CBA Factsheet 2018/2019

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Website	CBA: http://kuweb.ku.edu.kw/COBA/index.htm SEP: http://kuweb.ku.edu.kw/COBA/CBAOfficesCenters/OrientationOffice/StudentExchangeProgram/index.htm
Accreditation	CBA had earned its' initial academic accreditation in 2005 by The Association to Advance Collegiate Schools of Business (AACSB)
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.
Level of Study	Graduate/Undergraduate
Language of Teaching	Intensive Language of study is English and Arabic is limited
Undergraduate Programs	1. Accounting Degree. 2. Economics Degree. 3. Finance Degree. 4. Management Degree. 1. Marketing Degree. 2. Management Information Systems Degree. 3. Operation & Supply Chain Degree. 4. Public Administration Degree
Graduate Programs	1. MBA Program. 2. MS Economics Program. 3. MS Accounting Program. 1. MS Finance Program. 2. Higher Diploma in Islamic Finance Program.

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Exchange Period	One/Two semesters One full academic year
Support Programs	Language Center http://www.kuniv.edu/ku/Students/CourseSchedule/index.htm The Center for Community Services and Continuing Education http://www.kuniv.edu/ku/Centers/CentreforCommunityServicesContinuingeducation/index.htm
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
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
Orientation Week (Class Registration & Withdrawal)	Fall 2018: Opening: September 2 / Closing: September 6 Spring 2019: Opening: January 20 / Closing: January 24
Registration System	Incoming Exchange Student is allowed to add course load with the condition of not exceeding the maximum allowance load of courses.
Withdrawal System	Course Withdrawal is open up to 6 weeks of the semester start. Note that course load should not be less than the minimum load.

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Academic Calendar	Fall 2018	Start: September 2 Orientation: September 5-6 (Incoming Exchange Student: Wednesday & Thursday) Class Start: September 9 Class End: December 17 Exams: December 19-30 Break: January 6-26
	Spring 2019	Start: January 20 Orientation: January 23-24 (Incoming Exchange Student: Wednesday & Thursday) Class Start: January 27 Class End: May 7 Exams: May 9-20 Break: May 26- September 7
	Summer 2019	Start: June 9 Orientation: June 9-11 Class Start: June 9 Class End: July 25 Exams: July 27-30 Break: August 4 – September 7
Exchange Nomination & Application Deadline	Fall 2018	Nominations & Applications: March 1
	Spring 2019	Nomination & Application: October 17
	Summer 2019	
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 ≥ 3 years). 3. Ten 10 colored small photographs as the same size and background color of the passport photograph. 4. Official University Transcript released in English Version. 5. Proof of English Language Proficiency (TOEFL, IELTS, or letter from Home Institution). 6. Curriculum Vitae released in English Version. 7. Nomination letter released by Home Business School. ***Partner Institution should email and mail the student's documents. [on the due date]***
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.
Learning Expectation		Incoming exchange student is expected to attend all lectures, complete all assignments and attend exams in order to receive a course grade.
Internship		It 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.
Work		Incoming Exchange Student is not permitted to work in Kuwait.

Student Exchange PROGRAM
COLLEGE OF BUSINESS ADMINISTRATION
KUWAIT UNIVERSITY

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

Course Load Credits/semester Full-time	Course load for incoming exchange student is determined by Home Institution.	
	Under-Graduate	Minimum Load: 12 credits Maximum Load: 21 credits
	Graduate:	Minimum Load: 9 credits Maximum Load:15 credits

Transcript	Incoming exchange student receives KU Transcript within one (1) month of the semester end.
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.
Health Insurance	Incoming exchange student should contact Kuwait Embassy in your home country to know the requirements and procedures of health insurance.
Arrival Date	Student is expected to arrive one (1) day before the Orientation. Attendance is mandatory. Student confirms the selected courses or choose alternative courses if needed to be studied within the exchange semester.
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.
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.
Campus Facilities & Board	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.
Tours	Students Exchange Office arranges tour around Kuwait once per semester accompanied by SEP coordinator in order to visit Kuwaiti Heritage and Cultural Places
Required Documents to deliver before leaving	student is expected to answer SEP survey and write a report about the experience within the exchange semester.