



كلية القانون الكويتية العالمية
KUWAIT INTERNATIONAL LAW SCHOOL

STUDENT GUIDE

Bachelor of Law

2021-2022

حاصلة على الاعتماد المؤسسي والأكاديمي من





STUDENT GUIDE⁽¹⁾

Bachelor of law programme

2021-2022

(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.

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KILAW

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ACADEMIC CALENDAR 2021-2022

Day	Date	Event
August 2021		
Wednesday	25	Online Registration for the First Term 2021-2022
September 2021		
Thursday	02	Last day for online registration for continuing Students for Fall Semester 2020-2021
Saturday	04	Add/Drop and Late registration for the Fall Semester 2021-2022
Sunday	05	
Sunday	05	Faculty members return day
Tuesday	07	First day of classes for the Fall Semester 2021-2022
December 2021		
Tuesday	14	Last day of classes for the Fall Semester 2021-2022
Tuesday	14	Study break for the Fall Semester final exams 2021-2022
Sunday	19	
Monday	20	Final exams for the Fall Semester 2021-2022
January 2022		
Sunday	23	Faculty members return day
Tuesday	25	First day of classes for the Spring Semester 2021-2022
May 2022		
Thursday	12	Last day of classes for the Spring Semester 2021-2022
Saturday	14	Study break for the Spring Semester final exams 2021-2022
Tuesday	16	

Day	Date	Event
Wednesday Tuesday	17 31	Final exams for the Spring Semester 2021-2022
June 2022		
Thursday Friday	02 03	Submission of Final Grade Appeal for the Spring Semester 2021-2022
Monday	06	Results for Final Grade Appeal for the Spring Semester 2021-2022
Saturday	11	Online Registration for the Summer Term 2021-2022
Tuesday	14	Faculty members return day and first day of classes for the Summer Semester 2021-2022
July 2022		
Friday	1	Faculty members' leave for those who do not teach in the summer course
Thursday	21	Last day of classes for the Summer Semester 2021-2022
Saturday Tuesday	23 26	Final exams for the Summer Semester 2021-2022
Wednesday Thursday	27 28	Results for Final Grade Appeal for the Summer Semester 2021-2022
Saturday	30	Beginning of Summer break
September 2022		
Thursday	1	Faculty members return day
Sunday	4	First day of classes for the Fall Semester 2022-2023

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.

Official holidays will be announced by the President's Office on time.

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. The School received its first cohort of 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 offers the following programmes:

1. Bachelor of Law - LLB
2. Master of Public Law - LLM
3. Master of Private Law - LLM
4. Master of Law and financial transactions
5. Diploma of law

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 with in the frame- work 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

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

Values

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

STUDENT LIFE

ADMISSION DEPARTMENT

The department receives applications by those wishing to study at the school in accordance with the rules and conditions that are announced, and it communicates with students to notify them of the dates of admission tests, personal interviews, and the results of their tests.

It also receives social assistance requests for all school students allocated by the Private Universities Council (PUC) in accordance with the conditions and dates specified. It also follows up on cases of internal scholarships students in relation to postpone their scholarship.

The Admission Department can be consulted in the following cases:

- To submit the admission application.
- To submit a transfer request to internal scholarships.
- To submit a request to postpone and withdraw from internal scholarships.
- To apply for social allowance.
- To apply for the equivalency of the academic certificate.

Contact data:

Department/Management	Extension	Email
Admission	160	Fouzia.a@kilaw.edu.kw
	187	f.alfilakawi@kilaw.edu.kw
	158	a.almanaei@kilaw.edu.kw
	344	d.wafa@kilaw.edu.kw

REGISTRATION DEPARTMENT

The department prepares the academic schedule, the academic calendar, and the schedule of final exams. It also organizes the registration process for students and follows up their academic progress. After announcing registration dates, the student registers electronically through the student portal and ensures that the registration process is completed. The student may refer to the registration department when needed.

The Registration Department can be consulted in the following cases:

- If assistance is needed in the registration process if any issue occurred.
- If the courses to be registered or re-registered do not appear on the student's portal.
- Responding to students' inquiries about courses that a student can register or postpone.
- Request a continuity certificate and/or a transcript.
- Submit a request for withdrawal and suspension of registration for students who are self funding.

Contact Data

Registration Department	157	jafar.t@kilaw.edu.kw
	478	d.aldahouk@kilaw.edu.kw

GRADUATES OFFICE

The office follows up the fourth-year students to ensure that they meet the graduation requirements, and directs them to meet these requirements through:

- Review and audit graduation requirements and ensure that they are met.
- Follow-up of students to ensure that the documents required for the issuance of graduation certificates are provided.
- Prepare lists of graduate students, issuing certificates, and addressing the Private Universities Council for approval.
- Handing over certificates certified by the Council of Private Universities to graduate students.

The Graduates Office can be consulted in the following cases:

- Issuance of graduation certificates.
- Submit a Disclaimer Certificate before receiving the graduation certificate.

Contact data:

Alumni Office	468	alia.alkandari@kilaw.edu.kw
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ALUMNI OFFICE

The office introduces to Alumni the specialized legal career opportunities available in the labor market and it conducts opinion polls for employers in the public and private sectors regarding their job needs, especially in legal departments, and it also collects a database of graduates' employers and their phone numbers in order to gain more communication. In addition to ensuring constant communication between the school and students after graduation.

The Alumni Office can be consulted in the following cases:

- To request certificates copies. This request is transferred to the Graduates Office.
- To receive the Graduate card to benefit from the companies' discounts.
- To apply in the training programmes held by the school.
- To borrow books from the school library.
- To submit proposals on organizing activities related to the development of their careers after graduation.
- To submit a CV to be kept for submission to the appointing authorities, for those who wish to do so.
- To inquiry and seek advice regarding the completion of studies in postgraduate programmes in the school or outside.

Contact data:

Alumni Office	188	m.alduolimi@kilaw.edu.kw
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THE LIBRARY

The Library represents the main sector in the field of academic support services to back up education and academic research in the school. Through the support and assistance, it provides academic education programmes at the level of all departments of the school and the study programmes that emerge from them, in addition to its role in supporting the efforts of academic research, and to meet the needs of research programmes in the various departments in the school.

The library building consists of the following sections:

- **Ground floor:** It includes two study rooms, two computer labs to assist in the electronic search of information linked to the Internet, and offices for library staff.
- **First floor:** It includes two study rooms in addition to computer labs to assist in the electronic search of information linked to the Internet, and offices for library staff.

The books are classified and indexed according to the Dewey Decimal System of Classification, in addition to arranging the existing periodicals in alphabetical and chronological order.

The library provides the following services:

- **Borrowing:** The borrowing service allows visitors to borrow books according to the following rules:
 - **Students:** are allowed to borrow a maximum of 5 books for one week for bachelor students, and a maximum of 10 books for two weeks for master students.
 - **Faculty members:** are allowed to borrow 10 books per month.
 - **Staff:** are allowed to borrow 5 books per week.
- **Reserved materials:** The library offers book reservation service at

the request of professors or because of the high demand for it, as it is forbidden to borrow such books.

- **Photocopying:** the library provides a photocopying service for books, academic periodicals, master's and doctoral theses. Student may photocopy 50 pages for free in the semester (100 pages for outstanding students. Extra pages will be charged 20 Kuwaiti fils per page). This service is also provided free of charge to faculty members (100 pages from the library's collections during the academic year). However, copying an entire book is prohibited in order to protect copyright.
- **Guidance:** This is a guiding service to raise awareness of the new academic services and materials in the library.
- **Workshops:** The library administration organizes workshops on Mondays and Wednesdays from 12:30pm until 2:00pm in the library to introduce the student to the method of accessing required academic material, with the cooperation of the course professor.
- **Electronic search:** To connect and search global databases and indexes of online libraries linked to the network:
 - Salah Al-Jassem computer systems.
 - Hein online
 - lexis Nexis
 - Max Planck Encyclopedia of International Law
 - West Law
- Moreover, the library index is available on the school website, it provides the possibility of searching information sources available in the library

Contact data:

Library	490	j.alfadhli@kilaw.edu.kw
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ACADEMIC ADVISING

The Guidance and Orientation Office provides guidance, direction and administrative services to students from the beginning of their admission at the school until their graduation, in order to help them meet graduation requirements in accordance with the school's bylaws and regulations.

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

- To receive the major sheet for the courses in which the student must register.
- To follow up on study plans for students with special needs.
- To provide medical excuses and absence forms, following up on decisions of cases of deprivation from courses, and inquiring about the decisions of its Student Affairs Committee.
- To ask about the academic warnings and how to avoid it.

Contact data:

Advising and Guidance	360	z.abdullah@kilaw.edu.kw
	211	Samar.a@kilaw.edu.kw
	477	r.alidrissi@kilaw.edu.kw

STUDENT DEVELOPMENT AND COMPETITIONS DEPARTMENT

It organizes Arab and international competitions and legal activities related to and not related to the curricula, in addition to a set of educational activities that contribute to raising the level of education for the students and qualify them to develop their skills through activities that are added in his CV after graduation.

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

- To ask about the privileges granted to the outstanding students.
- To ask about the activities offered by the department and registration procedures.
- To apply in Arab and international competitions.
- To apply for participating in activities (training courses, seminars, field trips, workshops...etc.)
- To receive certificates of participations in the activities provided by the Department.

Contact data:

Student Development and Competition Department	180-384-338	c.p.d@kilaw.edu.kw
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SOCIAL SERVICES OFFICE

The office follows up on students' social situations and provides appropriate support to help them overcome the difficulties they face. The office also follows up and directs students' behavior closely and helps them overcome any difficulties that may encounter their educational path. The office has a primary role in following up and taking care of students with special needs. Where the office is keen on the following:

- Ensure that the School Campus are prepared to be suitable for them (electrical elevators, Private toilets, external entrances for wheelchair access).
- To ensure that they are given priority in registration, allocate a special employee to assist them in registration, if necessary, allocate front seats in classrooms for students with hearing or visual disabilities, and allocate parking spaces for them.
- To coordinate with the Disabled Council, as well as with the Child Evaluation and Education Center, to follow up on cases referred by them.
- To follow up the academic achievement of students who have learning difficulties and coordinate with their teachers.
- To assist students with a physical disability (hand) in writing the exam in a special committee.
- To give students with intellectual disability an additional period to answer the exam.
- To give them priority in receiving personal lockers in easily accessible locations.

STUDENTS ACTIVITIES OFFICE

The Student Activities Office is responsible for organizing and supervising programmes for students to develop their abilities and skills by organizing academic, recreational, sports and social activities, which in turn contribute to refining their personalities in a balanced manner. As well as, encouraging them to engage and participate in various programmes and activities such as competitions, field trips, cultural and entertainment programmes Training courses, sports activities, hobby development programmes and others. The school bears all the expenses of these programmes and an annual budget is allocated to the Student Association to organize the various activities.

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

- When requesting approval to participate in an activity outside the school that leads to his absence from lectures, according to specific conditions.
- When submitting a proposal to organize an activity in the school in cooperation with the Student Association
- When submitting requests to participate in the Student Employment Programme. School students can participate in the Student Employment Programme according to the following conditions:
 1. Employment is limited to students registered in the school, and the student must be continuing his studies and have passed at least one semester.
 2. The student's general average should exceed 2.5 points.
 3. The working hours of the students are determined by this system to be six hours per week and two hours per day as a maximum, provided that the number of working hours during one month does not exceed 30 hours as a maximum.
 4. 4. Students are distributed to the school facilities whose work is commensurate with the students' abilities and to achieve the programme's objectives.

INFORMATION TECHNOLOGY DEPARTMENT

The Department of Information Technology provides the necessary electronic services for students to facilitate the education process and facilitate communication with the various departments in the school.

The information Technology Department can be consulted in the following cases:

- To change the password for the school's Office365 messaging and electronic collaboration system, which is used in the following systems:
 - Email (Outlook)
 - Virtual classes and live broadcasts of lectures on Microsoft Teams
 - Learning Management System (LMS)
- If the student is unable to enter his own section on the following systems:
 - LMS
 - Microsoft Teams
- If there was a technical issue at the time of the final or quarterly exams, and it was found that the defect was one of the computer systems used in the tests.

Information Systems - Technical Support Team: The technical support number for the systems through the WhatsApp application	97310176	Write the problem or inquire about the technical systems through the WhatsApp programme and send a copy of the School ID with the School number. (Communication is in writing only and not by voice, in order to ensure the speed of solving the problem)
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PUBLIC RELATIONS AND MARKETING DEPARTMENT

The department advertises the School's activities, on social media and the school's official channels, and contributes to organizing events, exhibitions and student visits inside the school. It maintains a complete archive of photos of events and activities.

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

- To ask about student employment programmes.
- To propose joint activities or events with the Student Association.
- To receive copies of the various school publications.

Contact data:

Public Relations Department	212	adelalenazi@kilaw.edu.kw
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MEDICAL SERVICES

The school provides medical services to its students, all employees and visitors in the clinic which is equipped with the latest medical equipment and medicines necessary for emergencies, and an ambulance is requested for cases that require it. In addition, the possibility of seeking medical assistance in classrooms, and medical care is available on a permanent basis during exams and various activities on campus.

The clinic is located on the ground floor of the library building, and you can contact it by dialing the extension number: 320

SCHOOL COUNCIL

- 1. President**
Prof. Mohammed Al Moqatei
- 2. Vice President**
Dr. Yousof Al Ali
- 3. Dean and Head of Criminal law Department**
Dr. Faisal Al Kandari
- 4. Associate Dean for Academic Affairs**
Prof. Yusri ElAssar
- 5. Chairman of Postgraduates Programmes**
Dr. Ahmad Al Faresi
- 6. Chairman of school of Governance and systems executive office**
Dr. Hamad AlHasawi
- 7. Assistant Dean for Student Affairs, acting dean of Admission and Registration and Head of Private Law Department**
Dr. Saleh Al Otaibi
- 8. Director of Paralegal Diploma Programme**
Dr. Moaath Al Mulla
- 9. Head of Public International Law Department**
Prof. Badriya Al Awadi
- 10. Head of Arabic Language Department**
Prof. Seham Al Foraih
- 11. Acting Head of The Islamic Law & Comparative Jurisprudence Department**
Prof. Eqbal Al Mutawa
- 12. Head of Public Law Department**
Dr. Ahmed Al Otaibi
- 13. Head of law & Science Department**
Dr. Jassim Bishara
- 14. Head of Legal English Courses Department**
Dr. Ardit Memeti
- 15. Head of IT Department**
Dr. Jamal Al Eid
- 16. Head of English Language Department**
Dr. Ziad Al Sharhan
- 17. Chief Information Technology Officer - CITO**
Mr. Mohammed Alhaj
- 18. Students Representative**

ACADEMIC ADVISORY BOARD

1. **Prof. Mohammad Al-Moqatei**
Chair of the Board – Kuwait International Law School – Kuwait
2. **Prof. Vincenzo Ferrari (Former Dean)**
Milan University, School of Law – Italy
3. **Dr. Mark Hoyle**
ArbDB Chambers - International Dispute Resolution Centre – UK
4. **Prof. Susan Karamanian**
Dean of Hamad Bin Khalifa University College of Law & Public Policy – UAE
5. **Prof. John Morison (Former Dean)**
Queens University, Law School at Belfast – UK
6. **Prof. Jassim AlShamsi (Former Dean)**
University of United Arab Emirates – UAE
7. **Prof. Catherine Mackenzie**
Dean of Degrees, Green Templeton College, Oxford University – UK
8. **Prof. Stephen Ferruolo – Dean**
University of San Diego School of Law – USA
9. **Prof. Roger Burridge**
Emeritus Professor – Warwick University – UK
10. **Prof. Sam Adelman**
Professor of Law – Warwick University – UK
11. **Prof. Yen Kong N Hodu** Manchester University – UK
Head of Manchester University Law School

FACULTY MEMBERS

Name	Title
Public Law	
Prof. Mohammad Al Moqatei	Professor
Prof. Yusri Al Essar	Professor
Prof. Omar Albourini	Professor
Dr. Ahmed Al Faresi	Associate Professor
Dr. Ahmed Al Otaibi	Associate Professor
Dr. Ali Al Dhafiri	Associate Professor
Dr. Ibrahim Hayati	Assistant Professor
Dr. Yahya Al Nemer	Assistant Professor
Dr. Mohammad Alfahed	Assistant Professor
Dr. Khaled Al Huwailah	Assistant Professor
Dr. Bilal Al Sandid	Assistant Professor
Dr. Saad Alenezi	Assistant Professor
Dr. Rahima musalar	Assistant Professor
Dr. Melfi Alrashidi	Assistant Professor
Dr. Abdulrahman ALhajri	Assistant Professor
Dr. Fahad Alenezi	Assistant Professor
Mr. Salah Alghazali	Lecturer
Mr. Fathi Alhamdi	Lecturer
Private Law	
Prof. Yasser Elserafy	Professor
Prof. Ibrahim Abu Alil	Professor
Dr. Mohamad Al Hihi	Assistant Professor
Dr. Saleh Al Otaibi	Associate Professor
Dr. Ahmed Abdel Aziz	Associate Professor
Dr. Khalid AIDweri	Associate Professor
Dr. May Hammoud	Associate Professor

Name	Title
Dr. Mahmoud Melhem	Assistant Professor
Dr. Mahmoud Moghrebi	Assistant Professor
Dr. Abdulwahab Al Romi	Assistant Professor
Dr. Yousef Al Herbish	Assistant Professor
Dr. Nour Al Abdulrazaq	Assistant Professor
Dr. Anadel Al Matar	Assistant Professor
Dr. Alyamamah Al Harbi	Assistant Professor
Dr. Yousef Al Ali	Assistant Professor
Dr. Bashayer Almukhaizeem	Assistant Professor
Dr. Nawaf Alyaseen	Assistant Professor
Dr. Ali Alraqum	Assistant Professor
Criminal Law	
Dr. Faisal Alkandari	Associate Professor
Dr. Bader Al Khulifah	Associate Professor
Dr. Muath Almulla	Associate Professor
Dr. Ghadeer Aseri	Assistant Professor
Dr. Hamad Alfahad	Assistant Professor
Dr. Fawaz Alkhateeb	Assistant Professor
Dr. Naser Almeqled	Assistant Professor
Dr. Ahmad Aljarallah	Assistant Professor
Dr. Ahmad Almashal	Assistant Professor
Dr. Khaled Alyaqout	Assistant Professor
Public International Law	
Dr. Ardit Memeti	Associate Professor
Dr. Farah Yassen	Associate Professor
Dr. Judith Spiegel	Assistant Professor
Dr. Fatima AlBader	Assistant Professor
Dr. Shareefah AlMuhanna	Assistant Professor

Name	Title
Economic and Public Finance	
Prof. Magdi Chehab	Professor
Dr. Ashraf Al Refaei	Associate Professor
Dr. Mahmoud Alshuweit	Associate Professor
Dr. Hamad Alhasawi	Assistant Professor
Dr. We'am Masri	Assistant Professor
Dr. Mohammad Alwazan	Assistant Professor
Commercial Law	
Dr. Nora Memeti	Associate Professor
Dr. Danah Alduaij	Assistant Professor
Dr. Talal Al Adwani	Assistant Professor
Dr. Lulwah Al Ben Ali	Assistant Professor
Dr. Tariq Alawneh	Assistant Professor
Dr. Yousef Almutairi	Assistant Professor
Dr. Asma Alfouzan	Assistant Professor
Dr. Sheikha Alhilali	Assistant Professor
Civil Procedure Law	
Dr. Yousef Al Sulaili	Assistant Professor
Dr. Abdullah Al Remh	Assistant Professor
Dr. Mohammed Alhudaib	Assistant Professor
Dr. Samah Khaman	Assistant Professor
Department of Comparative Jurisprudence and Islamic Studies	
Prof. Abdulhameed Al Ba'ali	Professor
Prof. Iqbal Al Mutawa	Professor
Dr. Adnan Al Mulla	Associate Professor
Dr. Khaled Al Mutairi	Associate Professor
Dr. Anfal Al Abdulhadi	Assistant Professor
Dr. Bader Al Dahoum	Assistant Professor
Dr. Mohamed Al Osaimi	Assistant Professor
Dr. Abdulrahman Alkharraz	Assistant Professor

Name	Title
Dr. Dawoud Bin Essa	Assistant Professor
Islamic civilization	
Dr. Jamal Al Zanki	Assistant Professor
Dr. Ateyah Al Weeshi	Assistant Professor
English Language	
Dr. Abbas Al Shemmari	Associate Professor
Dr. Zeyad AlSharhan	Assistant Professor
Mr. Ahmed Ali	Instructor
Ms. Sara Louzik	Instructor
Mr. Suleiman Alomari	Instructor
Ms. Sreela Prasad	Instructor
Mr. Abdul Sattar Khan	Instructor
Mr. Haia Alfassam	Instructor
Ms. Nidal Alhihi	Instructor
Ms. Nora Aloteibi	Instructor
Arabic Language	
Prof. Seham Al Foraih	Professor
Dr. Omar Al Amri	Associate Professor
Dr. Hayaa AlShammari	Assistant Professor
Dr. Abdullah Abdulrahman	Assistant Professor
Dr. Mutambayi Radjabu	Assistant Professor
Information Technology	
Dr. Jamal Al Eid	Assistant Professor
Dr. Salah Al Najem	Assistant Professor
Dr. Pierre AlMurr	Assistant Professor
Mrs. Sumaya Al Qenaei	Lecturer
Environmental Culture	
Dr. Jasem Al Beshara	Assistant Professor
Dr. Mohammad AlAjmi	Assistant Professor

TEACHNG ASSISTANTS

- 1 Ms. Zainab Ali
- 2 Ms. Athari Al-Adwani
- 3 Ms. Aisha Al-Qassar
- 4 Mr. Mohammed Al-Noubi
- 5 Ms. Dalal Al-Awajan
- 6 Ms. Noura Al-Farhan
- 7 Ms. Habiba Al-Behouri
- 8 Mr. Khaled Al-Saidi
- 9 Ms. Sherifa Al-Mutawa
- 10 Mr. Abdullah Al-Turkit
- 11 Ms. Dalia Dashti
- 12 Ms. Amina Al-Wahib
- 13 Mr. Issa Al-Muthen
- 14 Mr. Fahad Al-Amer
- 15 Mr. Ahmed Al-Ammar
- 16 Ms. Abrar Al-Qattan
- 17 Ms. Maha Al-Dulaimi
- 18 Ms. Samar Salah

STUDY SYSTEM & STUDENTS' AFFAIRS REGULATIONS⁽¹⁾- September 2021

- In accordance with the articles of Law 34 of Year 2000 regarding the establishment of Private Universities Council (PUC) and its executive regulations;
- In accordance with the Amiri Decree No. 144 of Year 2008 regarding the establishment of the Kuwait International Law School;
- These regulations have been issued, by the founding committee for the first time, then issued in June 2008, and was first approved by the Board of Trustees at its meeting No. 1 for the academic year 2010-2011 on January 21, 2011. It is amended and regularly approved the Board of Trustees.

First: Definitions and Concepts

(A) Course System

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

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

(2) Prerequisites or parallel.

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

B) Study Units:

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

C) Semester:

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

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

- The course system or units credit system is one of the modern educational systems adopted by most American and non-American educational institutions as this system enjoys the following merits:
- Utilizing the academic year to the utmost via dividing the year into two distinct semesters, with the possibility to utilize the summer semester
- Creating an interactive learning environment between the student and the teacher because it opens the door for discussion and presentations to build the critical thinking philosophy by enhancing

critical thinking in tackling legal issues and judicial rulings, as well as preparing research papers, different tasks, and assignments with maintaining a small class size as possible.

- Adopting the idea of continuous students' evaluation that is governed by a reasonable period of time (one semester) in order to verify the academic achievement of the students without overloading the students and the teacher alike over one year. Such division of the year allows a better evaluation of the students and avoids miscommunications and maintaining the quality of education and achievement results.
- Linking between the theoretical and practical teaching methods. Dividing the year into two distinct semesters helps distribute the teacher's efforts on the one hand, and student's achievement effort on the other hand. Based on this division whether in one semester or alternative semesters, as two successive courses are divided into theoretical and practical courses, something which cannot be achieved if there is only one semester.
- For previous reasons, (semesters) is adopted by KILAW.

Second: The Bylaws Articles:

Study Duration and General courses Description:

- **Article One:**

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

- **Article Two**

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

- **Article Three:**

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

The school council can intensify some courses and for a shorter period, and can, upon the circumstances, assess students in the final exam of the intensify course as “Pass” “P” or “fail” “F”⁽¹⁾.

- **Article Four:**

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

Bachelor of Law

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

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

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

Master of Law

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

Diploma in Law

The duration of the diploma in law is two years (four semesters). The number of the theoretical and training courses is 60 units, including one-month practical training, each worth 6 units per year, raising the total number of the units required to graduate to 72 units.

- **Article Five:**

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

- **Article Five (Bis):**

The School Council may transfer the academically struggling students in the LLB programme to the Paralegal Diploma programme according to the following conditions:

- Approval of the School Council after the approval of the Academic Affairs Committee.
- The number of academic credits to be equated does not exceed 60 credits after the approval of the Equivalency Committee.

- The student's grade in the courses to be equated should not be less than a grade of C.
- The Academic Affairs Committee may approve the low-performing students who are transferred to the Paralegal diploma programme to take practical training during one semester for a period of two months in two fields if this is for the purpose of graduation in the semester during which he/she is transferred.

- **Article Six:**

The study language is Arabic. In addition to English language in which students should complete 6 law courses in the English Language during the four-year study distributed on the years of study. Based on the decisions of the Board of Trustees, the number of the courses delivered in English can be extended to more than 6 courses. The School Council's decision governs how to distribute the courses. Regarding the study language in the LLM programme, the study language is in both Arabic and English. The Board of Trustees determines the number of courses delivered in each language before the commencement of the programme.

Admission Requirements and Registration Procedures

- **Article Seven:**

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

- **Article Eight:**

Secondary school certificates - whether from private or public schools, or Arabic or English schools - from Kuwait, GCC, and other Arab countries are acceptable provided they are accredited by the

Ministry of Higher Education and Ministry of Education in the State of Kuwait according to each case.

- **Article Nine:**

1. The applicant must have a high school diploma or its equivalent (recognized by the Ministry of Education and Higher Education) with a percentage not less than:
 - 70% for applicants to study a Bachelor of Law, for the scientific and literary departments.
 - The announced rate for transfers for each degree separately.
 - 2.5 points for students with British system or American system certificates.
 - A law diploma with a minimum average of 2.00 points.
2. Successfully pass the personal interview.
3. Pass the entry test in English and in Arabic according to the grades determined by the Board of Trustees. These tests are taken into account in determining the level. In all cases, the student is obligated to pass two English language courses (6 credits).
4. The student who has obtained a score of 500 in the TOEFL test, and/or a score of 5.5 in the IELTS test and/or has obtained an excellent score in the Arabic language in the secondary certificate shall be taken into consideration for admission. The student is not exempted from the entry test provided by the School, whatever the result in these tests.
5. Selection among the applicants is on the basis of competition according to the capacity for each academic degree separately.
6. The capacity that is determined annually by the Board of Trustees in light of the School's capability and spatial capacity on the one hand, and the needs and requirements of academic degrees granted by the School on the other hand.

7. Accepting applications for the scholarships is according to the number and conditions determined by the Private Universities Council, at the request of the School.

- **Article Ten:**

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

- **Article Eleven:**

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

- **Article Twelve:**

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

- **Article Thirteen:**

The following documents shall be attached to the application form:

1. The original high school diploma or its equivalent.
2. The American System Certificate and the British System Certificate, which are accredited by private education.

3. A copy of the student's civil ID (the original for verification).
 4. A passport copy.
 5. 4 recent color photos.
 6. A copy of the security card (the original for verification) for children of Kuwaiti women.
 7. A copy of the mother's civil ID and a copy of the birth certificate for children of Kuwaiti women.
 8. A recent-date disability proof certificate for people with special needs.
 9. The student must submit evidence TOEFL or IELTS test and the result obtained in it for consideration, and they are not considered a substitute for the entry test specified by the School.
 10. A To Whom It May Concern Certificate for employees' students to specify its educational system (morning/evening).
 11. Certificate of approval of the employer for the employee's advanced enrollment in study.
 12. Pay the application fee.
 13. Provide a disclosure of his previous educational status or his previous or current work.
 14. Any other documents required by the School (a statement of the period of time spent after high school).
- **Article Fourteen:**

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

- **Article Fifteen:**

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

- **Article Sixteen:**

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

- **Article Seventeen:**

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

Conditions Transferred Students Should Meet

- **Article Eighteen:**

Holders of the bachelor's degree 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 to be equated for law courses is C and C+ for general knowledge courses.
4. Equivalent courses that are accepted from other universities can either be taken alone or combined with other courses. The minimum average grade for the equivalent courses at least a (C) for law courses, and (C+) for those of general knowledge courses.
5. No equivalent to any legal courses in the second semester of the second year (fourth semester) or above.
6. The maximum number of credits to be taken for equivalencies is 45 units.
7. The school equivalence committee shall decide on the equated courses.
8. Students who do not fulfill the transfer requirements may be accepted according to their secondary school certificate provided that the (GPA) is not less than 70%, or 2 points. The equivalence committee considers what can be equalized according to the School's equivalency regulations.

- **Article Nineteen:**

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

1. The student GPA should not be less than (C or 70% good) or 2 points in the four-point scale.

2. The student should meet the minimum credits required which shall not be less than 12 credits.
 3. The minimum grade to be equated for law courses is C and C+ for general knowledge courses.
 4. Equivalent courses that are accepted from other universities can either be taken alone or combined with other courses. The minimum average grade for the equivalent courses at least a (C) for law courses, and (C+) for those of general knowledge courses.
 5. No equivalent to any legal courses in the second semester of the second year (fourth semester) or above.
 6. The maximum number of credits to be taken for equivalencies is 45 units.
 7. The school equivalence committee shall decide on the equated courses.
 8. Students who do not fulfill the transfer requirements may be accepted according to their secondary school certificate provided that the (GPA) is not less than 70%, or 2 points. The equivalence committee considers what can be equalized according to the School's equivalency regulations.
- **Article Twenty:**
Bachelor's or Diploma holders for two years in non-legal specialty
 1. The student GPA should not be less than (C+ or 75%) or 2.33 points in the four-point scale.
 2. The student should meet the minimum credits required which shall not be less than 12 credits.
 3. The grade of equated courses should be C+ as it is non-law courses.
 4. Equivalent courses that are accepted from other universities

- can either be taken alone or combined with other courses. The minimum average grade for the equivalent courses no less than (C+).
5. No equivalent to any legal courses in the second semester of the second year (fourth semester) or above.
 6. The maximum number of credits to be taken for equivalencies is 45 units.
 7. The school equivalence committee shall decide on the equated courses.
 8. Students who do not fulfill the transfer requirements may be accepted according to their secondary school certificate provided that the (GPA) is not less than 70%, or 2 points. The equivalence committee considers what can be equalized according to the School's equivalency regulations.
- **Article Twenty one**
Transfer Students from Other Schools or Universities:
 1. The student GPA should not be less than (C+ or 75%) or 2.33 points in the four-point scale.
 2. The number of credits completed by the student who wishes to transfer from another school or university should not be less than (30) credits or a full academic year. Students who completed 24 credits may be registered as non-degree students until they complete (30 credits).
 3. The minimum grade to be equated for law courses is C and C+ for general knowledge courses.
 4. Equivalent courses that are accepted from other universities can either be taken alone or combined with other courses. The minimum average grade for the equivalent courses at least a (C) for law courses, and (C+) for those of general knowledge courses.

5. The student should meet the minimum credits required which shall not be less than 12 credits.
6. The maximum number of credits to be taken for equivalencies is 45 units.
7. The school equivalence committee shall decide on the equated courses.
8. No equivalent to any legal courses in the second semester of the second year (fourth semester) or above.
9. Students who do not fulfill the transfer requirements may be accepted according to their secondary school certificate provided that the (GPA) is not less than 70%, or 2 points. The equivalence committee considers what can be equalized according to the School's equivalency regulations.

Social Allowance:

- **Article Twenty-Two:**

Unemployed students can apply for a social allowance offered by the PUC. This can be applied to both LLB and LLM students.

Scholarships:

- **Article Twenty-Three:**

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

- **Article Twenty-Four:**

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

- **Article Twenty-Five:**

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

Student's Academic Year

- **Article Twenty-Six:**

The academic year is decided as follows:

- Students who did not complete 31 credits are considered in the first academic class.
- Students who complete from 31 to 61 credits are considered in the second academic class.
- Students who complete from 62 to 91 credits are considered in the third academic class.
- Students who complete over 92 credits are in the fourth academic class.

- **Article Twenty-Seven:**

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

Student's Load

- **Article Twenty-Eight:**

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

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

- **Article Twenty-Nine:**

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

Based on the approval of the Academic Affairs Committee and the Student Affairs Committee, a third-year student who has a general average of no less than 3.33 and a total of not less than 83 units of units may be allowed to register one of the fourth year courses.

- **Article Thirty:**

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

- **Article Thirty-One:**

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

- **Article Thirty-Two:**

Students who cannot register in the minimum number of courses because of their study circumstances, will be individually referred

to the Academic Affairs Committee and Student Affairs Committee. Then, either the Dean or the Board of Trustees will take the appropriate decision.

- **Article Thirty-Three:**

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

- **Article Thirty-Four:**

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

- **Article Thirty-Five:**

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

Requirements of Awarding the Degree

- **Article Thirty Six**

The number of credits required for graduation and obtain the Bachelor of Law degree is 124 credits, distributed according to the study plan and completion of the academic year requirements. To be awarded a degree in law, students should fulfill the following

requirements:

1. The student should complete all courses, the compulsory and optional, theoretical and practical, and practical training according to the major sheet for each programme.
2. The student should pass all theoretical and practical exams as well as the activities per course for every course with a grade not less than 60%.
3. The student's GPA should not be less than 70%.
4. The student should not be absent without proper excuse for more than the specified period mentioned in the Students Affairs' Regulations.
5. The full payment of all tuition fees.
6. The non-dismissal of the student due to receiving a third GPA warning.

Absence Policy

- **Article Thirty Seven**

The student must attend all lectures and practical training. The provisions of absence apply to every mandatory attendance determined by the School system for attendance.

- **Article Thirty-Eight:**

- 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. The student is obliged to know the hours of his absence through the mentioned methods.

- **Article Thirty-Nine:**

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

School Dropout, Suspension Enrollment and Withdrawal

- **Article Forty:**

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

- **Article Forty-One:**

A student may suspend his/her enrolment in any semester after the School's approval, as long as it does not exceed two semesters for Bachelor students and Diploma 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), to decide his suspension for a third and last semester. In case the student does not register in any course during a semester his/ her enrolment will be automatically suspended and it will be calculated within the mentioned period.

The following should be considered to suspend enrolment:

1. To submit “Suspend Enrolment” request following the course that he/she was accepted in.
 2. A Scholarship student 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 suspension period will not be calculated within the study duration.
 5. The request to suspense enrolment shall be submitted before the beginning of the semester that he/she wishes to suspense 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.
 7. The Students’ Affairs Committee decides on approving/ disapproving the suspension enrolment requests.
 8. With regards to suspension of enrolment for scholarship students, the request will be sent to the PUC for approval, after obtaining the School’s approval, along with required 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.
- **Article Forty-One (Bis 1)**
 - 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 student 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 "Listening" 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 is under the "Listening" system and not as a regular student at the School.

- **Article Forty-One (Bis 2)**

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, according to the non-degree admission system, after the approval of the Academic Affairs Committee, with the exception of the limitation contained in the Study System And Students' Affairs Bylaws in relation to not counting the courses that the student previously studied at the School. The following conditions apply to the student's re-enrollment:

- Equated courses, semesters or suspension periods shall be deducted from the maximum period of studying at the School.
- 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).
- If the student withdraws from the School a second time, re-enrollment shall not be permissible under any circumstances.

- **Article Forty-Two**

Based on a petition and the approval of the School, students can postpone their registration for one semester if they have not register in the semester in which he was accepted for a period not exceeding one semester.

- **Article Forty-Three**

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

- **Article Forty-Four**

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

- **Article Forty-Five**

Under exceptional circumstances, students can withdraw from an entire semester after obtaining the approval of the School on his financial status regarding the tuition fee and subject to the following financial regulations:

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

- **Article Forty-Six**

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

- **Article Forty-Seven**

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

- **Article Forty-Eight**

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

- **Article Forty-Nine**

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

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

Examinations & Assessments

- **Article Fifty**

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

- **Article Fifty-One**

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

- 40% - 50% class work.
- 50% - 60% final written exam.

- **Article Fifty-Two**

The Pass grade for courses in the LLB programme is 60 percent.

- **Article Fifty-Three**

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.

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

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	3 Points	84% to 86%	Very Good	
B-	2.67 Points	80% to 83%	Very Good (Low)	(B) grades represent the student's good performance and demonstrate a basic achievement and reasonable ability of critical thinking and understanding.
C+	2.33 Points	75% to 79%	Good (High)	
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*	Is given of failing due to cheating in final exam			
FA	Fail for absence			
FAE	Fail for cheating			
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			

3. 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 programme at the time of enrolment. No marks will be awarded to the student in case of non-compliance with the registration requirements in these programmes. There might be some exceptions for some cases if submitted to School administration to study and take further action in this regard.
4. The GPA of a graduate student of at least 3.95 shall be rounded to 4.

- **Article Fifty-Four**

Students' GPA is calculated as follows:

First: (A) is divided into two categories:

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

Second: (B) is divided into three categories:

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

Third: (C) is divided into three categories:

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

Fourth: (D) is divided into two categories:

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

Fifth: (F) is equivalent to Zero point

Sixth: (P) or (Pass), and (NP) Not Pass might be granted for some courses. In this case they will not be counted in the GPA based on the regulations of the Academic Affairs Committee.

A temporary (NA) can be granted until the student passes the course based on the decision of the Academic Affairs Committee.

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

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

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

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

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

- **Article Fifty-Five**

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

- **Article Fifty-Six**

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

The Committee may, upon its discretionary power, and upon objective reasons relating to the student's study standing, allow him to take the make-up exam for students with GPA warning upon their request and with the Committee's approval. The Committee may in other cases and upon its consideration of the excuse provided by the student, grant him the opportunity to take the make-up exam, knowing that in these excuses the student is not eligible for a grade higher than (C+) regardless of his/her actual grade. The condition to accept this kind of excuse is that the student should submit a petition, and a declaration not to miss a final exam again.

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

- **Article Fifty-Seven**

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

- **Article Fifty-Eight**

Based on a decision by the Dean, a permanent Exam Committee is formed at the end of every semester. The responsibilities of this Committee are to supervise final exams, posting grades, and considering petitions.

- **Article Fifty-Nine**

Based on the decision of the School President, an External Examiners Committee is formed to evaluate the exams and students' answers to compare them with the results. Then, the Committee writes a detailed report about the exams process and present its recommendations to the Dean. The Committee consists of External Examiners from fellow universities by visiting the school during final examinations. The External Examiner committee is responsible for monitoring the results and making sure they are well-balanced and fair, upon the recognized standards.

- **Article Sixty**

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

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

• Article Sixty-One

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

Categories of Excellence and Graduation GPAs:

• Article Sixty-Two

1. The categories of outstanding students are as follows:

Category	GPA
Outstanding with Honors (Superior)	4-3.75
Outstanding with Honors	3.74-3.50
Excellent	3.49-3.25

2. Outstanding students are honored at the end of each academic year, provided that the total number of the passed credits in the first and second semesters are not less than 30 credits, the GPA for the two semesters (on an annual basis) is calculated in determining the category.
3. A student who postpones a course for examination at a later period in any of the two semesters, his name will not be placed on the list of outstanding students in the academic year that has been postponed the course.
4. On an annual basis, at the end of each academic year, the School issues a list of Honored students with an overall GPA of no less than 3.50.
5. A student who finishes his studies at the School within the normal period of graduation and obtain a GPA equal to or greater than the

GPA mentioned in table, is granted the category corresponding to his GPA.

6. The School Council considers any serious and/or exceptional cases related to outstanding students.
7. The School's President issues a decision regarding the benefits that the outstanding student obtains to encourage them.
8. The benefits of outstanding students are determined at the beginning of each academic year, according to the School's management decision.

- **Article Sixty-Three**

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

- **Article Sixty Four**

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

- **Article Sixty-Five**

It is permitted in some exceptional cases that the School administration refers the warned students to the Student Affairs Committee to study the situation and recommend either dismissal or granting the students one last chance for one semester to remove

the warning. It is not allowed to remodel the case against a student who has been granted a last chance before the committee if the students do not remove the warning.

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

Follow up the graduation plan:

- **Article Sixty-Six**

Students are advised to follow the study plan set by the academic consultant and guidance office, but the graduation plan ultimately remains the responsibility of the student.

Students should submit a graduation application before the beginning of the last semester. The application should be submitted to the Alumni Office to verify that the students are eligible for graduation.

Guidance Rules for Enrolled Students

- **Article Sixty-Seven**

KILAW students should adhere to the following rules:

1. Respect School regulations and abide by attendance rules for all theoretical courses and practical training.
2. Abide by the School's rules, regulations and the decisions of the school administration regarding students' and academic affairs.
3. Abide to the School's security and safety regulations.
4. Adhere to proper appearance and show respect to the traditions, morals, religious and social values.
5. Show respect and polite conduct in relation with faculty members and the administration staff.

6. Abide by the dress code set by the school administration that complies with traditions.
7. Smoking is strictly prohibited inside the campus or classrooms.
8. Possession of weapons and illegal substances is strictly prohibited.
9. Pets and wild animals are not allowed in the School.

Penalties for violations:

- **Article Sixty-Eight**

1. Upon the school administration's prudent authority, students who violate the rules may be subject to one of the following actions, provided an investigation has taken place:
 - a- Warning.
 - b- Study suspension for two weeks maximum.
 - c- Temporary suspension of enrollment for one semester.
 - d- Dismissal from the School.
2. If any student is caught cheating in any exam or attempting to do so, the school, after investigating the matter, may penalize the student by imposing one of the following penalties:
 - a- Granting an (F) in all the courses registered in the semester.
 - b- Granting an (F) in the course in which the student is being caught cheating instead of applying item (A) if there are reasonable justifications.
 - c- Dismissal from School
3. Shall any student repeat the above violation in any other exam, the school may dismiss the student following an investigation that proves the student guilty
4. The 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.

5. Students who violate exam regulations will be subject to one of the penalties stipulated in the first item of this article. The penalty may be final dismissal from the School according to the nature of the violation. 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.
7. Disciplinary penalties imposed on the student shall be removed by the expiration of the following period without committing any disciplinary punishment:
 - one months in the case of warning
 - one semester in the case of suspension from studies for a period not exceeding two weeks.
 - One semester or three months (whichever is farther) in the case of failure in the course for cheating.
- The removal of the penalty does not apply to running for the elections for the Administrative Board of the Student Association.
- Penalties are removed by default if half of the penalty term has passed from the date of graduation.
- The removal of the penalty shall be by a decision of the issuing authority, and it shall be considered as if it was never imposed on the student.

Concluding Regulations

- **Article Sixty-Nine**

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

- **Article Seventy**

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

- **Article Seventy-One**

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

- **Article Seventy-Two**

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

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).
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.
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

1. 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.
2. The PUC allows the transfer to an internal scholarship 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.

3. 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.

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, regulations and deadlines and after submitting the necessary form provided by the School's Deanship of Admission and Registration 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.
- At the beginning of the exam period, the committee supervises the examination process, starting from receiving exam questions from

the faculty members before the exam period, and following up and reviewing the examiners committee, maintaining the confidentiality of exams, then printing, photographing and distributing exams on the exam day along with answer booklets. Proctors then place the barcode for each student in the allocated place on the answer booklet's cover and another one inside the booklet.

- 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 exam papers, they enter the exam grades to the system through a barcode scanner. The computer adds the exam grade to the course work grade without revealing the student's name. Faculty members then return exam 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 (attendance, participation, 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.

Second- Second Marker in Final Exams

- 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 being 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.
 - 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.
 - The results of the first and second marking shall be presented together with a summary thereof to the External Examiners’ Committee for their opinion.

- 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.
- Due to the application of the second marker system, the number of petitions submitted by students on final exam grades is limited. They shall be canceled after developing the second marker system to ensure the accuracy of the correction and the fairness of grades.

Third- Students-related Final Exams Regulations

- Students should be in their exam wholes 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 after students have left the exam hall, even if before half the exam period. 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 should be 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 violation of the exam system subjecting the student to the penalty of a cheating violation.

- 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 internal 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.

BYLAW OF THE DISTANCE LEARNING SYSTEM IN KUWAIT INTERNATIONAL LAW SCHOOL

- Based on the Ministers' Council decision no. 62 of the year 2020 issued on April 6, 2020 regarding the adoption of a distance learning system in private education institutions in the State of Kuwait;
- Based on decision no. 18 of the Private Universities Council of the year 2020 issued on April 6, 2020 regarding the distance learning system and its regulations for private education institutions in the State of Kuwait;
- Based on the School Council decision no. 5 for the academic year 2019-2020, held on June 3, 2020;
- Based on the approval of the Board of Trustees on its meeting no 1 of the academic year 2020-2021 held on 1st September 2020.
- In order to achieve the standards of quality assurance and academic accreditation followed by Kuwait International Law School;
- Given that distance education has become a self-imposed reality, and the necessity to adapt and keep pace with this reality by completing the policies and procedures that regulate it and ensure its proper implementation;

This bylaw and its provisions have been approved to include the necessary procedures and necessary amendments to the academic regulations in the LLB and the LLM programs, given that the distance education system is permanent and complementary to traditional education system, and not as an independent system.

First: Definitions

- Distance learning system: It is an integrated educational system that includes holding lectures, carrying out assignments required of students, and holding midterm and final exams virtually, using internationally approved software platforms, and it is provided by

the School as a supplement and complement to the traditional education system on an ongoing basis and within the limits of credits and the time range of this system. It is a system that was developed to regulate distance learning, which is complementary to the traditional education system. It is implemented by applying all methods of e-learning and distance learning, including virtual classes.

- Blended learning is the learning that merges the characteristics of both traditional classroom instruction and distance learning in an integrated model.

Second: Regulations

Chapter 1: Technologies used, infrastructure and technical support

- **Article 1:**

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

- **Article 2:**

The MOODLE Learning Management System developed by the School or adopted by it is approved as a supplementary or separate

system for managing the distance learning process, e-learning and asynchronous learning, whether for exams, assignments and research, and recording registered students' activities and others.

- **Article 3:**

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

- **Article 4:**

The IT department is the authority responsible for designing an interactive Dashboard for remote educational activity to ensure monitoring and evaluating participation rates in various educational activities.

- **Article 5:**

The Admission and Registration departments are responsible for planning and implementing guidance and training programs with the assistance of the IT department. The IT department provides support to users of distance learning systems and applications.

Chapter 2: Curricula, teaching methods and academic support

- **Article 6:**

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

- **Article 7:**

The Associate Dean for Academic Affairs is responsible for monitoring the extent of adherence to the curriculum and has the right to adapt its content, with the assistance of the Academic Affairs Committee, according to the specified hours and the extent of achieving the learning outcomes.

- **Article 8:**

The academic department / or the course leader together with the course professor are responsible for achieving the learning outcomes with a commitment to developing methods of critical thinking and giving students more responsibility and independence in searching for information.

- **Article 9:**

The course professor should use, as much as possible, the features provided by software platforms such as Microsoft Teams to diversify teaching methods and not rely on the method of presentation only, urging students to participate, enrich discussions, and allocate specific office hours for students.

- **Article 10:**

Teaching assistants organize study groups, follow up and evaluate students' participation in them.

- **Article 11:**

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

- **Article 12:**

Faculty members must adhere to the lectures' dates according to the academic schedule approved by the School administration and not change them in coordination with the students.

Chapter Three: Assessment and Examinations

- **Article 13:**

The Examination Committee shall organize and supervise the conduct of exams in accordance with the rules and procedures in force, taking into account the nature of the virtual exams and their requirements.

- **Article 14:**

The final grades for courses taught through the distance learning system and have a final exam are divided as follows:

• Coursework	40
• Final exam	60
• Total	100

- **Article 15:**

Grades of courses that do not have a final exam are divided in coordination between the head of the department / course leader and the course instructors according to the nature of each course and in accordance with the regulations set by the School administration. As for practical courses, their regulations are similar to those followed by the School in line with the distance learning system.

- **Article 16:**

The duration of the exams is determined according to the following:

- The duration of the midterm exam is the full length of the lecture.
- Duration of final exams:
 - Arabic and English courses in the LLB program: 2 hours
 - LLM courses: 3 hours

- **Article 17:**

The final exam schedule is divided in proportion to the IT infrastructure on which the Distance Learning System, Learning Management System (LMS), or both are running.

- **Article 18:**

Final exams are designed to suit the nature of distance learning, provided that these questions cover all parts of the curriculum. Course Leaders undertake the task of coordinating with course instructors who teach the same course in this regard, and ensure that learning outcomes and critical thinking skills are achieved.

- **Article 19:**

Each instructor must conduct at least one pilot test before the midterm exam. The Higher Examinations Committee sets the rules for the current final exams system.

- **Article 20:**

A data bank shall be created to include any information related to distance learning, including midterm exam questions or final exam questions. It shall be used to develop actual exams, taking into account that they are updated periodically.

- **Article 21:**

The distance learning course exams are subject to electronic marking in part or in full. It is permissible for the course instructors to mark some or all of the course questions for the courses they teach, taking into account the application of the marking audit system through the second marker system and external examiners.

- **Article 22:**

Leniency mark (2 marks) are awarded to eligible cases, at the discretion of the Higher Examinations Committee.

- **Article 23:**

The student can contact the course instructor personally or through e-messaging system regarding coursework marks before being entered in the grades system. Course instructors may make the necessary adjustments if necessary, and the response to the student's inquiry should be documented.

- **Article 24:**

It is permissible to consider whoever is caught cheating or attempting to cheat to have failed the course in which they have committed this violation in accordance with the nature of the distance learning system and the its regulations.

- **Article 25:**

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

- **Article 26:**

A student who is proven to have cheated or attempted to cheat in the exam shall be subject to the followed policies and penalties of the examination system and published in the academic guide.

- **Article 27:**

E-learning and the distance learning systems may be provided with a maximum of 45 credits per student or the equivalent of three full semesters, whichever is greater. It may be presented as a supplement to traditional learning system for one or more semesters, or it may be used to present individual courses during regular semesters, provided that this is announced in advance, and a decision is issued by the School or University Council with this proposal and its justifications, if any.

Chapter 4: Public Appearance, Integrity and Transparency

- **Article 28:**

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

- **Article 29:**

Users of educational platforms are obligated to respect intellectual property in the literature and educational materials used and not to infringe on the rights of others when preparing assignments such as reports, research, etc.

- **Article 30:**

Users of educational platforms are obligated to respect intellectual property in the literature and educational materials used and not to infringe on the rights of others when preparing assignments such as reports, research, etc. The School's deanship is responsible for making course content available in paper or online.

- **Article 31:**

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

- **Article 32:**

School's rules and regulations shall be applied in respect of which there is no special provision in this system, and it is taken into consideration that the application of any provision in these bylaws and regulations is in line with the nature of e-learning and distance education in all aspects, especially technical, administrative and academic. The School's President and the School Council shall have

the authority to interpret or add any text required by the nature of the e-learning and distance learning system, provided that it is presented to the authorized authority in the School at the first subsequent meeting.

Chapter 5: The rules governing distance learning in the LLM program

First: It is permissible, based on a decision of the School Council, to study remotely in the LLM program. The School Council determines the duration of the distance learning semester, taking into account the period stipulated in the School's academic system regulations and the number of hours specified for each course. Student admission and registration procedures may be completed electronically.

Second: The School provides students who study remotely with the academic material for each course taught according to this system, and provides them with access to it online.

Third: Students are evaluated in terms of coursework according to the mark division followed in a regular semester (50 marks) distributed as follows:

- Regularity in attending lectures and active participation.
- The course instructor may give students assignments that shall be submitted within the framework of the distance learning platform approved by the School.
- Students shall be assigned to prepare a research that links between the course's topics and new developments.
- Students shall be given a specific question which should be answered within a specific period of time according to what the course instructor deems appropriate. This may be done according to the open book method, whereby students are required to express their opinion on a specific issue based on the information learned during the course.

- Preparing objective response questions (multiple choice questions) to be answered within a specific period of time and allocated according to what the course instructor deems appropriate.
- The midterm exam shall be conducted virtually the program approved by the School, taking into account conducting a pilot test to introduce students to the program and its features. Students' identities should be verified, exam dates of various courses shall be coordinated and students shall be allowed to answer in writing.

Fourth: Course instructors teaching the same course shall submit exam samples to the School's Dean at the end of the semester, in order to prepare an exam archive for various courses.

Instructors participate in developing the final exam which is allocated 50 marks. The following rules are taken into consideration:

- The final exam is divided into three parts: a part consisting of reflective essay questions, or includes a comparison between some of the course topics, or requires explanation of some problems. A second part includes multiple choice questions. A third part includes True or False questions. Any part of the exam may be replaced with an Open Book question to be answered within a specific period of time.
- Course instructors agree on the method of distributing the questions, the time specified for each part of the exam, and the model answer for each question, within the limits of the total duration of the exam which is three hours. Course instructors shall enter the exam in the approved program, according to the date specified for each course as indicated in the final exams schedule.
- The method used to set the final exam is tested through the approved program, so that all students are fully aware of the process. The Higher Examinations Committee sets the rules for the current final examination system.

- For students who have conflict exams, the School will determine the exam to be completed during the conflict exam period and the exam to be completed on the date specified in the exams schedule. The student must abide by these dates.
- The School's Examinations Committee supervises the electronic final exams according to the procedures that are commensurate with the nature of these exams. 2 leniency marks are allocated per course.
- The Postgraduate Bylaw and other School bylaws and regulations apply to the distance learning system. Procedures that are appropriate with this system, such as procedures for investigating violations committed during its implementation shall be conducted virtually.

Fifth: It is permissible to hold Master theses oral examination virtually.

Bylaws of the Kuwait International Law School Students' Association

The Students' Association of Kuwait International Law School Students is an independent student organization that is based on the democratic method and represents all students in the School and is committed to achieving its objectives and the bylaws in the country, the Ministry of Higher Education, and in the School.

The following is the bylaw of the Students Association of the Kuwait International Law School.

Chapter I : Name, Location and Definitions

Article (1)

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

Location: Kuwait International Law School (KILAW)

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

Article (2)

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

School: Kuwait International Law School (KILAW)

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

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

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

Members: All KILAW students.

Chapter II : The Association

Article (3)

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

Article (4)

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

Article (5)

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

case, the KILAW administration can appoint the heads of the General Assembly if the assigned body cannot chair the meeting.

Article (6)

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

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

Article (7)

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

1. Approving the agenda.
2. Discussing the administrative report of the Administrative Governing Body. The General Assembly may or may not approve the report.
3. Discussing the financial report of the Administrative Governing Body and its approval.
4. Making decisions and recommendations within the framework of the objectives of the Association.
5. Proposing a vote of confidence in the Administrative Governing Body.
6. Discharging the members of the 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. Discussing issues that may arise.

Article (8)

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

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

Article (9)

The Members of the Association enjoy the following additional rights:

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

Article (10)

Membership termination and suspension:

Membership of the Association expires in the following cases:

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

Article (11)

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

Article (12)

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

Article (13)

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

Article (14)

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

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

Article (15)

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

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

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

Article (16)

The withdrawal of any number of Members during the General Assembly meeting does not affect the legitimacy of the meeting. The General Assembly may adjourn the meeting and decide to sit in a time

and place as determined by the chairperson of the meeting upon written consent, without the requirement of a quorum, and without a change in the agenda.

Chapter III : Administrative Governing Body

Article (17)

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

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

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

Article (18)

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

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

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

Article (19)

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

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

Article (20)

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

Article (21)

The maximum number of posts for every candidate is four posts (posters – banners... etc), and the school can help with other five 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 (B+), but first semester students in the first year should have an average of 80% in their most recent year's school grades.
- Have not received a GPA warning.

- Have not been the subjects of any disciplinary action whether for academic or administrative purposes.
- Have not received warning letters for absences in two or more courses per semester.
- Have not withdrawn from the semester, or suspended their study for the semester in which they are seeking election.
- Was not an ex-member in a previous Administrative Governing Body that has been deprived of confidence.

Article (23)

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

- 1- Three members among continuing full-time day students, and not a freshman⁽¹⁾.
- 2- A vice president for male students' affairs.
- 3- A vice president for female students' affairs.
- 4- A secretary.
- 5- A treasurer.

A copy of the minutes of the inaugural meeting shall be sent to the KILAW administration within 24 hours of the meeting.

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

(1) Based on the Board of Trustees' decision in their meeting no. 4/2013.

act in accordance with these bylaws. Its main purposes are to:

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

From its Members or others, the Administrative Governing Body can form its own temporary and permanent committees. It can also appoint heads of committees and their deputies; and request them to present their reports to the Administrative Governing Body. The Administrative Governing Body cannot announce anything in its name unless it has obtained written permission. A copy of the minutes of all meetings should be presented to the KILAW administration within one week of the meeting along with a copy of all discussed documents, including names of present and absent members (with / without an excuse).

Article (25)

The president of the Administrative Governing Body is responsible for:

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

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

Article (26)

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

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

Article (27)

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

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

Article (28)

The secretary is responsible for:

1. Calling for meetings of the Administrative Governing Body in coordination with the president, taking minutes at the meetings and signing the minutes with the president.

2. Following up on the implementation of the decisions of the Administrative Governing Body.
3. Preparing correspondence issued by the Administrative Governing Body.
4. Filing all documents and obtaining stamps, and is considered personally in charge of keeping them.
5. Taking necessary procedures of calling for a General Assembly's meeting and preparing the agenda.
6. Presenting a copy of the minutes to the KILAW administration.

Article (29)

The treasurer is responsible for:

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

Article (30)

To be legal, all regular and exceptional meetings of the Administrative Governing Body should be held with the presence of the majority of the members. The decisions in the Administrative Governing Body are taken by majority vote. If the votes are equal, the president of the Administrative Governing Body will have the casting vote. A decision may be approved by passage of resolution in an exceptional manner, under the condition of the consensus of the members of the Administrative Governing Body. Meetings begin by approving the

agenda. Every member has the right to discuss and propose changes to the agenda.

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

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

Article (31)

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

Article (32)

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

Article (33)

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

Article (34)

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

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

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

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

This is based on:

- 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)

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

Article (38)

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

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

The KILAW administration is responsible for all previous procedures.

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

Third: Election procedure

Article (39)

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

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

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

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 choose two of the present voters to be temporary members of the committee until the absent members arrive.

Article (41)

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

1. The identity of every voter will be verified. This is done by presentation of the student's civil 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 the KILAW administration. Then, the counting process

will begin. The counting process will proceed in accordance with these bylaws.

Article (44)

Election papers are considered invalid in the following cases:

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

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

Article (45)

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

1. The time and venue of the counting process.
2. The names and signatures of the counting committee present at the beginning of the counting process.
3. The number of the voting papers.
4. Notification of any differences between the number of the voting papers in the ballot box and the number of voters according to voters' lists.

5. The number of invalid voting papers.
6. The number of votes that every candidate receives.
7. The total number of votes for each candidate.
8. Description of any other events.
9. Verification of the transparency of the election process.
10. The names and signatures of the counting committee members present when the counting process concluded.

Article (46)

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

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

Article (47)

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

1. The Association's rooms and equipment (including access to same).
2. The Association's stamps.
3. The Association cheques, financial records, receipts and expenditure documents.

4. In-and-Out files.

5. The Association's archives.

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

Chapter V : The Budget of the Administrative Governing Body

Article (48)

The revenues of the Administrative Governing Body include:

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

Article (49)

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

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

Article (50)

The Association's cash money will be deposited into one of the Kuwaiti national banks based on a letter from the KILAW administration. The expenditure operations are processed according to official documents

signed by the Association's president and treasurer. Any expenditure operation should be signed by the one who receives the cash. Compensation will be activated when the expenditures reach 75% of its original value.

Article (51)

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

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

Year 1: (31 Credit Hours) Semester 1 = 16 Credits		
No.	Course	Credit Hours
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 HOURS		16

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

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

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

Year 3: (30 Credit Hours) Semester 1 = 15 Credits

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

Year 3: (30 Credit Hours) Semester 2 = 15 Credits

No.	Course	Credit Hours
-	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 HOURS		15

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

Year 4: (32 Credit Hours) Semester 2 = 15 Credits		
No.	Course	Credit Hours
456	Law of Execution	3
452	Conflict of Law	3
455	Criminal Procedure	3
-	Elective Course (4 th Group)	3
-	Elective Course (4 th Group) *	3
TOTAL HOURS		15

KILAW LLB MAJOR SHEET FOR THE ACADEMIC YEAR 2021-2022

#	COURSES	UNITS	REQUIREMENTS
First ¹ General requirements / General Knowledge (21 units) ²			
A- Compulsory (12 units)			
101E	English Language ³	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	

#	COURSES	UNITS	REQUIREMENTS
Second ¹ 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)

#	COURSES	UNITS	REQUIREMENTS
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) - 6credits			
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)

#	COURSES	UNITS	REQUIREMENTS
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	

#	COURSES	UNITS	REQUIREMENTS
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

#	COURSES	UNITS	REQUIREMENTS
439	Administrative Judicial Review	3	Administrative Law (1) + Administrative Law (2)
440	Commercial Law (3)		Commercial Law (1) + Commercial Law(2)
441	Judicial Procedures in Islam	3	Introduction to Islamic Jurisprudence + Personal Status Law
Third¹: Elective Courses students choose one course from category (A) and one course from category (B) - 6credits			
Category (A)			
458	Introduction to Competition Law	3	102E
259	Introduction to European Law	3	102E
344	Tax Laws in Kuwait	3	Economics and Public Finance
Category (B)			
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			
<ul style="list-style-type: none"> • 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.

BRIEF DESCRIPTION OF LLB COURSES

no.	Course Title
101E.	<p>English Language 101E.</p> <p>This course is an intensive course in English and is an introductory/foundation course designed to develop the various language skills of School students. Through this course, students are introduced to a number of grammatical rules in the English language, in addition to many new vocabulary and texts with legal and general topics that develop the reading comprehension skill. After completing this course, students will be able to understand and answer questions related to reading texts with an emphasis on understanding legal terminology. Students will also be able to write a paragraph on general topics.</p>
101E	<p>English Language 101E</p> <p>This is an introductory course in English and aims to enhance students' academic reading skills and the use of legal terminology. The main focus is on legal topics that are presented through specialized texts that serve to develop reading comprehension skill. Students are also introduced to the basics of essay writing in order to compare two different topics. The course also focuses on simple conversations using the different tenses (present perfect and past perfect) correctly while speaking.</p>

no.	Course Title
102E	<p>Legal English Language 102E</p> <p>This course is an advanced course in Legal English that aims to enhance and expand the reading and writing activities taught in previous English language courses with an exceptional focus on law-related topics. Basically, the course focuses on posing academic and critical questions that aim to build and summarize students' current knowledge. Students will also learn how to use multiple sources and secondary materials and combine them into fully developed written essays that address academically relevant questions. In addition, the course aims to enhance students' skills in giving academic presentations individually or in a group.</p>
103E	<p>Advanced Legal English Language 103E</p> <p>This course is an advanced course in legal English that aims to introduce students to different language skills, which in turn will help them develop their academic and professional skills by performing tasks based on several language skills. Students will practice legal writing in the form of an email sent by a lawyer for the purpose of answering a client's advice request, summarizing a legal case, commenting on judgments, and giving an alternative opinion using appropriate terminology. Students are also trained to read and listen to legal texts/ dialogues and to answer relevant questions with special emphasis on legal terminology.</p>

no.	Course Title
101A	<p>Arabic Language (1)</p> <p>It is a study of a set of texts and grammatical rules that include apparent and estimated syntax, the Five Nouns, dual and masculine plural, feminine plural, annotated 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>Arabic Language (2)</p> <p>This course teaches and analyses a collection of literary texts (verse and prose) that go back to various historical eras (Jahili, Islamic, Umayyad, Abbasid, Modern...), as well as Quranic verses, it offers a comprehensive literary analysis of all the intellectual, philosophical, rhetorical and aesthetic implications, and links them with life and existence in ancient and modern times and benefits from the through reviewing the writer and the main artistic features of his literary production.</p>

no.	Course Title
111	<p>Introduction to Computer</p> <p>This is the foundation course to teach the student the skills of using computers and information technology and to help him, understand the latest developments in this field for effective use in the work environment. It also provides the student with basic information about computer contents, information. It helps them to storage systems and various devices for the input and retrieval of information, know of the types of networks and their methods of operation, as well as know the types of cyber-attacks and how to protect them.</p>
112	<p>Political History of Kuwait</p> <p>This course highlights the modern history of Kuwait and provides analytical thought about political events that influence Kuwait in many aspects, especially in the legal system.</p>
113	<p>The History of Islamic and Arabic civilization</p> <p>The course mainly focuses on Islamic civilization and the foundations on which it was founded. It also deals with the administrative, political, judicial, social, economic, judicial and cultural systems from which Islamic civilization life through the ages, It reviews the bridges of communication between Islamic civilization and other civilizations, and the impact of Arab-Islamic civilization on subsequent civilizations.</p>

no.	Course Title
114	<p>Introduction to Sociology</p> <p>The course focuses on the principles of sociology and linking it to social law. The course also looks at the impact of social changes on 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, As well as the factors of social change, their definitions and the difficulties and obstacles facing them.</p>
115	<p>Introduction to Accounting</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>Introduction to Management</p> <p>This course is especially for non-specialists in management. It helps students to learn the language and understand managerial decisions in businesses. The course uses experimental issues, projects and exercises that allow students to apply the theories they have learned.</p> <p>The course aims to:</p> <ul style="list-style-type: none"> • Define management. • Offer basic concepts in management. • Discuss the most important theories of management. • Provide practical, theoretical and experimental exercises in management.

no.	Course Title
117	<p>Environmental Studies</p> <p>This course focuses on giving the students an academic culture and the basics of the preservation of the environment, harmful behaviours and ways of addressing it, and the role of Islamic law in this field. The course reviews the most important factors affecting the environment of Kuwait, and the most important local and global environmental issues such as global warming, climate change, waste, desertification, sustainable development, depletion of natural resources and types of air, water and land pollution. The course also provides a brief overview of the fundamentals of the oil industry and its relationship to the environment as well as the basics of sound environmental management.</p>
132	<p>Criminology and Punishment:</p> <p>This course contains an introductory study of criminology and punishment in terms of attention given to the concept, and to the importance and characteristics of criminality, punishment and crime.</p> <p>Topics covered in this course:</p> <ul style="list-style-type: none"> • Definition of criminology: its importance, characteristics, development, and its relationship to other disciplines concerned with crime. • Criminal issues research: its importance, difficulties, common mistakes, and research methodology. • Criminological theories in general: their importance and classification. • The biological explanation of criminal behavior: positive and genetic theory. • Defining the science of punishment: its importance and characteristics.

no.	Course Title
133	<p>History of Law and Legal Systems</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 inter-relationship.</p>
134	<p>Law and Information Technology</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"> • Introduce students to Information Technology • Regulating legal Information Technology • The role of international conventions • National legislation in Information Technology
135	<p>Introduction to Legal Systems</p> <p>This course consists of a general explanation of the main legal concepts and systems. It 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 legal research methodology, 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 students 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>

no.	Course Title
151	<p>Principals of Law</p> <p>This course deals with the study of the basic principles and rules of law and includes two parts: the first is the theory of law and the second is the theory of truth.</p> <p>Theory of law:</p> <p>The commentary deals with the following main topics: the definition of the law and its legal rules and the statement of its characteristics and types and classification - official and interpretive sources of law - the legitimacy of the laws - the principle that it is not permissible to apologize for ignorance of the law - the application of the law in terms of place, and in terms of time - interpretation of the law.</p> <p>Theory of truth:</p> <p>This course explain deals in detail with the following main topics: The definition of the legal rule, types and divisions, persons of the legal (natural person and the legal person) the legal civil financial obligation in place of the right (things and works) and their divisions.</p>
152	<p>Constitutional Law (1)</p> <p>This course aims to in traduce the student to the most important principles of constitution allow 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"> • 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. • Constitutional history and development in Kuwait. • Constitutionality of legislations.

no.	Course Title
153	<p>Constitutional Law (2)</p> <p>The course includes the following main topics: Public freedoms in accordance with the Kuwaiti Constitution. Organization of public authorities in Kuwait. The relationship between the legislative and executive branches and the judicial authority.</p>
154	<p>Introduction to Islamic Jurisprudence</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, ijihad 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>Introduction to Economics</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>

no.	Course Title
156	<p>Practical Training on Methodology of Research (1)</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 regard 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>Petroleum Law</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 in dependence - contracts - personnel - regulation of disputes and the role of oil in the economic situation of the state.</p>
232	<p>Political Systems</p> <ul style="list-style-type: none"> • Political systems and their relationship to constitutional law. • The concept of the state, its elements and the origin of its establishment. • Legal guarantees of state compliance with the law. • Types of states. • The Islamic System and Types of Government • Election between democracy and Sharia. • The concept of opposition. • Political parties. • Lobbyists. • Recent developments of political systems in Eastern European countries. • Development of political systems in third world countries.

no.	Course Title
233	<p>International Environmental Law</p> <p>This course provides students with a general introduction to international environmental law. In particular, the course focuses on an introduction to international environmental law, key principles, and state responsibility. Furthermore, IEL addresses key contemporary environmental issues, including biodiversity, the depletion of the ozone layer and global warming. Finally, the course examines war and armed conflict in relation to international environmental law, the evolution of international humanitarian law and its consequences to environment by focusing on major international conflicts.</p>
234	<p>Regional and International Organizations</p> <p>The course is divided into 3 parts:</p> <ul style="list-style-type: none"> • Theories of international organization. • International organizations. • Regional organizations and their role.
235	<p>Comparative Law</p> <p>In this course, students study the definition of comparative law with an overview of its history and benefits, both in the field of theoretical legal sciences, the international field and methods of comparison, and how comparative law works to unify laws both in the internal, regional, and international fields. Major contemporary legal curricula are studied, such as the Roman-Germanic family, and the commune family in terms of the history and structure of each of them, the stages of their formation, the differences between them, and the countries applying them.</p>

no.	Course Title
236	<p>Human Rights</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>Professional Skills and Methods of Intellectual Communication</p> <p>This course focuses and highlights the following:</p> <ul style="list-style-type: none"> • Training on thinking, analyzing and intuitive critical thinking in the academic and practical fields. • Training on the professional skills and intellectual communication. • Knowledge of the speech and plead art, writing and body language. • Training on dialogue methods, prompt response and intuition. • Training in academic research methods to find appropriate legal reasoning that can be used in oral pleadings. • Introducing the legal competitions in which the school participates and enhancing the skills required. • Training in case resolution and realistic and practical application of legal theories. • Practical training in formal procedures to be followed to litigation and oral pleadings.

no.	Course Title
243	<p>Current Legal Issues</p> <p>This course provides 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>Obligations 1 (Sources)</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>Obligations 2 (Rules)</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>Administrative Law (1)</p> <p>This course is divided into three sections:</p> <ul style="list-style-type: none"> • Basic concepts of Administrative Law. • The organization and structure of public administration vis-a-vis the study of government agencies. • Instruments of public administration which are employed to enable the government to exercise its function (i.e. the use of public funds and civil servants as instruments).

no.	Course Title
254	<p>Administrative Law (2)</p> <p>This course aims at studying the activity of the administrative authority and its different of topics public utilities, the principles governing its activity, administrative control and restrictions, and the legal system of the work of the administrative authority the work (administrative decision in its a different perspective and its effectiveness, direct implementation and administrative contract).</p>
255	<p>Public International Law</p> <p>The course is about rules and principles governing relations between states, international organizations, and individuals. Eventually, however, public international law is about human beings.</p> <p>The course will discuss the specific nature of Public International Law and continue with a discussion about its sources, including the Vienna Convention on the Law of Treaties 1999.</p> <p>Furthermore, the course will focus on the main subjects of international law, including States, international organizations, and individuals.</p> <p>Finally, the course will provide for a discussion on state responsibility, forms of reparation and diplomatic protection.</p>
256	<p>Criminal Law (1) (General Theory)</p> <p>This course deals with the general principles of the penal code; defines what it is and explains the theories that embody its nature that surround the concept of crime, its divisions, pillars and elements, its initiation and the reasons of its permissibility. It also deals with the authority of the criminal judiciary in the application of penalties and explains the expiry of penalties and their effects.</p>

no.	Course Title
257	<p>Personal Status Law</p> <p>The course reviews the provisions of marriage and divorce through the provisions of Islamic Sharia in comparison with the Kuwaiti Personal Status Law</p> <p>addressing: First: Marriage and the contract it contains: its pillars, conditions, types, taboos in marriage, guardianship in marriage, agency, and competence. Then it touches on the wife's rights, the husband's rights, and the common rights between them, such as the right to enjoyment, inheritance, proof of lineage, and the guardianship of advising.</p> <p>Then the course deals with divorce, its parts and rulings, the guidance of Islam in it (divorce of the Sunnah and heresy), the elements of divorce (revocable and irrevocable), and the divisions of divorce (revocable and irrevocable), and also deals with the separation between he spouses by mutual consent, litigation, or by order of the legislator, and it shows the effects related to divorce, such as the waiting period, the return, the confirmation of lineage, custody and alimony, and it deals with matters related to lineage and its denial, such as the provisions of a foundling, adoption and others.</p>
258	<p>Practical Training on Methodology of Research (2)</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 in to 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>

no.	Course Title
259	<p>Introduction to European Law</p> <p>This course provides basic introduction of the European Union Law. The course opens with the historical roots of the European Communities (EC) as they developed into the today's European Union (EU). Any study of EU Law and its predecessor EC must be preceded by studying and understanding the historical and constitutional/institutional infrastructure of the EU. The EU integration process known as enlargement from six to twenty-eight Member States and the first disintegration created by BREXIT is also included. The course additionally covers the administrative institutions and the judiciary bodies by discussing their powers, duties and interaction between each other; the legal system, including various sources and forms of Law that enables the EU to fulfill its goals and objectives prescribed by the treaties. The principles and doctrines established by the ECJ and both direct and indirect actions as procedural law are considered in this course.</p>
331	<p>Civil Contracts</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>

no.	Course Title
332	<p>Labor Law</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 obligation soft he 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>Electronic Commercial Law</p> <p>The course includes a study of comparative legislations in the field of e-commerce, the unified international rules governing e-commerce and dispute resolution. The nature and 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 trend and principles related to e-commerce. The course examines the relevant local laws, international conventions and model laws relating to e-commerce such as; The Kuwaiti Law No 20 2014 on Electronic Transactions, The UNICITRAL Model Law 2016 relating to Electronic Commerce and the UNCITRAL Model Law on Electronic Signature etc. The course also compare between the Kuwaiti Law and the Law of United Kingdom (as a common law legal system) relating to electronic transactions e.g. the electronic contracts, electronic signatures, electronic documents, electronic records etc.</p>

no.	Course Title
334	<p>Inheritance Law</p> <p>This course will discuss the Law of Inheritance in Islamic Law, the heirs and their shares, and the rules and regulations in heritance. It will also specify the rule of obligatory heirs (Four oud Heirs), system of male cousins or nephew heirs of the deceased, the execution and rejection of inheritance, missing person's inheritance, exit-from in-heritance, voluntary and obligatory wills (according to Islamic Law).</p> <p>definition of inheritance, its legitimacy, its pillars, conditions, prohibitions, causes, types and rights relating to inheritance - and the cases of those who inherit the wife, fathers, filiations, brothers, mothers, infertility, withholding, rooting, tasks, justice, reply, how to divide the estate between heirs.</p>
335	<p>Administrative Contracts</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>Social Theories of Law</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:</p> <p>Natural law, positive philosophy and legal realism. The main ideas, similarities and references used are used to serve as tools to form legal positions on some of the questions raised during the course.</p>

no.	Course Title
337	<p>Criminal Law (2) (Specific Crimes)</p> <p>This course deals with the definition of crimes and their divisions, starting with crimes harmful to the public interest such as bribery and related crimes like abuse of power and other crimes such as official forgery, and crimes related to funds such as theft, breach of trust, giving a check without balance and others. The course deals with each crime separately by explaining its concept, conditions, materials and moral pillars, criminal intent, and penalties for crimes with an explanation of some judicial applications towards them.</p>
338	<p>Wills and Waqf</p> <ul style="list-style-type: none"> - The will: it's definition and elements. The legal conditions of the will and the philosophy of the will's legitimacy as well as its objective, efficiency, including the will of benefits and the compulsory will. - The Law of Wakfs (Endowments): its definition, elements, conditions of validity and efficiency, 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.

no.	Course Title
339	<p>Forensics Laws</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> <ul style="list-style-type: none"> • In section of the crime scene. • The role of forensic medicine. • Effect of drugs and their types on users. • Types of toxins. • Criminal recognition by genetic fingerprint. • Types of forgery. <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>International Criminal Law</p> <p>This course covers the following topics:</p> <ul style="list-style-type: none"> • International crimes. • Modern history of the prosecution of war criminals. • International investigation commissions, similar mechanisms and special international tribunals. • The International Convention (Rome Statute) of the International Criminal Court, or any related conventions.

no.	Course Title
341	<p>International Law of the Sea</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>Planning Law</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 bas 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 a long side the theoretical aspects.</p>

no.	Course Title
344	<p>Tax laws in Kuwait</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>Public Finance Law</p> <p>This course is comprised of the following subject matter: Public Revenues and expenditures of the State and the in dependent government agencies of two types with an independent budget or attached budget.</p> <p>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>Civil Procedures</p> <p>In terms of concept and competence Introducing the judge and his assistants, advantages of judicial work, introducing courts, their levels, and their value and quality competencies conditions for accepting the claim and the concept of requests and defenses procedural work and judicial announcement litigation procedures and terminology in terms of their termination with or without a judgment, Provisions and their types. The system of appeals against judgments so that the students become familiar with everything related to the persons of judicial work, the advantages of judicial work, and they know how to file a case, and they understand procedural actions to be followed until the issuance of judgments as well as how to appeal against judgments/rulings.</p>

no.	Course Title
353	<p>Commercial Law (1)</p> <p>An explanation of Kuwait's commercial law: The most important topics included in the course are: The study of the general principles of commercial law the criteria for differentiating between commercial activities and civil activities – The study of types of commercial activities, it's important, and the effect of distinguishing between them.</p> <p>Traders: The conditions for acquiring the title of "Trader" and the obligations it entails. The commercial store, its material and moral elements, and any legal actions that may occur.</p> <p>As well as, the study of industrial property rights and commercial property rights, and how to exploit them in trade.</p>
354	<p>Criminal Law (1) (Specific Crimes 1)</p> <p>This course deals with the definition of crimes and their divisions, starting with crimes that one harmful to the public interest such as bribery, and related crimes like abuse of power and other crimes such as forgery of official documents forgery, as well as crimes related to funds like theft, breach of trust, giving a check without balance and others. The course deals with each crime separately by explaining its concept, conditions, its material and moral aspects, the criminal intent, and penalties for crimes with an explanation of some judicial applications to them.</p>
355	<p>Obligations (3) (Proofs)</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, in addition to obligation in electronic transaction and its controls and the conditions of the electronic editor and the electronic signature and his argument in obligation.</p>

no.	Course Title
431	<p>Insurance Law</p> <p>This course addresses the following issues:</p> <ul style="list-style-type: none"> • The concept of insurance: definition, functions and elements. • Insurance contract: its characteristics, effects and its conclusions.
432	<p>Arbitration</p> <p>This course begins with an introduction to arbitration as a mechanism for settling disputes in international commercial, investment and intergovernmental relations. It also addresses mediation and some other conflict mechanisms.</p> <p>The course reviews the basic legal and specialized principles of international commercial arbitration, and the procedural mechanisms for conducting international commercial arbitration. It will also cover several topics related to international arbitration rules, relations with national legal systems, designing arbitration agreements, arbitration rules, appealing the arbitration process, enforcement of arbitration awards, and investor-state arbitration.</p>
433	<p>Islamic Financial Transactions</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"> • Providing crucial differences between Islamic transactions and traditional transactions • Forms and nature of sale contracts, Murabaha – Muth araba , and others • Forms and examples of Islamic financing contracts. • Show the types of RIBA and the legitimate rooting of contemporary financial transactions and their governance.

no.	Course Title
434	<p>Lease Purchase Contracts</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"> • General theory of lease-purchase. • Guarantees of the sellers including mortgages in different forms. • Rights and obligations of contracted parties.
435	<p>Maritime Law</p> <p>The maritime law course deals with a complex system of international rules and contracts covering the shipping of goods. The focus will be on the transport contract, documents and insurance.</p> <p>Through this course, we learn about the basic principles governing maritime law, understanding the importance of international conventions in transport contracts, as well as a comprehensive understanding of the international concept and rules on rescue and collision. The focus is also on reading Kuwaiti maritime law, comparing its rules with the international Convention and discussing shortcomings and gaps.</p> <p>All topics mentioned are treated in a way that teaches and guides students around. All of these topics will be dealt with by reading international rules and maritime issues.</p> <p>Maritime law course focuses and highlights the following:</p> <ul style="list-style-type: none"> • Definition and sources of Maritime Law, its autonomy, cargo, charter parties, ship purchases and sales. • Contract of maritime transportation according to the law of Kuwait and the Brussels Convention of 1924 .

no.	Course Title
436	<p>Aviation Law</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>Islamic Criminal Law</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"> • Principals and rules governing crime and its punishment in Islamic Law. • The nature and type of punishment in Sharia'a Law. • Forms of punishment such as qasas, hudood, and supplementary punishment (tazeer) as well as related provisions, and the sources of each.
438	<p>Citizenship law and status of Aliens</p> <p>This course covers the following topics:</p> <ul style="list-style-type: none"> • General theory of citizen ship with the definition of the notion of Citizen ship based up on 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 citizen ship and/or its with drawl. • Kuwaiti Nationality Law as the course discusses the implementations in relation to nationality as promulgated by the law. • The legal status of aliens as the course discusses the status of aliens and their rights and duties.

no.	Course Title
439	<p>Administrative Judicial Review</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. and study of the competence of the administrative judiciary in cases of abolition and compensation and the procedures before it, especially in Kuwait.</p>
440	<p>Commercial Law (3)</p> <p>This course deals with the following topics:</p> <ul style="list-style-type: none"> • Commercial contracts: agency contract commission and brokerage contract. • Banking: A Historical Intro duction to Banking Operations. • General principles of bank accounts. • State authority to control and comment on banking operations.
441	<p>Judicial procedures in Islam</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. 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>

no.	Course Title
442	<p>Technology Transfer and Commercialization</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>

no.	Course Title
443	<p>Intellectual property</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>Civil Law (Property Rights)</p> <p>This course is made up of two main components:</p> <ul style="list-style-type: none"> • Real property real estate rights which include property ownership, its nature and be branched of ownership, usufruct, right of usage, right of housing and servitude. • Secondary real estate rights (securities and interlocutory rights) which include in official mortgages, possessor mortgages, etc.

no.	Course Title
452	<p>Conflict of Laws</p> <p>This course covers the following issues:</p> <ul style="list-style-type: none"> • Definition of Private International Law, conflict of laws, its conditions and scope as well as schools of jurisprudence. • Rules of attribution in personal, civil and commercial situations. • Jurisdiction rule. • Conflict of international jurisdiction.
453	<p>Commercial Law (2)</p> <p>The course studies the legal organization of companies in the State of Kuwait, in terms of its establishment with the availability of public and private elements of the company contract, in addition to the formal conditions, and the resulting acquisition of the legal personality of the company, and the reasons for the expiry of the public and private company including the latest in law of companies expiry due to the merger, and also deals with the provisions of each type of company whether it is the companies of persons such as sole proprietorship and limited partnership and sharing, or companies funds as a public share and private share holder company, or companies Mixed as a stock recommendation company and a limited liability company, the student also learns about the types created by the new companies law, namely the one-person company, the non-profit company, and professional services firms, finally the student learns about the provisions related to commercial papers and how they are traded.</p>

no.	Course Title
454	Fundamentals of Islamic Jurisprudence <ul style="list-style-type: none"> • Definition of Islamic jurisprudence, its origins and development. • Sources of Sharia Law. • Classifications of the legal Islamic norm (Al-ahkaam) and evidence. • The rules of interpretation, reason in Islamic jurisprudence, and notion of ijthad (Reasoning).
455	Criminal Procedures <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	Law of Execution <p>The course deals with procedures after the sentence judgments covered by the enforcement and the procedures that follow the implementation after introducing law specialists, the reason for implementation, and the definition of the executive picture and the effects of the forced execution in addition to the executive and precautionary attachment and with third parties - and the seizure of the property so that the student is familiar with the procedures and types of attachment - and the money and real estate seized from him - and the restrictions that must be followed to coerce the debtor and force him to do so.</p>

no.	Course Title
457	<p>Practical Training</p> <p>This course deals with practical application in the follow-up of cases, how to study them, legal drafting, and the method of case delivery. A case is presented that has legal dimensions in terms of content and sources - the student begins to study it and then moves to drafting the memorandum required of him as a claim or defense - and then they are also trained in pleading and legal presentation. The students are trained and learns by going beyond theoretical reality and realizing the legal responsibility in following up on cases - and how to write draft - and the skills of recitation, legal presentation, and the art of persuasion.</p>
458	<p>Introduction to Competition Law</p> <p>Competition Law e is a rapidly expanding area of law that reflects increasing structural appreciation for a free market environment as essential to the development of efficient economies. This course deals with the basic foundations of global Competition Law and policy. It studies practices that regulate free trade and controls unfair competition between companies, prohibitions on the abusive conduct and the rules controlling concentrations occurred by mergers. The course focuses on the need for competition in efficient economies and the structure of competition law in various regimes. It provides general knowledge on the European Union Competition Law and US Antitrust as a vital background in understanding the substantive and procedural Competition laws. The central part of the course includes GCC Competition Laws, their adoption and implementation. The Islamic roots of competition regulation and the nature of competition law in the Middle East.</p>

