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

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Good Practice	Action to be taken	Target date	Action by	Success Indicators	Reported to	Progress
1. The active engagement of representatives of the Associated Universities which makes a significant contribution to the development of the institution. (ESG Standard 1.1)	The effective deployment of the cooperation agreement with the Associated Universities to develop continued periodic evaluation including the exchange of pedagogical experiences, techniques; career and professional development of faculty members, and holding workshops in research methods.	May 2018	President	- Implementation of the annual review by the AAB.	Board of Trustees	The annual review by the AAB is carried out on a timely basis and the last review was in December 2018
		December 2018 And shall continue annually	Curriculum Committee Associate Dean for Academic Affairs AAB	- Representatives of the Associated Universities are involved in the periodical review of curriculum.	Dean	During their regular visits to the School, the representatives of the Associated Universities participate in many evaluation processes
				- Development sessions and workshops are executed.		Representatives of Associated Universities participated in providing development sessions for faculty members during the period 2017-2018
		Annually	Associate Dean for Research Affairs	- Participation of faculty in international conferences		More than 50% of faculty members have participated in KILAW's conference and International conferences

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2. The strong emphasis on professional practice within and without the curriculum, which enhances the employability of KILAW graduates. (ESG Standard 1.2)	1. Developing practical training courses. 2. Expanding the range of training agencies available for students. 3. Linking theoretical courses to the practical aspect in partnership with state institutions. 4. Organizing seminars and professional training sessions, including visits from a range of legal professionals.	Sep. 2018	Academic Departments Competition & students Development Department	- All the practical training courses are improved, and the training agencies are expanded. - At least 4 theoretical courses are linked to practical aspects of study. - Eight seminars & professional training sessions are organized.	The Dean Associate Dean for Academic Affairs	The School is committed to a continuous process of improving and expanding the training agencies every semester Faculty members are keen to combine between the practical & the theoretical side of the curriculum through several means and diversify of teaching methods 15 training sessions & 7 seminars have been organized since Sep. 2017 to Nov. 2018
	5. Communicating with the recruitment agencies in the field of curriculum development, practical training and marketing of the School's graduates. 6. Annual round table discussion for assessment and follow-up with employers and training agencies.	Annually	Curriculum Committee & Academic committee	- One seminar or meeting is held with the employers.	The Dean	The seminar was held on time
	7. Establishing a Recruitment and Development Office.	Dec. 2018	President	- The new Office of Recruitment and development is established.	School Council	The social services office was assigned to perform this task temporarily under the supervision of the Dean of Registration and Admission

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3. The extent and nature of the support for study in English that facilitates the uptake of opportunities to undertake bilingual study. (ESG Standard 1.3)	**1.** Expanding the recruitment of bilingual faculty members for the legal courses taught in English, and English language department.	September 2018	HR & Associate Dean for Academic Affairs	- Additional bilingual faculty members are recruited for the legal courses taught in English.	Associate Dean for Academic Affairs	The number of bilingual faculty members have increased
	2. Enhancing the Study Group efficiency in enhancing the level of students in English language.	September 2018	Committee of Legal courses taught in English	- Students' participation in Study Groups leading to improvement in performance and standards in English language.	School Council	A report from the English Language department showed a significant improvement in students' performance: (writing, reading comprehension, and speaking)
	3. Reading from English language texts prescribed.	January 2019	Associate Dean for Academic Affairs	- The students' ability in reading and understanding English texts is improved.	Associate Dean for Academic Affairs	
	4. Applying a rigorous acceptance policy in the entry exam in both languages.	Annually	English Department & Admission Dep. The Registrar	- The roll out and acceptance across the school policy rigorous expectancy in the entry exam.	The President	The ELD created the listening component of the Entry Test. The implementation of the test was first carried out on 22/5/2019.

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4. The significant support provided by Academic Advisers to assist students in planning their program of study and monitoring their progress. (ESG Standard 1.4).	**1.** Ensure that all students are appointed to an Academic Advisor.	January & September 2018 And shall continue annually	Assistant Dean for Students Affairs Registration department IT Guidance and Orientation Department	- All students are appointed to an Academic advisor and a series of meetings are documented.	The Dean	All students are actually appointed to an academic advisor
				- The rate of academic warnings is decreasing.	School Council	A report from the Guidance and Orientation Office showed that academic warnings are decreasing.

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5. The diversity of faculty membership and the contribution this makes to the development of the curriculum significantly enhances the student learning experience. (ESG Standard 1.5)	**1.** Adhering to the principle of diversity in faculty as a tool to enhance learning experience. **2.** Increase the geographic range of recruitment advertising	September 2018 And shall continue annually	Associate Dean for Academic Affairs H.R department	- Faculty members from different legal schools of thoughts and from a range of jurisdictions will be recruited every year. - The recruitment has been advertised in a wide geographic range	The President	Faculty members from different legal schools of thoughts and from a range of jurisdictions have been recruited. The recruitment has been advertised in a wide geographic range
	3. Relying on diversity of faculty exposes the student to different legal school of thoughts as an instrument for creating a diverse society which is reflected in the diversity of faculty.	January 2019		Diversity in legal schools is achieved because of the diversity of faculty members	School Council	The School continues to achieve diversity in the legal schools of faculty members

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6. The significant range of support for continuous professional development of faculty. (ESG Standard 1.5)	**1.** Encouraging faculty members to participate in conferences or training sessions.	By the end of 2018	Associate Dean for Academic Affairs	- At least 65% of faculty members have attended a conference or training session.	The Dean	Most of the faculty members have attended academic conferences and training sessions
	2. Publishing in different jurisdiction	By the end of 2019	Associate Dean for Research Affairs	A number of research papers are published in different jurisdiction	Academic Departments	The academic year 2018-2019 was full of academic and research activities, there were about 29 scientific papers presented in a conference, 19 papers published in jurisdiction, 9 researches accepted for publication, authoring 5 new books, in addition to the preparation of 13 research papers
	3. Appointing a professional development coordinator and establish a register of activity.	September 2018	The president	- The coordinator is appointed, and the register is established.	School Council	Dr. Salah Al Najem has been appointed as a professional development coordinator.
	4. Arranging development sessions in the field of research methods and teaching methodology.	September 2019	The professional development coordinator	- 2 development programs & sessions are arranged.	The Dean	More than 16 training sessions are arranged since September 2017 till December 2018
				- Rate of students' satisfaction is increased.	School Council	Rates of students' satisfaction have increased

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7. The high level of engagement with, and support for, participation in external legal competitions, which makes a significant contribution to graduate career development. (ESG Standard 1.6)	**1.** Continuing participation in international competitions, and develop such participation and expand it.	Every year	Competitions and Students Development Department Associate Dean for Academic Affairs	- Participating in at least 6 national and international competitions.	Associate Dean for Academic Affairs	- School is continuing participating in local & international competitions - School is hosting some local and international competitions
8. The role of teaching assistants in providing additional support for student learning, which facilitates their academic progression. (ESG Standard 1.6)	**2.** Ensure that all students with low performance are committed to the Study Groups.	By the end of 2018	Registration department Faculty member TA's	- Every student with GPA less than 2.0 points is referred to the Study Groups.	Dean Associate Dean for Academic Affairs Academic departments	Most of the students with low performance attend the Study Groups
	3. Follow up the students with low performance	Periodically	Guidance & Orientation Office	- Passing rates are increased. - GPA warnings are decreased.	Assistant Dean for Students Affairs	- The passing rates have increased from 89.39% in 2017-2018, to 90.43% in 2018-2019 - A report from the Counseling and Orientation Office showed that the academic warnings are decreasing.
	4. Continue recruiting and developing TA's **5.** Organizing training sessions for TA's in Teaching Methodology.		HR	- vacancies of TA's are completed every semester	Associate Dean for Academic Affairs	Vacancies of TA's are completed
		every year	The professional development coordinator	- At least 70% of the TA's have attended a training session.	Associate Dean for Academic Affairs	80% of the TA's have attended training sessions in 2018

Recommendations	Action to be taken	Target date	Action by	Success indicators	Reported to	Progress
1. Develop further the current quality assurance policy to more clearly articulate how the various quality assurance processes integrate and relate to the committee structure. (ESG Standard 1.1)	**1.** Develop the current quality assurance policy to ensure that it relates to all processes resulting from the approved structures.	September 2018	Quality Assurance and Accreditation Office	- The policy is developed and subject to an ongoing review.	The President	This action is completed
	2. Review and revise a handbook detailing the committee structures and remits.	December 2018	HR	- Handbook updated		This action is completed
2. Develop generic criterion referencing for each gradation of the assessment grading system. (ESG Standard 1.3)	**1.** Applying the main four levels of categories in gradation with a generic requirement to meet different level of grades in each category which reflect the actual student level.	June 2019	Associate Dean for Academic Affairs	- Finalizing the action required in time. - The policy is clearly articulated in an online – printed document	The Dean	This action is completed in May 2018 and the student Guide is updated
	2. Laying down specific description for each grade.	December 2018		- A specific description for each grade has been developed.	Dean	The action required has been done

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3. Provide specific assessment criteria aligned to learning outcomes to accompany coursework assessment briefs. (ESG Standard 1.3).	1. Ensure that all the assessment criteria are aligned to all or part of as stipulated in the learning outcomes sheet.	December 2018	Associate Dean for Academic Affairs	- The assessment criteria are aligned to the learning outcomes.	Curriculum Committee	This action is completed
	2. Prepare a definition (description) for the skills measured by the exam questions.		Academic Departments	- The definition is prepared.	Examination Committee	.This action has been done since Jan 2018
4. Document more explicitly and in more detail, how programme monitoring and review is operationalized. (ESG Standard1.9)	1. Documenting all processes of programme review and monitoring.		Curriculum committee & Academic committee	- Every program review process is documented.	QAAO	The programme and course approval and review procedures have been reviewed and updated on August 2019