

KUWAIT UNIVERSITY

The Fundamental Bylaw of Guidance and Counselling Offices in the Colleges

CHAPTER 1

Guidance and Counselling Offices

Article 1:

An office of Guidance and Counseling shall be established in each college to be chaired by the Dean or Vice Dean.

Article 2:

A full time director shall manage the office and will be responsible before the Head of the office.

Article 3:

Competencies of Guidance and Counselling offices:

1. Draw guidance programs that transfer to the student knowledge and awareness of the university rules and bylaws and acquaint him/her with the activities and opportunities available in the university.
2. Organize orientation meetings with the new academic staff to acquaint them with the effective university rule and systems.
3. Follow up the student's academic record along his /her university studies.
4. Follow up the situation of the students who are on the warning list or expulsion, study their cases and prepare the necessary memos to be presented before the competent parties in the university.
5. Study the withdrawal cases from the semester and follow up the students' completion of the transfer requirements and conditions between the different academic departments.
6. Supervise the processes of early guidance, withdrawal and addition so as to examine and approve them before sending them to the Registration Administration.
7. Supervise absence notes and inform the competent parties with them.
8. Follow up the students' final examinations postponement.

Article 4:

Each office is assigned a certain amount of the total budget of college to cover its needs of staff and various equipment.

Article 5:

Psycho Counseling Unit shall be established in the College of Education affiliated to the Guidance and Counseling Office to study the cases referred to it from the guidance and counseling offices in the various colleges.

CHAPTER 2

Coordination Council for Guidance and Counselling Offices

Article 6:

Coordination Council for Guidance and Counseling Offices shall be formed in the University from the Dean of Students' Affairs (rapporteur) and the membership of the Heads of Guidance and Counseling Offices in the colleges, in addition to a representative of the General Registrar Office in the University.

Article 7:

The constituted Council shall coordinate between the Guidance and Counseling Offices in the Colleges and The Deanship of Students' Affairs as well as the General Registrar's Office to settle the guidance and counseling issues.

Article 8:

Recommendations of Coordination Council shall be raised to the Academic Affairs Committee.

Article 9:

The Coordination Council shall meet at the beginning of each semester or according to an invitation either by its President or any of the Guidance and Counseling offices whenever necessary.

GENERAL PROVISIONS

Article 10:

The Coordination Council's meetings shall not be considered valid unless the majority of its members attend the meeting, and the decisions shall be taken by the majority of the attending members. When votes are equal, the rapporteur's side shall be considered.

Article 11:

It is permissible to amend some of this bylaw's Articles upon a suggestion raised by any of the Guidance and Counselling offices in various colleges after the approval of the Coordination Council and the Academic Affairs Committee in the colleges.

Article 12:

The provisions of this Bylaw shall be executed after the approval of the Academic Affairs Committee in the University.