



The Academic Students Exchange Program

College of Business Administration

Incoming Student

Orientation

CBA Program Staffs



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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 16th, 2007 by the Higher Board of Kuwait University.
3. The program was activated in March 31st, 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) and was renewed in 2011.

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 students to accredited business schools all over the globe.

SEP Aims towards CBA Incoming Student

The program gives the **incoming 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 Visiting student's cultures and mentality.
5. Strength the relation of forgiveness between students.
6. Reflect the right image of Arab and Muslims to Visiting Students.



CBA Programs

Undergraduate Degree Programs:

1. **Bachelor of Accounting:** <http://kuweb.ku.edu.kw/COBA/Departments/Accounting/index.htm>
2. **Bachelor of Economics:** <http://kuweb.ku.edu.kw/COBA/Departments/Economics/index.htm>
3. **Bachelor of Finance & Financial Institutions:** <http://kuweb.ku.edu.kw/COBA/Departments/FFI/index.htm>
4. **Bachelor of Management & Marketing:** <http://kuweb.ku.edu.kw/COBA/Departments/MM/index.htm>
5. **Bachelor of Public Administration:** <http://kuweb.ku.edu.kw/COBA/Departments/PA/index.htm>
6. **Bachelor of Quantitative Methods & Information Systems:**

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

Graduate Degree Programs:

1. **MBA Program:** <http://kuweb.ku.edu.kw/COBA/Programs/PostGraduate/MBAProgram/index.htm>
2. **MS Economics Program:** <http://kuweb.ku.edu.kw/COBA/Programs/PostGraduate/MSEconomicsProgram/index.htm>
3. **MS Accounting Program:** <http://kuweb.ku.edu.kw/COBA/Programs/PostGraduate/MSAccountingProgram/index.htm>
4. **Higher Diploma in Islamic Finance Program:**

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

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 ≥ 3 years**).
3. Ten 10 colored small photographs as the same size and background color as the passport photograph.
4. Official University Transcript released in English Version.
5. Proof of English Language Proficiency (TOEFL - IELTS).
6. Curriculum Vitae released 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 ten (10) days before the travel date.

Complimentary Services

- 1. Academic Expenses:** No expenses is required for CBA Courses while incoming student is in responsible to pay 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. *(Links are provided in CBA factsheet)*
- 2. Accommodation:** Availability of accommodation depends on the number of the KU incoming students received per semester. KU Dormitory locates at Kuwait University Campus in Shuwaikh Area. It takes 15-20 minutes from Kuwait International Airport. Student is expected to arrive one (1) day before the Orientation Program Start. 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 student a free pick-up and a free drop-in Kuwait International Airport. Buses are free and available within Kuwait University Colleges. Student may arrive not earlier than one (1) day prior to the Orientation Program for Incoming Students. Flight Details is to be provided not 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 a semester accompanied by SEP coordinator in order to identify Kuwaiti Heritage.

Academic Affairs

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1. Orientation Week, Courses Registration and Withdrawal System: Wednesday and Thursday are the two(2)-days orientation scheduled for incoming 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 start. 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 Launch. In case of withdrawal, incoming student should go to CBA Students Affairs Department to check the required procedures. Absence fro unforeseen circumstances should be declared to CBA Students Affairs Deanship.
- 2. Course Load/Credits/semester:** Course load for incoming student is determined by Home Institution. Undergraduate course load is 15-18 credits/ semester. Noted that the maximum can not exceed 21 credits. Graduate course load is 9-15 credits/ semester.
- 3. Student ID, Blackboard and Internet Password:** Incoming Student receives the student ID, blackboard and internet password after the courses schedule released. It takes one (1) month to be ready after the semester start.
- 4. Learning Expectation:** Incoming Student is expected to attend all lectures, complete all assignments and attend exams in order to receive a course grade.
- 5. Internship** is available within the three (3) semesters (Fall/ Spring / Summer Semester). It is given in a three (3) credits-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. Noted that the internship is not payable.
- 6. Transcript:** Incoming Student receives KU Transcript within one (1) month of the semester end.

Logistics

1. **Visa Entrance:** Kuwait University is responsible to release the student's visa. Such procedure requires a cleared-colored copy of the student's passport with validity ≥ 3 years. A copy of the visa is sent to the student by email, while the original visa is kept with KU representative whom is responsible of the student's pick-up from Kuwait International Airport. Noted that visa is valid for only three (3) months.
2. **Kuwaiti Residence:** Incoming Student must get a Kuwaiti Residence if study period ≥ 3 -months period according to the student's law of residence in Kuwait. The Visa Department of 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 student should contact Kuwaiti Embassy branch in the country to know the requirements and procedures of health insurance.

CBA Outgoing Students



CBA Incoming Students



CBA Incoming Students





To get in contact with our CBA Exchange Office

And 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

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Or

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