

# **KUWAIT UNIVERSITY**

## **The Fundamental Bylaw of Summer Studies in Kuwait University**

### **Article 1 : Period of Summer Semester**

The Summer Semester is an optional semester extends for fully eight weeks including the final examination week, and each lecture will last for 60 minutes.

### **Article 2 : Beneficiaries of the Summer Semester**

- a. All Kuwait University students,
- b. Categories of students who benefit from the unregistered students' system in accordance with the rules decided by the University Council.

### **Article 3 : Study Load**

The maximum permitted study load to be registered in the Summer Semester is determined in accordance with the following categories:

- a. Excellent Students (who get GPA of 3 points at least, at the end of the first semester) 12-13 credit units.
- b. Students on warning list at the end of the first semester:
  - \* 9-10 credit units for expected graduates
  - \* 7-8 credit units for the rest of warned students.
- c. All Kuwait University students (neither excellent nor warned students):
  - \* 12-13 credit units for expected to graduates in the Summer Semester
  - \* 9-10 credit units for other students.

The first two days of the Summer Semester shall be assigned for delayed registration, as well as registering the unenrolled students (outside Kuwait University) and registering extra courses for Kuwait University students who submit an excuse to be accepted by the Dean of Admission and Registration in view of the observed measures in this regard.

### **Article 4 : Timetable and Registration**

1. Summer courses shall be distributed on the basis of priority at where the University's requirements and primary level courses are premier. The timetable is determined centrally by the Deanship of Admission and Registration after consultation with the colleges referring and students' questionnaires during the Summer Semester counseling period.

2. It is not allowed to offer courses in a form of readings.
3. Registration for Summer Semester shall be accomplished before registering for the next regular semester.
4. Withdrawal from the Summer Study shall be done after the period of withdrawal and addition, and the delayed registration and after the approval of The Student Affairs Committee.
5. Colleges shall nominate the working staff in the summer semester before offering the final timetable.

#### **Article 5 : Administrative Supervision**

1. Dean of Admission and Registration or any person acting on his (her) behalf shall supervise the summer study.
2. Dean of the college or any person acting on his (her) behalf shall supervise the summer study in the college.
3. Chairperson of the Academic Department or any person acts on his (her) behalf shall supervise the summer study in the Department.

#### **Article 6 : Supervisor of Summer Studies**

Responsibility of the general supervision of summer studies is totally entrusted to the Dean of Admission and Registration, and this includes:

1. Prepare the general budget for the Summer Semester and supervise the assignment of the colleges' shares in accordance with their predetermined programs.
2. Prepare the Summer Semester's timetable and all issues concerning the registration and students' records.
3. Execute all decisions of the Deans' Committee regarding the Summer Studies.

#### **Article 7 : Academic Staff Member**

The following conditions are required for the academic staff who participates in teaching in the summer semester.

1. He/she should have previously taught the suggested course.
2. His/her contract should not terminate by the end of the Summer Semester.
3. He/she should attend during the period of the whole Summer Semester.

4. He/she should have applied the questionnaire system of the Measurement and Teaching Development Center for two consecutive semesters of the three regular semesters prior to the semester in which the registration process, for the summer semester he/she wishes to teach in is done.

Priority of participation in Summer Semester shall be given for teachers who did not participate in teaching the summer semester in the previous year.

This provision is applicable to the language teacher who intends to participate in the Summer Semester.

### **Article 8 : Kuwait University Students Studying in Other Universities for Summer Semester**

Kuwait University students are allowed study the summer semester in other outside accredited Universities (the four year system) upon the approval of the Academic Department and after the preliminary equivalence of the courses' content the student intends to study, provided that the following conditions shall be applied.

1. To adhere to the conditions of the Summer Semester in Kuwait University with regard to the study load determined in the bylaw herein with.
2. The Student is exempted from studying the equivalent courses on the condition that he/she should pass these courses with a grade not less than (C) according to the system of the outside university. These grades will not be calculated within the student's general and major grades.

### **Article 9 : Registration Fees**

The University Council decides the Summer Semester registration fees for Kuwait University students and others. In case of late registration, the student shall pay extra fees equal to the same registration fees. Scholarship and school leave students are not exempted from late registration fees.

### **Article 10 : Summer Semester Teaching's Financial Allowances and Reimbursement System**

1. Members of teaching staff are paid an amount of (2.0) of the current monthly salary – without housing allowance – provided that he/she should teach (3-4) credit units. Lab supervision hours are not included within those units.
2. Languages teachers are paid an allowance of (2.3) of their current regular stipend – without residence compensation when they participate in teaching (3-4) credit units. Director of Languages Centre (who is appointed according to languages teaching cadre) is paid the same amount as the supervision allowance. Assistant teachers are paid an allowance of (2.3) of their current regular stipend – without housing allowance when they participate in teaching (7.5-10.5) credit hours weekly.

3. Member of teaching staff, Language teacher and Assistant teacher who teach extra (3-4) credit units, are granted a teaching allowance of KD850). Priority shall be given to the Language teacher who intends to teach two courses in the Summer Semester.

\* It is not allowed to add this allowance to the supervision allowance whether on the Academic Department or the Language Teaching Unit.

4. Deans of Colleges or whoever acts on their behalf are paid supervision allowance as if they were teaching (3-4) credit units. However, the assigned allowance for Summer Semester shall be paid for either the Dean of the college or his /her deputy, provided that this allowance should not be paid twice for more than one person for the same time period.
5. Chairperson of the Academic Department or anyone acts on his /her behalf shall be paid an additional supervision allowance in as much as (KD750) in the summer semester provided that he/she should teach (3-4) credit units. Supervisor of Language unit is paid (KD175) as an allowance of teaching (3-4) credit units.
6. Academic assistants and researchers' assistants who participate in teaching in the colleges of science and administrative science, engineers and assistant engineers who benefit from the two month leave system, as stated in their contracts are paid an allowance in as much as two months' salaries or after buying their leaves. Similarly, an allowance is paid for Labs' technicians after buying their leaves.
7. Lecturers outside Kuwait University:
  - a. Participants who hold PhD degree are paid an allowance of (KD400) for teaching one course (3-4) credit units.
  - b. Other participants (non PhD degree holders) are paid (KD200) for teaching full load of (6-9 hours weekly).
8. Other categories :

A Committee of Kuwait University Secretary General, Dean of Admission and Registration, Dean of competent college, undertake examining and deciding the College's proposal of adding names and some positions of those who participate in teaching the summer semester, and the positions which require the presence of the occupants during the summer period and estimate the allowance in this regard.

### **Article 11:**

Provisions of the Fundamental Bylaw of Credit Unit System shall be applied where no specific text occurred in this bylaw.