





Kuwait University
College of Business Administration
Student Exchange Program
Fact Sheet 2022-2023

SEP Team	<p style="text-align: center;">Dr. Ebrahim Merza Program Director Email: Ebrahim.merza@ku.edu.kw</p> <p style="text-align: center;">Ms. Ikhlas Abdullah Director Assistant for SEP Students Affairs Tel: +965-24988392 Email: Ikhlas.Abdulla@ku.edu.kw</p> <p style="text-align: center;">Ms. Nirvana Saleh Director Assistant for SEP Partner Affairs Tel: +965-24988375/6 Mobile: +965-66190304 Email: nirvana.saleh@ku.edu.kw</p> <p style="text-align: center;">Ms. Rana ALYaqout SEP Coordinator Tel: +965-24988388 Email: rana.alyaqout@ku.edu.kw</p>
Website	<p>CBA: http://kuweb.edu.kw/COB/index.htm</p> <p>SEP: http://kuweb.ku.edu.kw/COBA/CBAOfficesCenters/OrientationOffice/StudentsEXchangeProgram/index.htm</p> <p style="text-align: center;">    @exchangecba </p> <p style="text-align: center;">  sep.cbaSep20001@outlook.com </p>
Accreditation	<p>CBA has earned it's initial academic accreditation in 2005 by The Association to Advance Collegiate Schools of Business (AACSB).</p>

Mailing Address	College of Business Administration, Kuwait University, Sabah Al-Salem University City Shedadiya Area, Students Exchange Program, Associate Dean for Students Affairs, Dean's Building Ground Floor, P.O.Box 5486, Safat 13055 Kuwait								
Level of Study	Graduate / Undergraduate								
Language of Teaching	Intensive Languages of study are English, and Arabic is limited								
Undergraduate Program	<table border="0"> <tr> <td>1. Accounting Degree</td> <td>5. MIS Degree.</td> </tr> <tr> <td>2. Economics Degree</td> <td>6. Marketing Degree.</td> </tr> <tr> <td>3. Finance Degree</td> <td>7. Operation & Supply Chain.</td> </tr> <tr> <td>4. Management Degree</td> <td>8. Public Administration.</td> </tr> </table>	1. Accounting Degree	5. MIS Degree.	2. Economics Degree	6. Marketing Degree.	3. Finance Degree	7. Operation & Supply Chain.	4. Management Degree	8. Public Administration.
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Exchange Period	One / Two Semesters								
Support Programs	<p>Language Center http://www.kuniv.edu/ku/Students/CourseSchedule/index.htm</p> <p>We offer free Arabic language course.</p> <p>The Center for Community Services and Continuing Education http://www.kuniv.edu/ku/Centers/CentreforCommunityServiceContinuingeducation/index.htm</p>								
Academic Express	As agreed within the partnership students pay for the expenses of courses outside of the CBA campus. KU offers programs via Language Center and the Center for Community services and Continuing Education.								

Academic Calendar	Fall 2022	Orientation: September 18-22, 2022 (Incoming Exchange Students: Wednesday and Thursday) Class start: September 25, 2022 Class End: December 22, 2022 Exams: December 24, 2022-January 5, 2023 Winter holiday: January 15-February 4, 2023
	Spring 2023	Orientation: January 29-February 2, 2023 (Incoming Exchange Students : Wednesday & Thursday) Class Start: February 5, 2023 Class End: May 4, 2023 Exams: May 6-18, 2023 Summer holiday: May 28, 2023
	Summer 2023	Orientation: May 28, 2023 Class Start: May 28, 2023 Class End: July 20, 2023 Exams: July 22-25, 2023 Summer holiday: July 30- September, 2023
Exchange Nomination and Application Deadline	Fall 2022	Nominations & Application: March 2022
	Spring 2023	Nominations & Application: October 2022
	Summer 2023	
Grading System	<p>The Point Scale</p> <p>A is divided into two levels:</p> <ol style="list-style-type: none"> 1. A equals 4 points 2. A- equals 3.67 points <p>B is divided into three levels:</p> <ol style="list-style-type: none"> 1. B+ equals 3.33 points 2. B equals 3 points 3. B- equals 2.67 points <p>F equals 0 points.</p> <p>C is divided into three levels:</p> <ol style="list-style-type: none"> 1. C+ equals 2.33 points 2. C equals 2 points 3. C- equals 1.67 points <p>D is divided into three levels:</p> <ol style="list-style-type: none"> 1. D+ equals 1.33 points 2. D equals 1 point 	

Orientation Week (Class Registration & Withdrawal)	Fall 2022: September 18-22, 2022 Spring 2023: January 29-February 2, 2023
Registration System	Incoming Exchange Student can add course load with the condition of not exceeding the maximum allowance load of courses.
Withdrawal System	Course Withdrawal is opened up to 6 weeks of the semester start. Note the course loads should not be less than the minimum load.
Admissions Documents	<ol style="list-style-type: none"> 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. Three (3) colored small photos 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 (TOFEL, IELTS, or letter from Home Institution). 6. Curriculum Vitae released in English Version. 7. Nomination letter released by Home Business School. 8. A Certificate of Criminal Records released in English Version. <p>*Partner Institution should email and mail the student's documents. [on the due date].</p>
Student ID, Black board 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.
Work	Incoming Exchange Student is not permitted to work in Kuwait.
Acceptance Letter	Student receives CBA acceptance letter two months prior the start of the exchange semester. Students receive CBA acceptance letter two months before the start of the exchange semester.

Course Load Credits/ Semester Full –Time	<p>Course Load for incoming exchange student is determined by Home Institution.</p> <p>Under-Graduate: Minimum Load: 12 credits Maximum Load: 21 credits</p> <p>Graduate: Minimum Load: 9 credits. Maximum Load: 15 credits.</p>																								
Transcript	Incoming exchange student receives KU transcript within one (1) month of the semester end.																								
Visa	Visas are done by KU. A copy is sent to the student via Email. Any questions please Email the Director Assistant for SEP Student Affairs.																								
Health Insurance	Incoming exchange student should contact Kuwait Embassy in their home country to know the requirements and procedures o health insurance.																								
Arrival Date	Student is expected to arrive one (1) day before the Orientation. Attendance is mandatory.																								
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 Campus.																								
Accommodation	Free accommodation. Availability of accommodation depends on the number of the KU incoming exchange students accepted per semester.																								
CBA’s Student Clubs and Facilities	<table border="0"> <thead> <tr> <th><u>Student Activities</u></th> <th><u>Student Clubs</u></th> <th><u>CBA Campus</u></th> </tr> </thead> <tbody> <tr> <td>1. Dean’s List</td> <td>1. Sports Center</td> <td>1. Medical Center</td> </tr> <tr> <td>2. Finance Club</td> <td>2. Swimming Pool</td> <td>2. Bank</td> </tr> <tr> <td>3. Accounting Club</td> <td>3. Arts Club</td> <td>3. Computer Lab</td> </tr> <tr> <td>4. The Talent’s Club</td> <td>4. Music Club</td> <td>4. Stationary & Copy</td> </tr> <tr> <td>5. QMS Club</td> <td></td> <td>5. Supermarket</td> </tr> <tr> <td>6. PA Club</td> <td></td> <td>6. Library</td> </tr> <tr> <td>7. Economics Club</td> <td></td> <td></td> </tr> </tbody> </table>	<u>Student Activities</u>	<u>Student Clubs</u>	<u>CBA Campus</u>	1. Dean’s List	1. Sports Center	1. Medical Center	2. Finance Club	2. Swimming Pool	2. Bank	3. Accounting Club	3. Arts Club	3. Computer Lab	4. The Talent’s Club	4. Music Club	4. Stationary & Copy	5. QMS Club		5. Supermarket	6. PA Club		6. Library	7. Economics Club		
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KU supplies Exchange Students the following upon availability	<ul style="list-style-type: none"> • Free accommodation and meals • Free Tours • Free airport pickup and drop off 																								