



# Incoming Exchange Student

# CBA Program Teamwork



**Dr. Yaser A. Al-Kulaib**  
Program Director



**Nirvana Saleh**  
Director Assistant for SEP Partners Affairs



**Ikhlas Abdullah**  
Director Assistant for SEP Students Affairs

## Overview

1. In order to enhance the academic, cultural, and social career of students in Kuwait and abroad, College of Business Administration (CBA) has a well-established Student Exchange Program (SEP) in 2006.
2. The program was approved as a concept in December 16<sup>th</sup>, 2007 by the Higher Board of Kuwait University.
3. The program was activated in March 31<sup>st</sup>, 2008 upon the approval of the Minister of Higher Education.

*CBA had earned its' initial academic accreditation in 2005 by The Association to Advance Collegiate Schools of Business (AACSB).*

*CBA is considered to be the top Arabian Institution that started to implement the Students Exchange Program in the Arab Region. However, College of Business Administration (CBA), Kuwait University, is the only Kuwaiti Institution that send student to accredited business schools all over the globe.*

# SEP Aims towards CBA Incoming Exchange Student

The program gives the **incoming exchange student** the opportunity to:

1. Interact within the Arabian & Islamic Cultures and the Kuwaiti traditions.
2. Increase the awareness of both worlds, Arabians and Foreigners.
3. Achieve a successful blending between both worlds, Arabians and Foreigners.
4. Contribute the blending between both CBA Student's and Incoming Exchange Student's cultures and mentality.
5. Strength the relation of forgiveness between students.
6. Reflect the right image of Arab and Muslims to Incoming Exchange Students.

# CBA Programs



## Undergraduate Programs:

1. Accounting Degree.
2. Economics Degree.
3. Finance Degree.
4. Management Degree.
5. Marketing Degree.
6. Management Information Systems Degree.
7. Operation & Supply Chain Degree.
8. Public Administration Degree.

## Graduate Programs:

1. MBA Program.
2. MS Economics Program.
3. MS Accounting Program.
4. MS Finance Program.
5. Higher Diploma in Islamic Finance Program.



# Grading System

## The Point Scale:

### First: A is divided into two levels:

1. A equals 4 Points
2. A- equals 3.67 Points

### Second: B is divided into three levels:

1. B+ equals 3.33 Points
2. B equals 3 Points
3. B- equals 2.67 Points

### Third: C is divided into three levels:

1. C+ equals 2.33 Points
2. C equals 2 Points
3. C- equals 1.67 Points

### Fourth: D is divided into two levels:

1. D+ equals 1.33 Points
2. D equals 1 Point

### Fifth: F is given 0 Points

# Admission Documents & Requirements

## Admission Documents:

1. CBA Application Form and Business Courses List to be studied at CBA/KU.
2. Colored copy of the photo page of passport (**validity  $\geq$  3 years**).
3. Ten 10 colored small photographs as the same size and background color of the passport photograph.
4. Official University Transcript in English Version.
5. Proof of English Language Proficiency (TOEFL, IELTS, or letter from home institution).
6. Curriculum Vitae in English Version.
7. Nomination letter released by Home Business School.

**Notification:** Student receives **CBA acceptance letter** two (2) months before the start of the exchange semester.

## Other Requirements (within and after exchange semester):

1. **SEP Survey and Report:** student is expected to answer SEP survey and write a report about the experience within the exchange semester.
2. **Travel Declaration:** Travel is only allowed in weekends and formal holidays along the semester. Student is committed to fill up a declaration of travel plan and deliver it to Students Exchange Office. Acknowledgement of Travel is expected to be made ten (10) days before the travel date.

## Complimentary Services



**1) Academic Expenses:** No expenses are required for CBA Courses while incoming exchange student is responsible to pay for the expenses of the courses organized outside CBA campus. Kuwait University offers support program via Language Center and The Center for Community Services and Continuing Education.

**2) Accommodation:** Availability of accommodation depends on the number of the KU incoming exchange students accepted per semester. The Dormitory of Kuwait University venue is on Shuwaikh Campus. It is only 15-20 minutes from Kuwait International Airport. Student is expected to arrive one (1) day before the Orientation. Student is expected to be committed to KU Dormitory rules and regulations. Student is not allowed to spend a night out of the Dormitory. Student is expected to leave in seven (7) days of the exams end.

**3) Transportation:** Kuwait University provides the incoming exchange student a free pick-up and drop to and from Kuwait International Airport. Buses are free and available within KU College Campuses. Student may arrive not earlier than one (1) day prior to the orientation week for incoming exchange students. Flight Details are to be provided no later than one (1) week before the semester start by an email to SEP Office.

**4) Tours:** Students Exchange Office arranges tour around Kuwait once per semester accompanied by SEP coordinator in order to visit Kuwaiti Heritage and Cultural Places



## Academic Affairs

- 1) Orientation Week, Course Registration and Withdrawal:** Wednesday and Thursday are the two (2)-days of orientation scheduled for incoming exchange students. Attendance is mandatory. Student confirms the selected courses or choose alternative courses if needed to be studied within the exchange semester. Student identifies CBA Campus facilities before the semester starts. The tour includes Libraries, Stationary Stores, Cafeteria, Café, Computer Labs, Music, Sport Activities, Swimming Pool, Wireless LAN, Students Clubs, Seasonal Exhibitions, Emergency Clinic and Break lounges. In case of withdrawal, incoming exchange student should go to CBA Students Affairs Department to check the required procedures. Absence due to unforeseen circumstances should be declared to the Dean of Students Affairs of CBA.
- 2) Course Load/Credits/semester:** Course load for incoming exchange student is determined by Home Institution. Undergraduate course load is 15-18 credits per semester. Note that the maximum can not exceed 21 credits. Graduate course load is 9-15 credits per semester.
- 3) Student ID, Blackboard and Internet Password:** Incoming exchange student receives the student ID, blackboard and internet password after the courses schedule is released. It takes one (1) month to be ready after the semester starts.
- 4) Learning Expectation:** Incoming exchange student is expected to attend all lectures, complete all assignments and attend exams in order to receive a course grade.
- 5) Internship:** is available for one semester in any of the three (3) semesters (Fall/ Spring / Summer). It is given in a three (3) credits per course and the student gets grade according to attendance of training for four (4) hours (9:00a.m. – 1:00 p.m.) scheduled for two (2) or three (3) days per a week. Note that the internship is unpaid.
- 6) Transcript:** Incoming exchange student receives KU Transcript within one (1) month of the semester end.

# Logistics

**1) Entry Visa:** Kuwait University is responsible for the release of the student's visa. Such procedure requires a clear colored copy of the student's passport with validity  $\geq 3$  years. A copy of the visa is sent to the student by email, while the original visa is kept with KU representative who is responsible of the student's pick-up from Kuwait International Airport. Note that visa is valid for only three (3) months.

**2) Kuwaiti Residence:** Incoming exchange student must get a Kuwaiti Residence if study period  $\geq 3$ -months according to the student's law of residence in Kuwait. The Visa Office at KU Dormitory is responsible to contact the student upon arrival to explain such procedures. Student is committed to fulfill all medical and governmental procedures according to Ministry of Interior regulations to release Kuwaiti Residence of Student.

**3) Health Insurance:** Incoming exchange student should contact Kuwait Embassy in your home country to know the requirements and procedures of health insurance.

# CBA Outgoing Exchange Students



# CBA Incoming Exchange Students





# Contact Information



To know more about the documents required for admission and procedures taken after acceptance, please visit our

## Website

<http://kuweb.ku.edu.kw/COBA/index.htm>

## YouTube

*Exchange Student Program Kuwait*

## Mailing Address

College of Business Administration,  
Kuwait University,  
Shuwaikh Campus,  
Students Exchange Program,  
Dean's Building,  
Ground Floor,  
P.O Box 5486, Safat 13055,  
Kuwait.

## Or

## Our office

Students Exchange Office  
Dean's Building  
Ground Floor

Ms. Nirvana Saleh: Tel: +965-24988375    Ms. Ikhlas Abdullah: Tel: +965-249888392

