



CBA Factsheet 2017/2018

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CBA Website	<p>http://kuweb.ku.edu.kw/COBA/index.htm</p>
CBA Student Exchange Program Website	<p>http://kuweb.ku.edu.kw/COBA/CBAOfficesCenters/OrientationOffice/StudentExchangeProgram/index.htm</p>
Accreditation	<p>CBA had earned its' initial academic accreditation in 2005 by The Association to Advance Collegiate Schools of Business (AACSB)</p>
Address	<p>College of Business Administration, Kuwait University, Shuwaikh Campus, Students Exchange Program, Dean's Building, Ground Floor, P.O Box 5486, Safat 13055, Kuwait.</p>
Level of Study	<p>Graduate/Undergraduate</p>
Language of Teaching	<p>Intensive Language of study is English and Arabic is limited</p>
Undergraduate Degree Programs & Course Description	<ol style="list-style-type: none"> 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 Degree Programs & Description	<ol style="list-style-type: none"> 1. MBA Program 2. MS Economics Program 3. MS Accounting Program 4. MS Finance Program 5. Higher Diploma in Islamic Finance Program 	
Exchange Period	<p style="text-align: center;">One/Two semesters One full academic year</p>	
Support Programs	<p>Language Center http://www.kuniv.edu/ku/Students/CourseSchedule/index.htm</p> <p>The Center for Community Services and Continuing Education http://www.kuniv.edu/ku/Centers/CentreforCommunityServicesContinuingeducation/index.htm</p>	
Academic Expenses	<ul style="list-style-type: none"> • No expenses is required for CBA courses. • Visiting student is in responsible to pay for the expenses of the courses organized outside CBA campus. 	
Grading System	<p>The Point Scale</p> <p>First: 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>Second: 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>Third: 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>Fourth: D is divided into two levels:</p> <ol style="list-style-type: none"> 1. D+ equals 1.33 Points 2. D equals 1 Point <p>Fifth: F is given 0 Points</p>	
Class Registration & Withdrawal	Fall 2017:	Opening: September 10 Closing: September 14
	Spring 2018:	Opening: January 21 Closing: January 25
Registration System	Visiting Student is allowed to add course load with the condition of not exceeding the maximum allowance load of courses.	
Withdrawal System	Withdrawal of courses is opened up to 6 weeks of the semester start. Noted that course load should not be less than the minimum load.	
	Fall 2017	Start: September 10

Academic Calendar		Orientation: September 10 (Incoming Student: Wednesday & Thursday) Class Start: September 17 Class End: December 21 Exams: December 23-January 4 Break: January 10 –27
	Spring 2018	Start: January 21 Orientation: January 21 (Incoming Student: Wednesday & Thursday) Class Start: January 28 Class End: May 8 Exams: May 9-20 Break: May 27- September 8
	Summer 2018	Start: May 27 Orientation: 27-29 Class Start: May 27 Class End: July 17 Exams: July 18-22 Break: July 25 – September 8
Exchange Nomination & Application Deadline	Fall 2017	Nominations: March 1 Applications: March 1
	Spring 2018	Nomination: October 17 Applications: October 17
	Summer 2018	
Requirements & Documents Enclosed	<ol style="list-style-type: none"> 1. CBA Application Form and Business Courses to be studied at CBA/KU. 2. Colored copy of the photo page of passport (validity \geq 3 years). 3. <u>10</u> Colored small photographs. 4. Official University Transcript - in English 5. Proof of English Language Proficiency (In accordance with the signed MOU) 6. Curriculum Vitae – in English 7. Nomination letter of exchange enrollment by home business school 8. Declaration of “Respecting CBA Regulations”. 9. Declaration of “Travel” in case of willing to travel within the semester formal holidays. 	
Procedures	<p>Partner Institution should email and mail the student’s documents. [on the due date]</p> <p>Partner Institution will get CBA Acceptance Letter for Visiting Student (2) months before the start of the semester which the visiting student will join.</p>	

Student ID	Visiting Student will receive a KU Student ID within (1) month of the semester start.	
Email	Visiting student will receive KU email address & blackboard password within (1) month of the semester start.	
Learning Expectation	Visiting student is expected to attend all lectures, complete all assignments and attend exams in order to receive a course grade.	
Internship	Internship is only available during all semesters.	
Work	Visiting student is not permitted to work in Kuwait.	
Acceptance Letter	Visiting Student will receive CBA Acceptance Letter (2) months before the start of the Semester of his/her study.	
Course Load Credits/semester	Home institution determines course load for visiting student. Regular course load for undergraduate student is 15-18 credits/semester; however, the maximum cannot exceed 21 credits. As for graduate program course load is 9-15 credits/semester.	
Course Load Full-time	Under-Graduate	Minimum Load: 12 credits Maximum Load: 21 credits
	Graduate:	Minimum Load: 9 credits Maximum Load: 15 credits
Transcript	Partner Exchange Offices will receive CBA official transcript of visiting student within (1) month of the semester end.	
Visa Procedures & Required Documents	<ul style="list-style-type: none"> • Student should provide a copy of passport (validity \geq 3 years) and flight details. • The original visa will be kept with KU representative who is in responsible of the student's reception at Kuwait International Airport, noted that the visa is valid for (3) months. • Student must get a Kuwaiti Residency <u>if study period $>$3 months period</u> according to the student's law of residence in Kuwait. Student is not allowed to travel anywhere before getting the Kuwait residency. 	
Health Insurance	Visiting Student should contact Kuwait Embassy branch in the country to know the requirements and procedures of health insurance.	
Arrival Date.	Student may arrive <u>not earlier than (1) day prior to the Orientation Program for Incoming Student (Wednesday & Thursday).</u>	
Transportation	<ul style="list-style-type: none"> • Free Airport pick-up and drop-in is available by Kuwait University. • KU Representative name and contact information are provided to Partner Institution and Visiting Student (1) week before arrival time by email. • Acknowledgement of Student's arrival date is required to provide free pick-up from Kuwait International Airport. Student may have to pick up an airport taxi for drop in KU Students Housing in case of any change occurs in the flight schedule. 	

	<ul style="list-style-type: none"> • University Buses are available for free transportation between KU Colleges.
Accommodation	<ul style="list-style-type: none"> • Free Accommodation [depending on the number of visiting students] is provided for Visiting Student at KU Students Housing located in KU Campus. • Visiting Students is expected to arrive <u>not earlier than (1) day prior to the Orientation Program for Incoming Student (Wednesday & Thursday).</u> • Visiting Student is committed to KU Students Housing Opening and Closing times. • Visiting Student is not allowed to spend a night outside KU Students Housing. • Visiting Student is committed to acknowledge KU Students Housing as well as CBA Students Exchange Office of travel plan (10) days ahead of time. Travel is only allowed in weekends and formal holidays along the semester of study. • Visiting Student is expected to leave in (7) days of the exams end.
Campus Facilities & Board	Libraries, Stationary Store, Cafeteria, Café , Computer Labs, Music, Sport activities, swimming, wireless LAN, Students Clubs, Seasonal Exhibitions, Emergency Clinic, Break Launch.
Tours	CBA exchange office arranges free tour around Kuwait once per a semester, accompanied by SEP coordinator, in order to identify Kuwait heritage.
Required Documents to Deliver before leaving	Visiting Student is requested to deliver answers to SEP Survey Form and report of experience within Exchange Period.