, and notion of ijtihad (Reasoning).</li> </ul>
455	<p><b>Criminal Procedures</b></p> <p>This course covers the main topics of criminal procedures. It deals with criminal proceedings from the time of the discovery of the crime until the completion of the sentence. It also examines the provisions of the crime scene, the evidence, the investigation, the filing of charges, the guarantees of the accused and the procedures of the guarantees of the trial.</p>
456	<p><b>Law of Execution</b></p> <p>This course deals with the concept of execution. It will examine the right to execution and procedures for its implementation as well as substantive disputes and execution time, and the rules governing the execution of national and foreign judgments.</p>
457	<p><b>Practical Training</b></p> <p>This course focuses on practical aspects of the legal profession through providing students with field training in public or private institutions, or through the moot court under the supervision of members of the Legal Training Institute.</p>
458	<p><b>Introduction to Competition Law</b></p> <p>This course examines the legislative organization to achieve competitiveness through the study of non-competitive actions prohibited by law, the limitations received and regulated for monopoly and the study of comparative systems and economic theories related to legitimate competition.</p>



## KILAW's Student Association By laws

KILAW's Students Association is an independent student body that functions on the basis on democracy, representing all students in the School. It adheres by the laws and regulations of the State of Kuwait, the Ministry of Higher Education and KILAW in achieving its goals.

The following is the statute of KILAW's Students Association:

### Chapter I

#### **Name, Location and Definitions**

##### **Article 1**

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

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

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

##### **Article 2**

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

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

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

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

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

Students: 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. 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 KILAW's administration. The invitation shall be sent to all Members at least five working days prior to the meeting. The General Assembly may hold a meeting on an exceptional basis upon written request signed by one-third of its Members stating the purpose of the meeting three days prior to the proposed meeting. If the Administrative Governing Body does not respond to this request within fifteen days, the Members who called for the meeting may ask KILAW's administration

directly for the General Assembly of the Association to be held. In addition, KILAW's administration may call for a General Assembly meeting whenever it deems necessary. In this case, KILAW's 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 KILAW's President. Study will be suspended during the period specified for the General Assembly. It should be noted that the separation between male and female students is taken into account regarding seating, entrance gates, and public debates. The General Meeting of the Association is considered legal if the absolute majority of the Members of the Association are present. If an absolute majority is not possible, the Meeting will be postponed for half an hour, then the meeting will be held with any present number of Members.

The General Assembly may invite guests to attend the meeting and will allocate a special place for them.

#### **Article 7**

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

1. Approving the agenda.
2. Discussing the administrative report of the Administrative Governing Body. The General Assembly may or may not approve the report.
3. Discussing the financial report of the Administrative Governing Body and its approval.
4. Making decisions and recommendations within the framework of the objectives of the Association.
5. Proposing a vote of confidence in the Administrative Governing Body.
6. Discharging the members of the out-going Administrative Governing Body at the conclusion of the period of their term of office.
7. It is not permitted to amend the agenda based on suggestions by some members unless the present agenda is fully discussed.
8. Any issues that may arise.
- 9.

### **Article 8**

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

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

### **Article 9**

The Members of the Association enjoy the following additional rights:

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

### **Article 10**

Membership termination and suspension:

Membership of the Association expires in the following cases:

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

### **Article 11**

The chairperson of the General Assembly must respond to Members' requests according to their rights mentioned in Article 9 based upon priority requests are received exercise. In addition to the previous rights, the Members enjoy

the right to interrupt the chairperson by a show of hands. In this case the chairperson should suspend the discussion to listen to the raised point. All Members present have the right to vote on any proposal submitted to the Assembly by simply saying “Yes”, “No” or “Abstain”. The voting process is decided by the chairperson.

### **Article 12**

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

### **Article 13**

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

### **Article 14**

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

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

#### **Article 15**

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

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

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

#### **Article 16**

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

### **Chapter III**

#### **Administrative Governing Body**

#### **Article 17**

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

1. Develop positive values amongst students and create an academic atmosphere which allows students to express their opinions and ideas.

2. Strengthen the relationship between students, KILAW's administration and faculty members.
3. Participate in efforts to obtain the utmost benefits from the opportunities available at KILAW.
4. Liaise closely with KILAW's 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 KILAW's administration.
5. Provide students with an opportunity to develop leadership skills and learn about responsibility.
6. Discover, develop and refine students' individual talents.
7. Organize and regulate students' activities.
8. Organize students' capabilities for the sake of carrying out community service.
9. Convey any suggestions or complaints by students to KILAW's administration.
10. Represent the students in KILAW's administration, committees, and joint committees as determined by KILAW's 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 KILAW's 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<sup>1</sup> 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, KILAW's administration appoints them on the basis that these appointed members should represent other categories of students, such as LLM students, outstanding students, students with special needs, students with previous academic degrees, 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 KILAW's 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**

Each candidate has a maximum posts' 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. KILAW's administration has the right to obtain access to all such details.

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1- This is a confirmation of article (19).



### **Article 21**

The maximum number of posts for every candidate is four posts (posters – banners ...), and the school posts five other posts with candidate's names on them.

### **Article 22**

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

- Have a GPA of at least 2.33 (very good). However, first semester students should have an average of 80% in their high school certificates.
- Have not received a GPA warning.
- Have not been the subject 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 will be graduating from the School.
- Was not an ex-member in a previous Administrative Governing Body that has received the vote of no confidence and have not received rehabilitation.

### **Article 23**

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

1. Three members among continuing full-time day students, each of which will be the chairperson for one semester under the condition of being enrolled as a day classes student and not a freshman<sup>1</sup>.
2. A vice president for male students' affairs.

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1- According to the Board of Trustees' decision in its meeting no. 42013/.

3. A vice president for female students' affairs.
4. A secretary.
5. A treasurer.

The School administration shall be provided with a copy of the meeting minutes within 24 hours of holding it.

#### **Article 24**

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

1. Implement the General Assembly's decisions.
2. Identify and account for income and expenditure.
3. Present a financial and administrative report to the General Assembly.
4. Carry out tasks and activities that lead to the fulfillment of the Association's goals.

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

#### **Article 25**

The president of the Administrative Governing Body is responsible for:

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

4. Signing contracts upon the decisions of the Administrative Governing Body.

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

#### **Article 26**

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

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

#### **Article 27**

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

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

#### **Article 28**

The secretary is responsible for:

1. Calling for meetings of the Administrative Governing Body in coordination with the president, taking minutes at the meetings and signing the minutes with the president.
2. Following up on the implementation of the decisions of the Administrative Governing Body.

3. Preparing correspondence.
4. Filing all documents and obtaining stamps.
5. Preparing the agenda for the meeting of the General Assembly.
6. Presenting a copy of the minutes to 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 KILAW administration with a copy of all the Association's revenue-and-expenditure documents.

#### **Article 30**

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

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

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

### **Article 31**

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

### **Article 32**

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

### **Article 33**

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

### **Article 34**

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

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

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

1. When the member violates any article in these bylaws.
2. When the member violates any of KILAW's general regulations.
3. When the member receives disciplinary punishment.
4. When the member resigns from the Administrative Governing Body.

Accordingly:

- A decision by the School 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 from the framework of the Administrative Governing Body, whether in or out of KILAW. In the case of a violation, the student will be subject to the disciplinary actions mentioned in these bylaws.

### **Chapter IV**

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

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

#### **Article 36**

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

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

#### **Article 37**

KILAW's 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 KILAW's 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.

KILAW's administration is responsible for all previous procedures.

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

### **Third: Election procedure**

#### **Article 39**

KILAW's 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.

#### **Election minutes should include:**

#### **Article 40**

1. The venue and time of the election.
2. The number of voters according to lists.
3. The number of voters according to the number of election papers.
4. Any changes in committee members or times.
5. Any election suspension with an explanation of the reason and duration.
6. The names of committee members present when election closes.

7. Any other events.
8. Verification that the election process is transparent.
9. An attachment with the names of eligible voters.

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

#### **Article 41**

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

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



KILAW's administration. Then, the counting process will begin. The counting process will proceed in accordance with these bylaws.

#### **Article 44**

Election papers are considered invalid in the following cases:

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

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

#### **Article 45**

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

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

10. The names and signatures of the counting committee members present when the counting process concluded.

#### **Article 46**

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

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

#### **Article 47**

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

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

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

## **Chapter V**

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

#### **Article 48**

The revenues of the Administrative Governing Body include:

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

#### **Article 49**

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

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

#### **Article 50**

The Association's cash money will be deposited into one of the Kuwaiti national banks based on a letter from KILAW's 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 KILAW's administration. Finally, KILAW's administration can amend these regulations in part or in whole as and when it deems necessary.

## **ADMINISTRATIVE DEPARTMENTS**

### **ADMISSION DEPARTMENT**

- Receiving applications is announced for students wishing to join the School for the first or the second semester whether those who meet the conditions of the internal scholarship or self-funding students.
- Applications are received and the authenticity of the submitted documents is checked in order to complete the admission procedures in the School's Deanship of Admission and Registration.
- Dates of placement tests and personal interviews are determined for applicants and the students are notified about these dates.
- Names of admitted self-funding students are announced. Names of students admitted based on the internal scholarships system are announced in coordination with the Private Universities Council.
- The department receives social allowance requests for all the School's students as allocated by the Private Universities Council in accordance with the conditions and deadlines specified for that.
- The department monitors the cases of internal scholarship students in regards to scholarship deferral, suspension or withdrawal from scholarships.

### **REGISTRATION DEPARTMENT**

- Registration dates are announced according to categories (either according to the completed credits or the student's GPA) in addition to the add and drop dates. These dates are announced to students on the School's official website.
- Registration is done electronically through the student portal, and students are responsible for completing their registration. The registration department can be asked for assistance in case a problem arises.
- Students must print their academic schedule after completing their registration and ensure that the system has saved their schedule.
- After completing the first registration period, students are allowed to withdraw, add, and register (late registration) for one week at the beginning of the semester.

- The department ensures that students have completed their registration at the end of the add and drop period. Errors in the academic schedules are corrected and students are notified.
- Students are allowed to register for courses according to the number of completed credits for each student.
- Students are allowed to register for the summer semester for the first time in the courses offered in English or to retake courses in Arabic.

## **GRADUATES OFFICE**

The office follows up the fourth year students to ensure they meet the graduation requirements and direct them toward completing these requirements through the following:

- Review and check graduation requirements and ensure they are met.
- Follow-up students to ensure the provision of documents required for the issuance of graduation certificates.
- Prepare graduate students' lists and issuing certificates and addressing the Private Universities Council for approval.
- Deliver certificates approved by the Private Universities Council to graduate students.
- Contribute to the organization of the graduation ceremony and the preparation of the Graduates' Handbook.

## **ALUMNI EMPLOYMENT AND TRAINING OFFICE**

The office introduces the graduate to the needs of the labor market and the available job opportunities. It also prepares plans to train and qualify students to help them get involved in the labor market and follows them to achieve success in their careers after graduation. The office's responsibilities include the following:

- Introduce the graduate to the specialized legal career opportunities available in the labor market as well as job titles in the ministries, government agencies and institutions, as well as the private sector for departments and offices where law graduates are appointed.

- Conduct surveys on the desires of graduating students with respect to their future career and government and private bodies that they wish to work with after graduation.
- Conduct surveys of public and private sector employers regarding their employment needs, especially in the legal departments.
- Collect a database of graduates> employers and their telephone numbers in order to achieve further communication.
- Communicate with the main recruitment agencies in Kuwait to identify the most important difficulties and obstacles facing the candidates of the School graduates and provide them with the necessary support.
- Maintain communication between the School and the graduates.

## Library

KILAW's Library is the primary sector of academic support services that aim at providing support to the educational process and academic research in the School, through its support to academic programs at all levels as well as academic courses. This is in addition to its role in supporting academic research, and meeting the needs of research programs in various departments in the School.

The library building consists of the following sections:

- Ground floor: It includes two study rooms, two computer labs and an internet connection to facilitate surfing the internet for information, in addition to offices for library staff.
- First floor: It includes two study rooms, computer labs and an internet connection to facilitate surfing the internet for information, in addition to offices for library staff.

The books are categorized and indexed according to the Dewey Decimal Classification System, in addition to the existing journals in alphabetical and historical order.

### **Library Services:**

The services provided by the library its visitors are varied, including:

#### **– Lending services:**

The library allows its visitors to borrow a number of academic references in relation to their research according to the following system:

Students: each LLB student is allowed to borrow maximum of (5) books for a period not exceeding a week, while LLM students may borrow maximum of (10) books for a period not exceeding two weeks.

Faculty members: each is allowed to borrow maximum of (10) books for a period not exceeding a month.

Staff: each is allowed to borrow maximum of (5) books for a period not exceeding a week.

#### **– Reserved Material:**

The library provides a book reservation service at the request of the course instructor or due to the large demand for these books.

#### **– Photocopying:**

The library provides photocopying service for books, academic periodicals, and Master's and PhD theses. The student may photocopy 50 sheets free of charge per semester (100 papers for outstanding students). After this, a fee of 20 Kuwaiti fils per page is collected. It is forbidden to photocopy an entire book in order to preserve copyrights.

#### **– Guidance:**

It is a guidance service provided to raise students' awareness regarding the new academic services and materials received by the Library.

#### **– Workshops:**

The library administration organizes workshops on Mondays and Wednesdays from 12:30 to 2:00 pm in the library to familiarize students with the method of accessing the required academic material and references.

### **– Electronic Search:**

Through this service, students can connect to and search international databases and library catalogs associated with this network.

### **– Library Opening Hours:**

- Sunday to Thursday from 8 am to 8 pm
- Saturdays from 10 am to 4 pm.

### **– Electronic databases available in the library:**

- Salah Al Jassem Legal Group.
- Hein online
- lexis Nexis
- Max Planck Encyclopedia of International Law
- WestLaw

## **Academic Advisory**

The Guidance and Orientation office at the School provides guidance and administrative services to students starting with their enrollment until graduation, in order to help them meet the requirements of graduation in accordance with the School's regulations. The office's tasks include the following:

1. Raising the students' awareness and guiding them in regards to policies and regulations related to their studies, as well as participating in the Orientation Day for new students to provide them with important information related to the regulations of the School in relation to academic guidance, including: absences, excellence, academic dismissal and others.
2. Receiving students' complaints and proposing appropriate solutions, or referring them to the competent authority to take the appropriate decision.



3. Supervising and following up the academic advisory process, setting objective and procedural frameworks for it, and educating students about their responsibility in relation to academic advisory.
4. Cooperating with the academic advisor in providing advice and guidance for students when choosing their academic courses.
5. Effective participation in the Academic Advising Committee, which presents the problems and difficulties facing the students, proposing solutions for these problems and receiving suggestions from the committee members.
6. Giving special attention to students who are falling behind academically and helping them overcome the difficulties they face in their education.
7. Preparing studies and quarterly statistics for students in relation to (excellence, absence, academic advisory, GPA warnings) and taking appropriate measures to deal with each case.

## **Student Development and Competitions Department**

The Student Development and Competitions department is responsible for organizing and supervising curricular and extracurricular academic and training activities that contribute to the development and qualification of students in various legal fields so that it serves their educational career by strengthening and building their personality to practice legal professions after graduation. These activities include the following:

- Supervising field training courses in government and private sectors.
- Supervising the Moot Court course that contributes to training students in drafting written memorandums, public speaking and pleading.
- Supervising the legal clinic and model lectures.
- Holding specialized legal training courses and seminars with the participation of faculty members in the School and external lecturers.
- Participating in Arab and international competitions in various disciplines.

- Organizing visits and field trips to legal institutions and governmental and private sectors in Kuwait.
- Organizing legal events, including the Kuwaiti Constitution Day celebration.
- Supervising the outstanding students club and program

## Social Services Office

The Social Services office follows up the social conditions of students and provides appropriate support to help them overcome the difficulties they face. The office closely monitors and guides students' behavior and monitors violations that contradict School policies. The office also plays a primary role in following up and caring for students with special needs.

## Students Activities Office

The Student Activities office organizes and supervises programs for students to develop their abilities and skills by organizing academic, recreational, sporting and social activities that in turn contribute to the refinement of their personalities in a balanced manner, and also encourage them to engage and participate in various programs and activities such as competitions, field trips, cultural and recreational programs, training courses, sports activities, hobby development programs and others. All the expenses of these programs are covered by the School and an annual budget is allocated to the Students' Association to organize various activities.

## Student Employment Program

In order to achieve the directions of the School administration in investing students' leisure time for their benefit, and preparing students for various professional fields and be responsible, the student employment program has been prepared and initiated since the academic year 2012-2013. Students can participate in it according to the following conditions:

1. Employment is limited to students enrolled in the School. Students should be a continuing student who has passed at least one semester (not a freshman).
2. The student's GPA should exceed 2.5 points.
3. Working hours of the student shall be limited to a maximum of six hours per week and two hours per day. The maximum number of working hours per month shall not exceed 30 hours.
4. The student shall receive an amount of KD 3 for each working hour.
5. Students are distributed to some of the School's facilities in accordance with the students' capabilities in order to achieve the objectives of the program, such as:
  - Librarian assistant.
  - Sports Supervisor assistant.
  - Translation.
  - Security Officer assistant.
  - Public Relations and Media.
  - Assistant in organizing programs and activities.

## Medical Services

The School provides medical services to its students and all staff and visitors in the clinic equipped with the latest medical equipments and medicines necessary for emergencies. An ambulance is requested for cases that require it, in addition to the possibility of requesting medical assistance in the classrooms and other facilities. Medical care is always available during examinations and various activities on campus.

### **Working Hours:**

Sundays and Tuesdays: 8:00 am to 7:30 pm

Monday and Wednesday: 8:00 am to 9:00 pm

Thursday: 8:00 am to 7:00 pm

## Information Systems

The School's Information Systems department provides electronic services necessary for students to facilitate the educational process and facilitate communication with the various departments in the School. These services include:

1. A web page on the e-portal "sis.kilw.edu.kw" that enables students to follow up their academic progress, register in academic courses and view their schedule.
2. A web page on the e-portal "mykilaw" that enables students to submit petitions regarding their final exam grade in addition to printing some necessary forms.
3. A special e-mail through Microsoft Office 365 on the portal "login.microsoftonline.com" including cloud services as well as online storage spaces. It also eases communication between the student and some departments in the School as well as course instructors.
4. Free internet is available in all campus facilities.

## Public Relations Department

The Public Relations department distributes the Student Guide to students and staff at the beginning of each semester. Copies are also made available in the admission and registration hall in the ground floor as well as in the library. The department also distributes the School's agenda, student ID and prepares brochures for the School's departments and offices to include all information that would be of interest to students. It is also in charge of announcing the School's activities inside campus in the means of communication and official channels. This is in addition to contributing to the organization of all the activities carried out by the School administration and the Students' Association, and the organization of exhibitions and student visits. The Public Relations department maintains a complete archive of photos taken during these events and activities.

[www.kilaw.edu.kw](http://www.kilaw.edu.kw)

 [kilaw-edu@](mailto:kilaw-edu@)

 [kilaw-edu](https://www.instagram.com/kilaw-edu)

## Services provided to special needs students

In recognition of the particular situation of people with special needs, the School seeks to support their academic needs to overcome their physical or mental challenges. It has provided a range of support services to achieve this goal, including:

1. Prepare the campus to be suitable for receiving this category (elevators, private toilets, external entrances for wheelchair access).
2. Prioritize registration for this category, and allocate a special employee to assist the student in registration if necessary.
3. Direct coordination with the Supreme Council for the Disabled as well as with the Child Evaluation Center to follow up the cases referred by them.
4. Follow up the academic achievement of students with learning difficulties and coordinate with their professors.
5. Assist students with physical disability (of the hand) in writing during exams in a special exam hall.
6. Provide students who suffer from a mental disability an additional period of time to answer the exam.
7. Allocate front seats in classrooms for students with hearing or visual disabilities.
8. Consider these cases when applying for the LLM program if they do not meet the requirements for full admission, provided that their GPA in the LLB degree is not less than 2.33 or equivalent in other systems.
9. Give them priority when receiving personal lockers in accessible locations.
10. Allocate parking lots for these students.