QUALITY ASSURANCE POLICY

Set up by	Quality Assurance and Academic Accreditation Office
Release date	May 2016 • Approval of the Board of Trustees in its meeting (3) for the academic year 2015-2016 held on May 2, 2016.
Review period	Annual discussion, and comprehensive review and update every 3 years (max)
Scope of application	All departments, academic committees and administrative units
Responsibilities	**Approval:** - KILAW Council - Board of Trustees **Review and update:** - Quality Assurance and Academic Accreditation Office at KILAW
Review date	**First review: December 2019** • KILAW Council approval in its meeting No (3) for the academic year 2019-2020 held on December 4, 2019. • The Board of Trustees approval in its meeting No (2) for the academic year 2019-2020 meeting on December 8, 2019. **Second Review: July 2021** • KILAW Council approval in its meeting no. (1) for the academic year 2021-2022 held on September 27, 2021. • The Board of Trustees approval in its meeting No (2) for the academic year 2021-2022 held on December 8, 2019. **Third review: July 2023** • KILAW Council approval in Meeting No (7) dated 13 July 2023 • The Academic Committee of Board of Trustees in Meeting No (1) dated 13 July 2023 • The Board of Trustees approval in Meeting No (2) held on 29 August 2023.
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INTRODUCTION

Commitment to quality assurance standards is one of the main success factors for any organization, it is one of the ways through which it achieves the quality of its services to ensure success, satisfy the stakeholders and compete with counterparts. Kuwait International Law School has paid great attention to this aspect, as most of its effort has been focused on building a comprehensive and solid quality assurance system that identifies and develops the required standards in the fields of teaching, learning, research, studies, training and all the services it provides, this includes an ongoing monitoring and review system to ensure compliance with those standards.

This document – The Quality Assurance Policy (QAP) - defines the general frameworks for quality management in KILAW. It is the central point of reference for staff, students, and stakeholders, explaining the processes and policies in place to maintain and enhance the programmes offered by KILAW.

The QAH aligns with the vision of KILAW and the orientations and the requirements of the Private Universities Council (PUC) and the international accreditation agencies.

Quality Assurance Policy supports the continuing culture of development and enhancement in KILAW.   It is discussed annually by staff and will be subject to review and approval procedures every three years. The QAP applies to all departments, academic committees, and administrative units. The Quality Assurance and Accreditation office is responsible for the day-to-day management of the QAO and makes recommendations to KILAW Council for amendments and updates.

This document is translated from the original Arabic text, therefore if there is any misunderstanding in the English meaning, please ask for clarification.

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MISSION

To articulate the quality assurance system of KILAW through specific policies, procedures and structures.

OBJECTIVES

KILAW is responsible for:
1. Assuring itself and its stakeholders of the academic standards of its programmes are:
   - Appropriate to the level of each of its named awards.
   - Comparable to the standards of similar awards both nationally and internationally.
2. Supporting its students through the provision of excellent teaching, appropriate methods of assessment, access to resources and guidance to support them in their studies.
3. Continuous commitment to quality assurance standards.
4. Using both qualitative and quantitative methods to evaluate its performance (KPIs).
5. Assuring the alignment of KILAW's policies, procedures, and practices on quality with different national and international standards and directives:
   - The European standards and guidelines. (ESG)
   - Private Universities Council (PUC)
   - Commission on English Language Programme Accreditation (CEA)
6. KILAW's regulatory framework describes a common set of principles by which programmes are developed, approved, delivered, assessed, and reviewed.

First: QUALITY MANAGEMENT STRUCTURE[1]

KILAW's quality management structure consists of:

Board of Trustees: it is the highest authority in KILAW that is responsible for overseeing adherence with the quality assurance policy, regulations and bylaws to ensure their proper implementation.

President: maintains oversight of the quality assurance policy and reports on its compliance via regular reports to the Board of Trustees.

Deans and Programme Leaders: supervise and follow up on the proper implementation of the programme in accordance with the quality standards.

Deanship Committee: A management and advisory committee, it prepares and assists the executive decisions before they are approved by KILAW entities.

KILAW Council: It is the chief academic authority of KILAW and is responsible, on behalf of the KILAW Management & the President, in overseeing all matters including, but not limited to teaching, research activities and student progression and attainment within KILAW. It is responsible for academic quality and standards and the admission and regulation of students. Four main committees report directly to KILAW Council. It meets at least eight times a year and is chairedby KILAW President.

Academic Advisory Board (AAB):

The Academic Advisory Board members are comprised of several national and international legal scholars with extensive knowledge and practical legal experience. Members provide their insight, advice, experience, and knowledge to forage stronger academic relationships to add depth and enhance academic programmes both at KILAW and at their respective institutions. They advise KILAW in all aspects of academic issues related to legal education and other associated areas within KILAW's programmes;

1. Review the academic performance of KILAW.

2. Review and assess the academic programmes provided by KILAW.

3. Advice on academic relationships with similar institutions, colleges, and universities which strengthen and enrich KILAW's academic scope and programmes.

Quality Assurance and Accreditation Office (QAAO): is responsible for handling all aspects for KILAW including drafting the quality assurance policy and monitoring KILAW's adherence with it, and produces reports for KILAW Council, Deans, president, and the Board of Trustees. It prepares KILAW for internal and external institutional reviews and programme accreditation procedures. In addition to promoting and embedding QA culture.

Committee of Monitoring Compliance with Quality and Governance Standards: it undertakes the task of supervising and following up on the commitment of all departments and entities to quality standards and governance, their proper adherence to its procedures, sufficient documentation of related documents, and timely implementation actions,

Planning Office: Manages and supervises the involvement of staff and stakeholders' representatives in the processes of preparing the strategic plan, adherence to it, and monitors the compliance to the strategic goals and the Key Performance Indicators, in addition to spreading planning awareness and providing training thereof.

Academic departments: follow up with the academic departments' members on the

implementation of the quality assurance policy with regard to all academic aspects, such as research, learning and teaching, students' progression, and the Academic Ethics and standards.

Administrative departments: follow up with the administrative departments' personnel on the implementation of the quality assurance policy and adherence with regard to the operational and administrative aspects.

Stakeholders[2]**:** they are involved and actively contribute to review processes, development, and proposal submissions, whether collectively or individually.

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[1] Quality Management Structure QMS is in annex (3)
[2] Main stakeholders are Students, Staff, Parents, Alumni, Employers and Reviewers

Second: MANAGING QUALITY ASSURANCE

1. **Scheduled activities:**

   Programme and course approval and review are aligned with KILAW's Strategic Plan. Programmes and courses provide innovative teaching practices and assessment strategies that prepare students for work in an array of legal settings. The approval processes consider the admission requirements, resource requirements, staff training, student support and externality to embed continuous improvement. Programmes and courses are normally validated for five years. They are then subject to periodic review. Both validation and periodic review processes include internal and external experts, able to comment on programme and course content and structure, learning outcomes and pedagogy. Panels will also include related stakeholders' members, e.g., students, alumni, and employers.

   Main activities: related to quality assurance processes are scheduled within the quality assurance calendar[3], and subject to annual fixed dates, that all KILAW entities are committed to.

2. **Annual review**

   Programme and Course review: All programmes and courses at KILAW are subject to annual review. This process provides assurance to KILAW Council, the president, and the Board of Trustees that standards and quality of the programmes are secure. It also provides an overview of trends and facilitates specific reviews as appropriate.

   External Examiners: External examining system forms an important pillar of KILAW's quality assurance framework, endorsing that:

   - Marking standards are appropriate, and comparable to national and international standards.
   - The policies and procedures have been followed.
   - The conduct of the examinations and the examination boards are fair and transparent.
   - Provide a mechanism by which students' learning outcomes and progression are professionally measured.

   External examiners submit a detailed report to the President. The External Examiners' reports follow KILAW's regular procedures for consideration and further decision.

   Student voice: KILAW endeavors to provide opportunities for students to contribute to the development of the learning experience. There is a student engagement strategy that underlines its commitment to listening to the student voice and interests and creating a learning environment with students as key partners in learning and decision making. KILAW places student involvement at the center of quality assurance and teaching and learning enhancement processes.

   Quality and standards review: At the end of the academic year KILAW prepares a comprehensive report that provides strategic oversight of the management of academic standards and quality. This report is considered by KILAW Council, president, and the Board of Trustees.

3. **Routine monitoring:** The monitoring and evaluation of data is embedded in KILAWs processes and procedures. The QAAO is responsible for overseeing and collating data and information from the academic and administrative departments.

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[3] Annex (1) All activities in the calendar are fixed, unless otherwise required.

The QAAO submits periodic and annual reports to KILAW Council, and these provide assurance in relation to KILAW's compliance with the required standards and provides suggestions, recommendations, and necessary improvements to enhance practice and if appropriate action on any shortcomings.

The KILAW Council considers the reports and takes the necessary actions to improve the performance and ensure the alignment with the required standards.

The President presents his reports on the adherence with the quality assurance standards by all departments to the Board of Trustees. He also provides the administrative departments and committees with his observations as required based on data analysis and review.

4. **Academic committees:**

The academic committee structure, under the authority of the KILAW Council, provides how KILAW continues to confirm adherence to the objectives governing its academic work and maintaining the quality assurance and standards of its provision.

KILAW Council:[4]

It is the chief academic authority of KILAW and is responsible, on behalf of the KILAW Management & the President, in overseeing all matters including, but not limited to teaching, research activities and students' progression within KILAW. It is responsible for academic quality and standards and the admission and regulation of students. Four main committees report directly to KILAW Council. It meets at least eight times a year and is chaired by KILAW President.

Committees of KILAW Council:
   A. **Education and Student Experience Committee**

   B. **Academic Quality and Standards Committee**

   C. **Research Committee**

   D. **Awards and Progress Committee**

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[4] Annex (2) KILAW Council's terms of reference

Third: GENERAL STANDARDS OF QUALITY ASSURANCE

1. KILAW implements a quality assurance policy that is discussed annually within the departments. It is reviewed and updated by the Quality Assurance and Accreditation Office (QAAO) every three years. It is then approved by KILAW Council and Board of Trustees.
2. All departments, units, and offices are responsible for complying with the quality assurance standards.
3. KILAW follows an effective monitoring and assessment system to ensure adherence to quality standards, and the readiness to undergo review processes by national and international reviewers.
4. Annual policies and procedures discussions are undertaken by all work units, and regular training is provided to staff and students to ensure they understand them.
5. QAAO conducts a periodic internal self-assessment.
6. Confidentiality is an essential element of KILAW's policy with reference to confidential documents and private information.
7. KILAW ensures transparency in its approach to quality assurance by making documents and publications available to the public via its website.
8. KILAW ensures regular engagement with its stakeholders through periodic open meetings with the President, the Board of Trustees, and KILAW Council.
9. KILAW recognizes the importance of maintaining academic relations and links with other Arab and international universities and institutions. Since its establishment KILAW has signed agreements with organisations to promote academic cooperation that facilitate mutual academic consultation, assistance, and support to enrich and improve the quality of KILAW's education in line with the international academic standards.
10. KILAW is a member of a number of national and international organisations, which facilitate and supports knowledge exchange and strengthens the quality of academic education and research in accordance with international standards.
11. KILAW ensures the health and safety of students and staff. It also ensures the readiness and safety of the facilities.

Fourth: Ongoing-Monitoring

1. KILAW has an ongoing monitoring system with oversight of all quality assurance processes and activities.
2. All quality assurance processes and activities are scheduled in yearly fixed dates to ensure sustainability and to facilitate the follow-up process.
3. The Governance and Compliance Committee. monitors the adherence to, and the smooth implementation of the quality assurance processes and activities in accordance with the QA calendar and the quality assurancestandards.
4. All reports resulting from the Academic Advisory board review visit or external reviewers are subject to review and discussions by related KILAW entities and actions for amendments or strengthening are implemented.
5. Stakeholders are considered as main participants in the ongoing-monitoring processes.

6. KILAW has set guidelines for the most frequently used communication tools with stakeholders to assist the communication needs of KILAW entities.
7. Programme review takes place annually and stakeholders are involved at different levels of this process.
8. Faculty, staff, students, and alumni are asked to submit their satisfaction regarding the procedures, facilities, and services provided to them.
9. Feedback from stakeholders is considered by the related entities at KILAW, and the results are communicated with them. Every entity will implement an action plan as a response to the feedback.
10. KILAW communicates formally with the public and private sectors in the State of Kuwait asking for their cooperation in the fields of programme review, field training, securing jobs for graduates, presenting lectures, participating in activities, funding, and membership of KILAW Council.
11. All ongoing-monitoring activities are reported to KILAW Council.

Fifth: STUDENTS

1. KILAW maintains a strict faculty/student ratio (1:22), based on the KILAW's capacity.
2. The Admission and Registration Deanship ensures the success of students' recruitment processes and ensures equal opportunities for applicants to join KILAW.
3. Students are accepted in accordance with the acceptance rules, conditions and procedures approved by the KILAW administration and Board of Trustees that are being reviewed periodically.
4. The Deanship of Admissions and Registration liaise regularly with prospective and enrolled students to ensure they are clear about the systems in place to support them prior to and during their studies at KILAW.
5. Departments, each according to their specialization, tailor the necessary support for students, mainly: Guidance and Orientation Office, Student Development and Competitions Department, Student Activities Office, Social Worker Office, Alumni Office, andothers.
6. KILAW offers development and field training programmes to the students and encourages them to participate in local and international competitions.
7. Members of the Students Association, who are elected every year by the students' body at KILAW, organise student activities under the supervision and advice of the Dean for Students Affairs.
8. Students automatically become members of the Student Association when they enroll at KILAW. KILAW provides financial and social/mental/psychological support and oversee arrangements for the Student Assembly general meetings that are held at least once a year.

Sixth: FACULTY

1. KILAW follows transparent procedures in the appointment of new faculty members based on their academic and teaching experience.
2. KILAW supports academic freedom and encourages faculty members to engage in academic research and link their outputs and results in curricula development and teaching methods.
3. KILAW encourages Faculty to publish their research in the KILAW Journal and other academic journals and to participate with working papers for the KILAW annual conference and other conferences. Rewards are allocated for this.
4. All research papers submitted for publication in the KILAW Journal are subject to external review before being published to ensure academic integrity and quality.
5. Heads of Academic departments oversee the quality of the educational process, and follow up, the effectiveness of teaching methods and the completion of courses. In addition, they supervise and evaluate the performance of faculty members.
6. Peer observation of teaching is undertaken as part of the evaluation process.
7. Members of Advisory Board and associate universities regularly visit KILAW and undertake class observations and deliver lectures on specific topics of relevance. Performance management of faculty that do not meet expectations is undertaken and where appropriate support to improve performance is put in place and kept under review by the Head of Department.
8. The faculty members share their practical experiences by presenting training sessions offered to their colleagues, students and the external audience.
9. KILAW follows a transparent process in promotion of faculty members. Each faculty member is required to provide evidence of their quality contributions in teaching, research, and community activities.
10. Teaching assistants have been recognised as a good practice in KILAW's support for learning, teaching and assessment. They provide guidance for students and help for faculty members.

Seventh: ACADEMIC PROGRAMMES

1. KILAW has a strategy for teaching, learning and assessment that clearly defines the objectives of education, ways to achieve excellence in legal education, the most important skills, values, and attitudes that students acquire upon successful completion of their years of study, in addition to the various means of motivation that push students to exert more effort and compete towards optimal performance.
2. The learning outcomes of the programmes and curricula have been designed and developed to align with KILAW's mission to achieve excellence in legal education based on critical thinking and internationalization. These learning outcomes are reviewed within the annual review of the courses.
3. KILAW applies an effective periodic process for programme review. This process is carried out by the programme leaders, the associate universities, the AAB, the External Examiner

Committee, and the national and international reviewers. Stakeholders are involved in these processes.

4. KILAW is committed to developing academic programmes through keeping up with the most recent developments of teaching methods in the legal field, and to guide faculty members to diversify their teaching and student evaluation methods.

5. KILAW keeps pace with the requirements of local and international labor markets, which is reflected in the periodic review of the programmes and courses.

6. KILAW adopts a clear policy for supporting the library, which is based on an open budget for the library's books, resources, and electronic databases.

7. KILAW has embedded external expertise from other Universities and employers within its programme approval and review and its QA processes.

Eighth: Assessment:

1. Assessment methods are designed to achieve the optimal measurement of the programmes' objectives in general and the modules' objectives in particular.

2. The Examinations Committee, the High Examiners Committee and the External Examiners Committee oversee and follow up the process of students' assessment and ensure its compliance with KILAW's policies. Their reports are discussed by KILAW Council.

3. KILAW applies strict policies regarding academic misconduct. The Student Affairs Committee reviews all academic misconduct cases and make decisions based on KILAW's policies.

4. Students' Master theses and research published in KILAW Journal are subject to academic review and evaluation by specialised law professors from international universities.

Ninth: ADMINISTRATIVE DEPARTMENTS

1. All departments, and work units follow policies and bylaws approved by KILAW that regulate and govern their work.

2. KILAW has an organizational structure for the work units arranged according to the functional hierarchy. It is designed in accordance with the stages of growth and development of the institution, in a manner that achieves the efficient flow of information and reports and is reviewed periodically.

3. Quality assurance standards and procedures followed by departments, units and offices are published in the "Quality Assurance Handbook".

4. All departments and work units provide periodic reports regarding their activities by the end of each academic term or when requested.

Tenth: Stakeholders:

1. Stakeholders are an integral part of the Quality Assurance system at KILAW.
2. KILAW has regular communication with stakeholders which is embedded in its processes.
3. Stakeholders are members of the main committees at KILAW.
4. Students are a main part of the quality assurance processes. They have the freedom to express their opinions on the curricula, programme, professors and all the services that are provided to them. This happens through open meetings, surveys, and through students' association, or any other available methods. Feedback is considered at committee meetings.
5. Most of the faculty are members of KILAW's committees, they share their views about academic andadministrative affairs.
6. The Academic Advisory Board (AAB), which consists of elite law professors from international universities, conducts an annual review of the administrative and academic work procedures.
7. Representatives of Associate universities participate in enriching the academic activities organized by KILAW.
8. Alumni are considered one of the main valuable sources within the procedures of programme review and development.
9. KILAW maintains effective channels of communication with the alumni, and follows up on their successes and achievements in their workplace.
10. Alumni participate in events organized by KILAW and KILAW always strives to support its alumni and provide them with opportunities for success, good jobs, and necessary training.
11. KILAW has established an "Alumni Club" to give them a good environment for meeting and experience exchange.
12. KILAW meets regularly with employers to discuss the labor market needs, reviewing and updating the curriculum to include skills and knowledge that are necessary for graduates to compete successfully in their future careers.
13. Parents contribute to quality system by attending open meetings at KILAW, submitting proposals, and participating in KILAW events.

Quality Assurance Calendar

Month	Column 1	Column 2
September	• KILAW Council meeting • Open meeting with staff • Induction Day/ meeting with new Staff • Syllabus and course description submitted by staff. (1st week of the term.)	• Orientation day (Diploma Students) - Orientation day (LLB Students) - Orientation day (LLM Students) • Academic departments Meetings (2nd week of September) • Master Thesis Topics Follow-up Committee Meetings (4th week of September)
October	• KILAW Council meeting • Annual round table discussion for program review with employers (Curriculum Com.)	• Contact with Parents (Students Affairs Deanship) • Contact with Alumni • Master Thesis Topics Follow-up Committee Meetings (4th week of October)
November	• KILAW Council meeting • Report submitted by committee of Governance and Compliance to quality Standards (GC Com.) • Open meeting with students (Students Affairs Deanship, Program Leads)	• Evaluation surveys submitted to faculty, students, and/or employers by Dep. of Comp. & Students Development. • Master Thesis Topics Follow-up Committee Meetings (4th week of November)
December	• KILAW Council meeting • External Examiners visit and submitting their report. • Academic Advisory Board Meeting • Students submit their complaints / appeals	• Open meeting with LLM students • Examination Com. submits its report to KILAW Council • Master Thesis Topics Follow-up Committee Meetings (4th week of December) • Surveys Submitted to staff and students
January	• KILAW Council meeting • Decisions of awarding Completion, Degrees, and Certificates (1st Term) • Orientation day (LLB Students) • Syllabus and course description submitted by staff. (1st week of the term.)	• Surveys submitted to Staff and students • Open Meetings with staff • Academic & Administrative advisors contacting with students • Course Leaders report
February	• Board of Trustees Meeting • Academic departments Meetings (1st week of February) • KILAW Council meeting	• Orientation day (LLM Students) • Master Thesis Topics Follow-up Committee Meetings (4th week of February)
March	• KILAW Council meeting • Annual policies discussions (meetings with staff, Students)	• Master Thesis Topics Follow-up Committee Meetings (4th week of March)
April	• KILAW Council meeting • Curriculum Com. starts the annual program review (contacting with staff, students, employers, and alumni)	• Master Thesis Topics Follow-up Committee Meetings (4th week of April) • Evaluation surveys submitted to faculty and students by Dep. of Comp. & Students Development.
May	• KILAW Council meeting • External Examiners visit and submitting their report. • Surveys submitted to Staff and Students. • Students submit their complaints / appeals.	• Open meeting with LLM students • Examination Com. submits its report to KILAW Council • Master Thesis Topics Follow-up Committee Meetings (4th week of May)
June	• KILAW Council meeting • Decisions of awarding Completion, Degrees, and Certificates (2nd Term) • Course leaders' reports • Professional Development Program	• Meeting with employers (Dean) • Master Thesis Topics Follow-up Committee Meetings (4th week of June) • Evaluation surveys submitted to faculty, students, and/or employers by Dep. of Comp. & Students Development.
July	• KILAW Council meeting • Reports from departments and committees submitted to Planning Office and QAAO	• Program leaders' reports • Decisions of awarding Completion, Degrees, and Certificates (3rd Term)
August	• Final report submitted by Planning Office. • Board of Trustees Meeting	• Academic & Administrative advisors contacting with students

STANDARD RULES ON ORGANIZATION

AND WORK OF THE KILAW COUNCIL

I. Subject of regulation

Article 1

These Standard Rules (hereafter: Rules) regulate the structure, management, and operation of the KILAW COUNCIL (hereafter: the COUNCIL).

II. Membership

Article 2

The COUNCIL shall consist of the following members:

1. KILAW President (Chair)
2. Deans
3. Associate Dean for Academic Affairs
4. Executive Chairman of the Post Graduate Programmes
5. Executive Chairman of the School of Governance and Systems Executive Office
6. Dean for Student Affairs
7. Assistant Dean for Student Affairs
8. Dean of Admission and Registration
9. Director of Diploma of Law
10. Assistant Dean for Academic Affairs
11. Vice President for Administrative and Financial Affairs
12. Head of Criminal Law
13. Head of Private Law Department

1. Head of Public International Law
2. Head of Arabic Language Department
3. Head of The Islamic Law & Comparative Jurisprudence Department
4. Head of Public Law Department
5. Head of Law & Science Department
6. Head of English Legal Courses Department
7. Head of English Language Department
8. Acting Registrar
9. Executive Chairman of Information Technology Department
10. Employers Representative
11. Student Representative
12. Public sector representative
13. Private sector representative

III. Competencies

Article 3

On behalf of the KILAW President and Management, the COUNCIL is responsible for overseeing all academic and administrative matters including, but not limited to, teaching, research activities training interactive with society and associative university, and student progression.

IV. Chair of the Council

Article 4

Upon the Council's decision, the PRESIDENT of KILAW is the Chair of the Council. In exceptional circumstances, the PRESIDENT can appoint another member to act as a Chair.

V. COUNCIL Committees

Article 5

The PRESIDENT of KILAW may establish several sub-committees to assist the Council. In addition to other Committees, the Council will be assisted by four main Committees

1. **Education and Student Experience Committee.**
3. **Research Committee.**
2. **Academic Quality and Standards Committee.**
4. **Awards and Progress Committee.**

VI. Meetings of the COUNCIL

Article 6

The COUNCIL shall perform the activities within regular and, when needed, extraordinary sessions. Regular meetings are held at least eight times a year.

Article 7

The Chair of the COUNCIL convenes the meetings of the COUNCIL the technical office shall act as secretary.

VII. Decision-making

Article 8

The Council's decisions shall be taken by consensus. If a consensus cannot be achieved, the decision will be taken by a majority of the votes of the members present in the Council.

VIII. Minutes

Article 9

Minutes are taken in writing for each of the meetings by the secretary.

IX. Concluding Provisions

Article 10

These Rules enter into force on the date of their adoption by the KILAW's Board of Trustees.

I. Subject of regulation

Article 1

These Standard Rules (hereafter: Rules) regulate the structure, management, and operation of the KILAW EDUCATION AND STUDENT EXPERIENCE COMMITTEE (hereafter: the COMMITTEE).

II. Membership

Article 2

The COMMITTEE consists of the following members:

1. Dean of Students Affairs (Chair)
2. Academic Guidance Committee
3. Office of Guidance & Orientation
4. Examination Committee
5. Students Activities Office
6. Social Works Office
7. Competition & Students Development Dep.
8. Practical Training Team
9. Academic Departments
10. Academic Committee
11. Outstanding Teaching Team

III. Competencies

Article 3

Under the authority of the KILAW COUNCIL (hereafter: COUNCIL), the COMMITTEE assists the COUNCIL on matters related to education and student experience includes but not limited.

IV. Chair of the COMMITTEE

Article 4

The Dean of Students Affairs acts as the Chair of the COMMITTEE. In exceptional circumstances, the Chair can appoint another member to act as a Chair.

V. Meetings of the COMMITTEE

Article 5

The COMMITTEE shall perform the activities within regular and, when needed, extraordinary sessions. Regular meetings are held at least eight times a year.

Article 6

The Chair convenes the meetings of the COMMITTEE.

VI. Decision-making

Article 7

The decisions shall be taken by consensus. If a consensus cannot be achieved, the decision will be taken by a majority of the votes of the members present.

VII. Minutes

Article 8: Minutes are taken in writing for each of the meetings.

VIII. Concluding Provisions

Article 9: These Rules enter into force on the date of their adoption by the President of KILAW.

I. Subject of regulation

Article 1

These Standard Rules (hereafter: Rules) regulate the structure, management, and operation of the KILAW ACADEMIC QUALITY AND STANDARDS COMMITTEE (hereafter: the COMMITTEE).

II. Membership

Article 2

The COMMITTEE consists of the following members:

1. Dean (Chair)
2. Programme leaders
3. Governance & Compliance Committee
4. Curriculum Committee
5. Promotion Committee
6. Admission Department
7. Academic equivalence committee
8. International Cooperation Team

III. Competencies

Article 3

Under the authority of the KILAW COUNCIL (hereafter: COUNCIL), the COMMITTEE assists the COUNCIL on all matters related to overseeing all academic to standard and quality promoting adopted academic standards and quality.

IV. Chair of the COMMITTEE

Article 4

The Dean of KILAW is the Chair of the COMMITTEE. In exceptional circumstances, the Chair can appoint another member to act as a Chair.

V. Meetings of the COMMITTEE

Article 6

The COMMITTEE shall perform the activities within regular and, when needed, extraordinary sessions. Regular meetings are held at least eight times a year.

Article 7

The Chair convenes the meetings of the COMMITTEE.

VI. Decision-making

Article 8

The decisions shall be taken by consensus. If a consensus cannot be achieved, the decision will be taken by a majority of the votes of the members present.

VII. Minutes

Article 9: Minutes are taken in writing for each of the meetings.

VIII. Concluding Provisions

Article 10: These Rules enter into force on the date of their adoption by the President of KILAW.

STANDARD RULES ON ORGANIZATION AND WORK OF

THE RESEARCH COMMITTEE

I. Subject of regulation

Article 1

These Standard Rules (hereafter: Rules) regulate the structure, management, and operation of the KILAW RESEARCH COMMITTEE (hereafter: the COMMITTEE).

II. Membership

Article 2

The COMMITTEE consists of the following members:

1. Vice Dean of academic affairs (Chair)
2. Library Committee
3. Promotion Committee
4. Research & Conference Committee
5. Law Journal Committee
6. Joint Research Team.
7. International Publishing Team

III. Competencies

Article 3

Under the authority of the KILAW COUNCIL (hereafter: COUNCIL), the COMMITTEE assists the COUNCIL on all matters related to research activities.

IV. Chair of the COMMITTEE

Article 4

The Vice Dean for Academic Affairs of KILAW is the Chair of the COMMITTEE. In exceptional circumstances, the Chair can appoint another member to act as a Chair.

V. Meetings of the COMMITTEE

Article 5

The COMMITTEE shall perform the activities within regular and, when needed, extraordinary sessions. Regular meetings are held at least eight times a year.

Article 6

The Chair convenes the meetings of the COMMITTEE.

VI. Decision-making

Article 7

The decisions shall be taken by consensus. If a consensus cannot be achieved, the decision will be taken by a majority of the votes of the members present.

VII. Minutes

Article 8: Minutes are taken in writing for each of the meetings.

VIII. Concluding Provisions

Article 9: These Rules enter into force on the date of their adoption by the President of KILAW.

STANDARD RULES ON ORGANIZATION AND WORK OF

THE AWARDS AND PROGRESS COMMITTEE

I. Subject of regulation

Article 1

These Standard Rules (hereafter: Rules) regulate the structure, management, and operation of the KILAW AWARDS AND PROGRESS COMMITTEE (hereafter: the COMMITTEE).

II. Membership

Article 2

The COMMITTEE consists of the following members:

1. Dean of Admission and Registration (chair)
2. Registrar
3. Registration Department
4. Graduates Office
5. Alumni Office
6. Office of Guidance & Orientation
7. Admission Department

III. Competencies

Article 3

Under the authority of the KILAW COUNCIL (hereafter: COUNCIL), the COMMITTEE assists the COUNCIL on all processes of announcing student's grads and upgraded from one year level to in addition to the following year awarding degrees and certificates.

IV. Chair of the COMMITTEE

Article 4

The Dean of Admission and Registration of KILAW is the Chair of the COMMITTEE. In exceptional circumstances, the Chair can appoint another member to act as a Chair.

V. Meetings of the COMMITTEE

Article 5

The COMMITTEE shall perform the activities within regular and, when needed, extraordinary sessions. Regular meetings are held at least eight times a year.

Article 6

The Chair convenes the meetings of the COMMITTEE.

VI. Decision-making

Article 7

The decisions shall be taken by consensus. If a consensus cannot be achieved, the decision will be taken by a majority of the votes of the members present.

VII. Minutes

Article 8

Minutes are taken in writing for each of the meetings.

VIII. Concluding Provisions

Article 9

These Rules enter into force on the date of their adoption by the President of KILAW.

Quality Management Structure

Board of Trustees The governing and the highest authority body in KILAW, which looks after its interests, sets its all policies, monitors the implementation of KILAW policies, supervises the academic standards, and all matters related to KILAW's activities and regulations according to its competence. It maintains KILAW policies. It meets **2** times a year

Deanship Committee: A management and advisory Committee, it helps to prepare the executive decisions before they are approved by the KILAW entities.

President: Undertakes the KILAW management via the implementation of the policies and decisions of the Board of Trustees, chairs and appoints members of the KILAW Council, and supervises KILAW's quality assurance management.

Academic Advisory Board: To advise the President as well as the Board of Trustees in all aspects of academic issues including issues related to legal education and other associated areas within KILAW's programmes and degrees.

Quality Assurance & Accreditation Office

Committee of monitoring Compliance to Quality Assurance & Governance

KILAW Council

Chaired by the President, it is the chief academic authority of KILAW and is responsible, on behalf of the KILAW Management & the President, in overseeing all matters include, but not limited to teaching, research activities and students' progression within KILAW. It is responsible for academic quality and standards and the admission and progression of students.

Education and Student Experience Committee

Assists the COUNCIL on matters related to education and student experience across all its provision for students.

Chaired by the Dean of Students Affairs

Academic Quality and Standards Committee

Assists the COUNCIL on all matters related to overseeing all academic to standard and quality. Chaired by the Dean

Research Committee

Assists the COUNCIL on all matters related to research activities.

Chaired by Vice Dean for Academic Affairs

Awards and Progress Committee

Assists the COUNCIL on all processes of announcing student's grades and upgraded from one year level to another, in addition to the following year awarding degrees and certificates. It is chaired by the Dean of Admission and Registration