

لائحة البعثات

يونيو 2013

**Ministry of Higher Education**  
**Scholarship Rules and Regulations**

**June 2013**

# Ministry of Higher Education

## Scholarship rules and regulations

### Article One

#### The Definitions

Ministry: The Ministry of Higher Education

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- **Study mission** is when the Ministry of Higher Education sends a Kuwaiti student to attend a recommended University abroad, in order to obtain a specific degree, within the time frame of the program, and according to the procedures and requirements in this by-law.
- **The scholarship plan** is the scholarship positions of various specialties and in different countries as determined by the Ministry of Higher Education. Qualified students may apply to pursue their undergraduate studies, in these specialties at the expense of the Ministry. Specialty areas are determined by the need within the Government agencies, the development plan, the job market, and in coordination with the cultural division offices.
- **The Scholarship Student:** Student who is accepted within the Ministry's scholarship plan, or who joins scholarship after meeting scholarship condition, and or children of diplomats who are entitled to study abroad to obtain a academic degree. The Ministry of Higher Education bears all the expenses during the scholarship period and follows up with social and academic status.
- **Merit scholarship program** is a program encouraging students to be competitive in their studies. It offers the best academic opportunity for merit student to join Merit Universities abroad; to create a distinguished national work force in many fields which will impact the development of the society.
- **The scholarship committee** is a committee established by a Ministerial decree and chaired by the Undersecretary of the Ministry of Higher Education. The scholarship committee will implement all the decisions and the rules included in the scholarship bylaw. It will also apply the financial regulations of the overseas students, and will issue any decrees related to their scholarship. The scholarship committee will also recommend amendments to the regulations.

• **The Cultural Division** is one of the Ministry of higher Education's offices and annexed to Kuwait Embassy. The cultural division has many missions such as place students in Universities abroad, supervises their studies and their living, issues their stipends, prepares the general budget needed, and supervises the employees.

The Cultural Division will build and maintain relationships with Universities, Scientific research Institutes, and Cultural Organizations within the local area of the cultural division office. It will also conduct academic and statistical studies on scholarship students, beside new approaches in higher education within the concerned countries. The cultural counselor or cultural attaché supervises the Cultural Division.

• **The academic committee** is a committee formed within the Cultural division under the supervision of the Cultural Counselor or the Cultural attaché; its members are from the cultural division. Its role is to discuss students' academic status, and submit the recommendations to the Ministry.

- **Scholarship location** is the country or city in which the university or college is location.
- **The accredited Universities** are the Universities recommended by the Ministry of Higher Education in coordination with the Cultural Division Offices and the National Agency for Academic Accreditation and Education Quality Assurance.
- **The academic year** is the time between the beginning and the end of the academic year, according to the University's system at the scholarship location. It is less than the calendar year.
- **The actual duration of the study** is the studies period of time; to obtain the degree from Universities and Institutes accredited by the Ministry of Higher Education at the scholarship location.
- **The study system** is the specific established school's system, to obtain the degree from Universities and Institutes abroad. The study system is divided into:

- 1) **The annual system:** is counted by year. The student performs exams at the end of each school year during his studies, until graduation.
  - 2) **The semester system:** student choose the academic courses needed for graduation in each semester until fulfilling all graduation requirements, and it is divided into:
    - **The two semesters' system:** This system includes fall and spring semesters, beside summer semester.
    - **The three semesters' system:** This system includes fall, winter, spring and summer semester.
    - **The summer semester** is an optional semester. It is not considered to start the scholarship or to join a program.
- **The study plan** is the academic semesters the student must successfully complete, and the required courses to graduate.
  - **The application process to the universities** is the needed preparatory period to obtain an admission to an accredited university. It should not exceed one calendar year, it consist of :
    - 1) The language program study.
    - 2) Training courses for admission tests.
    - 3) Aiding programs that help the student to obtain an admission.
  - **The advanced level** ,
  - **A level** is two years of studies after the English high school for IGCSE or O- level

- **The preliminary year:**
- 1- **Foundation year** is the period of studies after the Kuwaiti High School Diploma that prepares the student for undergrad studies.
- 2- **Premiere ET Deuxieme Degree Diploma** is the preparation for the student studying in France; to obtain the third level diploma or the admission to the undergrad studies.
  - **The study load** is the number of academic units, ranging between a minimum and a maximum of credit, the student has to pass in the semester.
  - **The Grade Point Average (GPA)** is the grades or points the student earns after exams.
  - **Change of Major** when the student changes his scholarship's major to another major, after obtaining recommendation of the Cultural Division, and approval of the Ministry of higher Education.
  - **Join the scholarship** approval for private student to join the Ministry scholarship, provided he meets the joining requirements, by the recommendation of the Cultural Division, and approval of the Ministry of higher Education.
  - **Reinstatement** is to allow the terminated student back into the scholarship, provided he meets the requirements, by the recommendation of the Cultural Division, and approval of the Ministry of higher Education.
  - **Medical Leave:** scholarship student who withdraw due to medical excuse recommended by the Cultural Office and approved by the Ministry, must present a medical report approved by the competent authority in the country of scholarship or from the medical council in Kuwait as long as the withdrawal period does not exceed one semester or its equivalent in the annual system.
  - **Scholarship Withdrawal** when the student does not join scholarship location at the start or during the scholarship.
  - **Scholarship annulment** is the cancellation of the scholarship before it starts.

- **Dismissal from Scholarship** the decision to terminate a student for repeated failure, or terminated by the university, and violates the scholarship bylaw. The scholarship committee will issue a termination decree based on the Cultural Division recommendations.
- **Freezing scholarship** is a temporary scholarship suspension according to the rules and the regulations.
- **Scholarship extension** is to extend the scholarship original duration according to the rules and the regulations.
  
- **Scholarship student companion** are the family members who accompany the student abroad during his studies, it is limited to the spouse and children.
- **The stipends** any annual or monthly financial stipends issued to the student.
- **The Financial fine** the amount of money to be paid by the student as a result of withdrawal from the scholarship after announcing scholarship plan, and before joining the scholarship location.
- **The Indebtedness** to claim all expenses paid to the student as a result of termination decree, or freeze or withdrawal of the scholarship.
- **Financial claim committee** is formed by a Ministerial decree, its main mission is to review financial complains presented by scholarship students or their guardian.

## **Article (2) : Scholarship**

### **First: Scholarship student must adhere to the following conditions:**

- 1- Must be a citizen of Kuwait.
- 2- Must be at least (17) years old and not over (23) years old.
- 3- Must have a high school diploma or its equivalent; Validity of the diploma should not exceed 26 months from the date obtained, for students who are competing to reserve scholarship spot. Student who obtained a Foreign High School Diploma from Kuwait or abroad must provide an equivalency from Private Education Department at the Ministry of Education.
- 4- Percentage should not be less than the minimum illustrated within the scholarship plan.
- 5- All official documents must be authenticated by the concerned authority and must show the academic sequence with no interruption in the secondary stage; in particular certificates issued outside the State Kuwait and its equivalency from private education.
- 6- Must not have a study leave.
- 7- No decree has been issued to be granted a scholarship either inside or outside the State of Kuwait or has accepted a grant which ended in dismissal.
- 8- Student shouldn't receive any interior or exterior grant or scholarship and withdraw after enrollment.
- 9- Not to combine between grant and scholarship at the same time.
- 10- Student who withdraws from scholarship plan (Original – English) is allowed to re-register to the scholarship same academic year as long as he did not complete admission process and paid the financial penalty, he must sign a promissory note stating that he will not ask for the seat he previously withdraw from.

- 11- Not employed by any governmental agencies; or not on a study leave, and must be able to provide the ministry with supporting documents.
- 12- To provide the ministry an original copy of the High School Diploma within sixty day of the announcements of the Ministry's scholarship results, The Ministry of Higher Education holds the right to cancel the scholarship in case the student does not provide the certificate within the designated time.
- 13- The student's guardian must sign a promissory note to abide by the scholarship financial and academic regulations, as for parent who has custody he/she must obtain a court order to study outside Kuwait.
- 14- Must follow and abide by all decrees issued by the Ministry.

**Second: Conditions of Accepting Foreign High Schools Diploma :**

Student must abide by any updated rules issued by the Ministry of Education and Ministry of Higher Education regarding Foreign High Schools.

- **Holder of British High School:**

- 1- Student is classified as a high school graduate from the scientific division when passes the following: (Math, Chemistry, Physics, Biology)
- 2- Student must pass eight courses minimum of two or more in (AS-Level) or Advance (A-Level) and the rest in the normal level (IGSCE), within a maximum of 36 months. Courses earned in a longer period will not be considered.



- 3- Courses will be counted if the student earns ( C ) or above, may one ( D ) be counted.
- 4- The Ministry of Education academic courses (Arabic Language, Islamic Studies, and the Koran) are not counted as part of its curriculum.
- 5- Non academic courses (Music, Physical Education, Theater, Arts Education, ... ext.) are not counted unless student submit an official documents from the school graduated from, stating that it is an academic course.
- 6- Percentage is calculated as follow:  
Letter grades (A\*, A, B, C, D) earned in the (IGCSE) system will be converted to percentage as follow: (A\* = 100, A=95, B=85, C=75, D=65), after adding the highest 6 grades earned which will include the four required courses of the scientific division, the total will be divided by six so the final grade for the student not to exceed 100%.
- 7- Student is allowed to register in literary majors if meets the four basic scientific courses.
  - **Holder of American High School:**
    - 1- Student is classified as a high school graduate from the scientific division when passes the following courses: (Biology, Chemistry, Physics Algebra 2, Calculus or Pre-Calculus) during two regular academic semesters (not intensive).
    - 2- The percentage is calculated as follow: (accumulative GPA + 1) X 20.
    - 3- The (State GPA) will be approved for American High Schools issued outside Kuwait.
    - 4- Student is allowed to register in literary majors if meets the basic scientific courses, once majors are (Literary/Scientific) student has to compete with scientific student division.

### **Article (3) : Duties of the Scholarship Student**

- 1- To hold a high level of good conduct.
- 2- To safeguard his country reputation abroad.
- 3- Promise to review and abide by the rules and regulations of the Ministry.
- 4- To abide by the immigration laws and rules of the scholarship country.
- 5- Respect scholarship country rules and laws and abide by the policies and regulations of the university or college in which he/she is admitted.
- 6- Abide by all decrees and regulations issued by the Ministry of Higher Education and the Cultural Office.
- 7- During scholarship duration the student is allowed to marry only a Kuwaiti or GCC citizen.
- 8- Student and parent are to sign a pledge introduced by the Ministry to take full responsibilities for personal expenses during scholarship duration, also the guardian will be held accountable to repay all expenses in case of dismissal or withdrawal from the scholarship if required by the ministry
- 9- Student must contact the Cultural Office in the country of scholarship location before joining school to learn his/her rights and duties.
- 10- Student must commit to his scholarship location and not to change it, unless exceptional circumstances determined by the ministry.

- 11- Student must commit to scholarship major, and abide by the time designated, and provide the Cultural Office with the study plan at the beginning of the academic year, as well as proof of attendance and the transcript at the end of each academic semester. Student must not change major without notifying the Cultural Office and obtain the Ministry's approval. Student is responsible for any delay to provide the required documents in case he/she does not comply for any reason, will be given one month warning before monthly salary is suspended.
- 12- Student is not allowed to enroll in any corresponding or independent program or performing an exam or continuing education.
- 13- Student must devote his/her time to the scholarship and not seek any employment during that period. Upon recommendation from the Cultural Office to the Ministry student can participate in training/internship programs as long as its related to the student's major and will not interfere with his/her studies.
- 14- Student must provide explanation to the Cultural Office that led in receiving an academic warning after a month of being notified.
- 15- Student must notify the Cultural Office if he/she decides to leave the study location for any reason.
- 16- Not to suspend or stop his/her enrollment and study unless reasons beyond the student control presented and approved by the ministry.
- 17- Graduate student must not leave scholarship location before graduation requirements are completed, and all personal matters are taken care of prior to leaving the scholarship location.

#### **Article (4) : Obligations of the Scholarship Student**

##### **First: English Language Studies:**

- 1) Scholarship candidate is given one calendar year once enrolled in the language program to obtain the required (TOEFL or IELTS) score either in the scholarship location or in Kuwait, while a committee prepares conditions required annually.
- 2) Freshman student is allowed to attend academic or preliminary study at an approved university as long as he/she obtains the required TOEFL or IELTS score within one calendar year of starting classes.
- 3) Student who complete language program without obtaining the required TOEFL or IELTS score is allowed to attend directly academic or preliminary study if he/she has an admission from an approved school, as long as he/she obtains the required TOEFL or IELTS score before the end of the semester.
- 4) Student is allowed to take IELTS or TOEFL exam three times maximum, all expenses are covered by the Ministry.
- 5) The Student is entitled to cash equivalent of an annual ticket once he/she completes one calendar year in the language program and obtain the required TOEFL/IELTS score.
- 6) The student is entitled to cash equivalent of an annual ticket once he/she passes one semester in the language program and obtain the required TOEFL/IELTS in addition completing one academic semester (12) units minimum or its equivalent in other study systems.
- 7) Student is entitled to receive cash equivalent of an annual ticket once obtain the required TOEFL or IELTS score as follow:-

- Student who enrolls in October will receive the equivalency of a travel ticket in December of the following year.
  - Student who enrolls in March will receive the equivalency of a travel ticket in May of following year.
- 8) Student scholarship will be freeze if he/she does not obtain the required TOEFL or IELTS within the prescribed period mentioned in (item 1, 2, 3), for a maximum of one academic year and will be responsible to repay all expenses.
  - 9) Suspension period during language program will not be counted toward the academic study.

**Second: Academic Studies:**

- **Student enrolled in universities that follow the hourly system**
  1. Freshman student is allowed to register for (6) credits hours in addition to English credits if available, to complete a total of (12) academic credits during the first semester.
  2. Student is not allowed to register for less than (12) credits as long as it is not required by the university to study additional language courses.
  3. Scholarship student, who is enrolled in the semester system, must complete between (27-30) credits hour during the academic year (42-45) credits within the (quarter system). Student who does not complete the required number of credits may enroll in summer classes.
  4. Student, who fails to follow the study plan by completing (27-30) credits for the semester system or (42-45) credits for the quarter system, will be issued an academic warning due to under-enrollment, unless a legitimate excuse is provided to the Cultural Office and the Ministry.

5. Student is expected to achieve a (2.00/C – score) or above per semester (or its equivalent in other study systems). If student's Grade Point Average (GPA) drops below the mention score the Cultural Office will implement the following:
  - First initial academic warning, so that the student will work in bringing his/her (GPA) to the average required, the following semester.
  - A second warning if the student continues low GPA.
  - A recommendation for dismissal to be sent to the Ministry of Higher Education by the Cultural Office. If the student received 3 consecutive or 4 non consecutive warnings, decision for dismissal will be made by the Ministry of Higher Education according to rules and regulations.
6. Student is allowed to enroll in a Community College for two courses, as long as he/she does not exceed 8 credits, if required and not offered by his main university. If the courses are chosen by the student he/she will be responsible for the expenses.
7. Student is allowed one semester to study outside his scholarship location if it is mandatory and required for graduation.
8. Student is not allowed to enroll in elective classes outside his scholarship location unless recommended by the Cultural Office and approved by the Ministry of Higher Education; the Ministry will not be responsible for any additional expenses.
9. Student is allowed to enroll in 4 courses (12) credits in (Independent Study) or online as long as:
  - Obtain a prior approval from the Cultural Office to enroll in either Independent study or online.
  - Student must provide the Cultural Office with a detailed letter issued by the university to describe the course material and the study system.
  - All on-line courses must be completed under the supervision of one of the approved universities by the National Agency for Accreditation and Quality Assurance.

10. Student is not allowed to take any academic credits by correspondence or independent program or performing an exam or Continuing Education.
11. Student is allowed to register in summer semester at Kuwait University or any private approved universities in Kuwait, or abroad with the approval of his/her main university.
12. Student will be reimbursed tuition fees in the case he/she earns a ( C) or above in each course.
13. Number of courses registered for summer classes outside the scholarship location should not exceed 2 courses during the period of study, with an exception if registered at Kuwait University.

**Article (5) : Changing College or University**

**Conditions when changing College or University:**

1. Obtain the Cultural Office prior approval.
2. College or University must be recommended in the major by the National Agency for Accreditation and Quality Assurance.
3. Student is expected to transfer all completed credits from his/her previous institutions to be allowed to graduate on time.
4. University can be changed one time only throughout the scholarship program and academic studies, the decision will be for the Ministry upon recommendation from the Cultural Office if any other request is made.
5. Student is not allowed to change university during final year.



### **Article (6) : Scholarship Extension**

#### **Terms of Scholarship Extensions:**

1. The Ministry holds the right to extend scholarship length for maximum of one academic year if period of study is four years, and two academic years if period of study is more than four years, if not facing academic difficulties.
2. The Scholarship Committee might consider exceptional cases beyond the student control according to the Cultural Office recommendation to extend the scholarship after exhausting the extension period.

### **Article (7) : Change of Major**

1. Student is allowed a onetime change of major during academic studies.
2. Student is allowed to change major if he/she fulfilled minimum of (12) credits with a Total GPA (2), or complete the preliminary year successfully according to the Cultural Office recommendation and the Ministry approval.
3. Student is not allowed to change major if it will affect graduation time.

### **Article (8) Scholarship Suspension**

**First:** Scholarship Student is not allowed to freeze his/her scholarship before moving to the scholarship location.

**Second:** Scholarship may be postponed a maximum of one academic year in case the student fails to obtain an entry visa or for medical reasons, as long as he/she provide a medical report approved by the Ministry of Health.

- 1) Scholarship may be suspended upon recommendation from the Cultural Office and approval from the Ministry in the following conditions:
  - 1- Student, who faces misfortune circumstances that require leaving the scholarship location, must submit a letter to the Cultural Office stating the reasons and the duration of his suspension at the beginning of the semester or the academic year.
  - 2- Failure to obtain an academic admission for reasons out of his/her control. The suspension will be for one academic year for universities follow the yearly system, or two quarters for universities follow the quarterly system.
  - 3- If university does not approve a re-take of the failing year, and the Cultural Office is unable to find an admission in another university, the scholarship will be freeze for a maximum of one academic year until the student obtains an admission from an approved university.
  - 4- If the student fails and require by the university to be considered as unregistered student in order to take final exams, the scholarship will be suspended and will reinstated two month prior to finals.
  - 5- Student who receives three consecutive or four non-consecutives academic warnings and has one academic year remaining for graduation.
  - 6- *The yearly system not applicable.*
  - 7- If the university suspends the student due to a drop in his/her GPA, the scholarship will be suspended until he/she obtains and admission from another approved university.

- 8- Scholarship will be suspended until graduation, if the student exhausted the permissible extension mentioned in (*Article 5*) if the Ministry does not approve the extension.
- 9- If the student dismissed by the university and did not exhaust Ministry academic warning the scholarship will be suspended for one academic year until he/she obtains an academic admission from an approved university.
- 10- The suspension period is not counted within the designated scholarship time frame.

#### **Article (9) : Cancellation and Dismissal from Scholarship**

- First - Failure to contact the Ministry within (60 days) of scholarship admission announcements.
- Second - Student will be dismissed from the scholarship in the following cases:
1. If student does not comply with the rules and regulations mentioned in (*Article 2 & 3 obligations and responsibilities of the scholarship student*).
  2. If failed during the scholarship as follow:
    - If student fails two consecutives or non-consecutive years, in majors that require study for maximum of 4 years.
    - If student fails two consecutives and three non-consecutive years, in majors that exceed four years of study.
    - Receipt of three consecutive or four non-consecutive academic warnings.

3. A decree for scholarship suspension is issued for one year and no academic admission has been obtained during the suspended year.
4. A decree for scholarship suspension is issued until graduation if the student did not complete graduation requirements within one academic year.
5. If the student is guilty and charged in a case violates honor or any other crime by the competent authority in the scholarship country.

#### **Article (10) : Joining Scholarship**

- 1- Must be a citizen of Kuwait.
- 2- Must have a high school diploma or its equivalent.
- 3- May not hold a bachelor's degree or its equivalent.
- 4- Major must be on the Ministry's list and needed by the State of Kuwait.
- 5- Student must be enrolled in classes upon applying to join the scholarship.
- 6- To provide the Cultural Office and the Ministry with his/her study plan showing number of credits needed for graduation and how these credits are distributed throughout the semester.

- 7- Student must abide by not changing major until graduation
- 8- Joining scholarship will take place during the first two semesters in credit hour system and the beginning of the year in annual system
- 9- Joining scholarship does not take place during summer semester.

**Second: Annual System not applicable**

**Third: Conditions to join universities that follow an approved credit hours system:**

- 1- Student must complete (27-30) units in the semester system or (42-45) units in the quarter system.
- 2- The credit must be earned at an approved college or university
- 3- Must maintain 2.50 GPA or its equivalent in other study system.

**Fourth: Conditions to join scholarship for student who obtained diploma from Applied Colleges**

- 1- Must be a citizen of Kuwait.
- 2- Student's age not to exceed thirty years old at the time of applying
- 3- One academic year of the diploma offered by the applied colleges should be approved by the university, as long as the student has at least two academic years.
- 4- The student must meet all ministerial decrees that regulate equivalency.
- 5- Student to continue study in the same field he/she completed their diploma.
- 6- Student's major must be available in the countries of scholarship.
- 7- Not employed by any governmental or private agencies while applying for scholarship
- 8- Student is expected to complete and pass the first year with a (C/good) in the annual system or (27-30) units with an average GPA 2.50 in the semester system or its equivalent in other study system.
- 9- Student will be given the time needed according to the study plan.
- 10- Joining scholarship will take place during the first two semesters in credit hour system and the beginning of the year in annual system
- 11- Joining scholarship doesn't take place during summer semester.

### **Article (11): Reinstatement from Dismissal**

Dismissed student will be reinstated one time only within two academic years of the dismissal date upon meeting scholarship conditions and the recommendation of Cultural Office and approval by the Ministry, as follow:

- 1- Student's field of study should be among majors offered by universities and approved by the ministry of higher education.
- 2- Minimum units should be completed during dismissal period, (27/30) units for the semester system or (42/45) units in the quarter system.
- 3- Must maintain (2.50) minimum GPA or its equivalent in other study system.
- 4- Credits must be obtained from an approved university or college.
- 5- Completion of one academic year within the annual system with (C/Good).
- 6- Reason for dismissal should not be ethical.
- 7- The dismissal period should not exceed more than two academic years.
- 8- *Not applicable (French System)*

## **Article (12) Merit Scholarship Program**

### **First: General Conditions:**

- 1- Must be a Kuwaiti citizen
- 2- Applicant age should be between 17 and 23 at the time of enrollment.
- 3- Must have a high school diploma or its equivalent, validity of the diploma should not exceed 26 month from the graduation time. Student who obtained a foreign high school from Kuwait or abroad must provide an equivalency of the certificate from Private Education Department in the Ministry of Education.
- 4- The basic criterion for merit scholarships is the student's GPA and the Merit University will be joining.
- 5- Scholarship student who completed language program is allowed to transfer to Merit Scholarship once meets Merit scholarship conditions
- 6- Continuing Scholarship student is allowed to transfer to (A) Merit Scholarship once meets Merit Scholarship conditions, as long as it will not affect graduation date.
- 7- The first academic year will be designated for freshmen student to complete the required GPA in order to continue in the Merit Scholarship.
- 8- Private student will join Merit (A) Scholarship Program once meets all the requirements.
- 9- Student must provide the Cultural Office with the study plan of his/her major and has to abide by it.
- 10- Student Scholarship will be transferred to conventional at the same university once the GPA is dropped below (2.85) in the hourly system or its equivalent in other study system.



- 11- Student's scholarship will be transferred to conventional once the student transfers to a non merit university and his major is included in the Ministry's scholarship majors.
- 12- Student whose scholarship transferred to conventional is allowed to return to merit scholarship within one academic year.
- 13- Scholarship student is allowed one time only to change major during the scholarship period as long as it's a Merit university and will not affect the graduation time.
- 14- Student who exhausted the designated study period and do not graduate on time, will be transferred to conventional scholarship which will be extended for a maximum of one academic year according to study plan.
- 15- Merit scholarship student will be excluded from merit program if he earns credits from non merit schools.
- 16- Merit Scholarship Student will be dismissed if transfers to a none merit university and his major is not approved by the Ministry.

**Second: Merit Scholarship (A)**

- 1- Secure a non-conditional academic admission from one of the merit universities to obtain a Bachelor degree in the assigned major.
- 2- Freshman merit scholarship student will be allowed one academic year, if his/her GPA drops to below (3.0) or its equivalent in other study system, the student will be transferred to Merit scholarship program (B).

**Third: Merit Scholarship (B)**

- 1- If the student obtains conditional admission from one of the Merit Universities in the major must earn a minimum of 3.00 GPA in high school or its equivalent in other study system.
- 2- Student must abide by conditions and time frame set by the school to determine the major.

- 3- Student will be able to transfer to merit (A) program if the GPA is raised to (3) and above or its equivalent in other study system.
- 4- Student's scholarship will be transferred to conventional if the GPA is below (2.85) or its equivalent in other study system.

#### **Fourth: Financial Controls**

Scholarship student will receive same allowances as conventional student in addition to the following:

1. Merit (A) scholarship student is entitled to an additional award equivalent to (50%) of the monthly allowance.
2. Merit (B) scholarship student is entitled to an additional award equivalent to (25%) of the regular monthly allowance
3. All financial rules to be enforced.

#### **Article (13): Optional Field Training for Graduate Students**

Graduate student will be allowed to enroll in optional field training at his/her scholarship location according to the following:

- 1- Student has to maintain (3.0) GPA or its equivalent in different educational system.
- 2- Student should complete requirements for graduation without any extension.
- 3- Field training should not exceed one calendar year.
- 4- Student should enroll in field training directly after completing Bachelor's degree.

**Article (14): Continuation for Masters' Degree**

Scholarship Student is allowed to enroll in the Masters' program within one calendar year of obtaining Bachelor degree according to the following:

- 1- Completing Bachelor degree without any extension.
- 2- The cumulative undergraduate GPA must be (3.25) for the semester system and (B-very good) for the annual system, or its equivalent in other educational system.
- 3- Scholarship student who obtained a Bachelor degree with (3.0) GPA in the semester system or its equivalent in other study system will be allowed to continue his master program once obtained an admission from a merit school in his major.
- 4- Student must obtain an admission for the Masters' program within the same major of the Bachelor degree from a university recommended by the Ministry of Higher Education. The Ministry's approval is needed in case of changing major or scholarship location.
- 5- Student must provide the Cultural Office with the study plan for the Masters' program, study period should not exceed two academic years.
- 6- Student will have the opportunity to get the needed experience required by the university attended.
- 7- No extension for the Masters' program except for an exceptional academic reason which will be decided by the scholarship committee.

### **Article (15) Children of Diplomat**

Children of diplomats currently serving at Kuwaiti embassies and its affiliates and children of diplomats who are retired or deceased, will be accepted within the ministry's scholarship plan and will be exempt of annual study plan except those who are majored in medicine, dentistry and pharmacy, as well as the score needed and determined by the ministry according to the following:

- 1- Time of the transfer to Kuwait or retirement and or death shouldn't exceed 12 calendar years for the child of a diplomat to apply for scholarship.
- 2- Student diploma should not exceed more than two years for those who earned a high school diploma or its equivalent, or any diploma earned from an approved applied colleges.
- 3- Student must obtain an admission from one of the recommended universities to continue his/her education.
- 4- Children of diplomats are allowed to relocate only one time during the scholarship period.
- 5- Children of diplomat are allowed maximum two years to enroll in a community college.
- 6- All financial rules will be applied to children of diplomat.

## **Article (16) Conditions of Rewarding Outstanding Students**

**First:** Freshmen, sophomore and juniors scholarship students are eligible for outstanding nomination according to the following:

- 1) **Students following the semester system**
  - **Four points system:** successfully completes minimum of (30) approved units with (3.5) GPA out of (4.00) at the end of the academic year (in which he will be awarded) or its equivalent in other study system, from an approved four years university.
  - **Five points system:** successfully completes minimum of (30) approved units with (4.25) GPA out of (5.00) at the end of the academic year (in which he will be awarded) or its equivalent in other study system, from an approved four years university.
- 2) **Students following the annual system:** pass with (very good) average for the following majors : Medicine – Dentistry – Pharmacy, with an (excellent) average for the rest of majors as long as the student did not repeat the year.

**Second:** Students must graduate within the prescribed period to be eligible for outstanding reward as long as they maintain the same average or higher.

### **Article (17) Scholarship Student Allowance**

- 1- Scholarship student is entitled to pre travel allowance and other expenses related.
- 2- Freshman scholarship student is entitled to monthly allowance upon arrival to the study location maximum of two weeks prior to classes.
- 3- Merit (A) scholarship student is entitled to an additional award equivalent to (50%) of the regular monthly salary.
- 4- Merit (B) scholarship student is entitled to an additional award equivalent to (25%) of the regular monthly salary.
- 5- Scholarship student will receive allowances according to the rules and regulations stated for each country as follow:
  - Yearly allowances for books, clothing and equipments as he/she advances.
  - Computer Allowance upon arrival.
- 6- Student who is required to participate in mandatory field training while studying abroad will be entitled for the following allowance:
  - Round trip ticket/ Economy class.
  - Equivalent of 50 KD as a daily allowance.
  - Fees for the training program

- 7- Student who is required to participate in field training in Kuwait while studying abroad will be eligible for monthly salary which includes social allowance for spouse and children accompanying the student.
- 8- Student who arrives late to the study location due to an emergency will not lose the eligibility to receive monthly salary as long as the delayed period does not exceed 30 day, release of salary will resume upon returning to scholarship location.
- 9- Scholarship student will receive monthly allowance while granted a sick leave for one term only, as long as an official medical report is presented, approved by the Medical Council in Kuwait upon the Cultural Office recommendation.
- 10- Scholarship student requesting maternity leave during her study will continue to receive financial allowances for one semester.
- 11- Student whose scholarship is suspended due to a delay in the visa or for reasons beyond control will receive maximum of three month allowances.
- 12- Scholarship student request to claim his/her salary and allowance will be dropped after one year from the date of its eligibility.
- 13- Cultural Offices are responsible for all universities or language institutions fees.
- 14- In case there is no Cultural Office in the country of scholarship, the embassy will be responsible for all tuition and academic expenses stated in the rules and regulations. In case there is no diplomatic mission in the country of scholarship the student will pay all expenses and send proof of payment to the Ministry within two month.

- 15- The Ministry is responsible for all banking fees resulting in a student's transfer.
- 16- *The annual system not applicable.*
- 17- If Student did not complete the required credits and did not register during summer to finish them, (25%) will be deducted from summer salary the next academic year.
- 18- Scholarship student will reimburse the Cultural Office (25%) of his salary on monthly bases in case he/she withdraws from some academic units after it was paid for.
- 19- In case of absence without any accepted excuse for (20%) of the total attending period, time exceed the percentage mentioned will be deducted from the monthly salary.
- 20- The Cultural Office cannot hold the monthly salary under any circumstances before officially informing the student and the Ministry within one month.
- 21- Scholarship student who is expected to graduate will receive a conventional scholarship salary during field training.
- 22- Masters degree student is to receive the conventional scholarship allowance.
- 23- Graduated scholarship student is eligible for two month salary upon completed graduation requirements.
- 24- Student whose scholarship is suspended until graduation will receive two month salary upon completing all graduation requirements, as long as his suspension do not exceed one academic year.



**Article (18) Allowance granted to Scholarship Student**  
**for the accompanying family members**

Scholarship student is entitled to allowances on behalf of their family member accompanying as follow:

1. Additional spousal allowance up to (80%) of the scholarship monthly salary as long as the spouse is not enrolled in scholarship program or employee who receives a full or partial salary by any Kuwaiti institution. Social allowance will continue as long as the spouse absence does not exceed two month during the academic year (consecutive or non-consecutive).
2. Social allowance is paid for the spouse who requests maternity leave during her husband study period the length of time should not exceed one semester upon approval from the Cultural Office.
3. Additional allowances of (25%) of the monthly salary will be paid on behalf of his/her children (maximum of three children) handicapped children will receive (50%) when an official document from the Higher Council of Handicapped is submitted.

**Article (19) Travel Tickets**

**First: Travel Ticket for Scholarship Student:**

- 1) New student is entitled for an economy airfare or its cash equivalent to travel to his/her study location prior of the beginning of the studies.

- 2) Student is entitled for a roundtrip ticket and three days allowance maximum, if the university requested an interview or admission exam.
- 3) Student is entitled to cash equivalent of an annual ticket as long as he/she complete the academic semester successfully, student eligibility of a ticket will be forfeited if not requested before the end of the fiscal year.
- 4) In the event of the death of a parent or a child, the student and the family member(s) are all eligible for tickets.
- 5) Dismissed or suspended scholarship student will not be entitled for a return ticket to Kuwait.
- 6) Student is entitled for a ticket from Kuwait or from any previous to the new scholarship location.
- 7) Children of Diplomats are entitled for a cash equivalent of an annual ticket to Kuwait or to their parents' assigned location.
- 8) Upon graduation student is eligible for a cash equivalent return ticket, a student who is within six month away from graduation is not entitled to an annual ticket.
- 9) Master student is entitled to a ticket to the scholarship location and a return ticket upon graduation only.

**Second: Travel Tickets for Accompanying Family Members:**

- 1) Qualified scholarship student is eligible for an annual ticket for a spouse and up to 3 children.
- 2) The accompanying family members are not entitled of an annual ticket if they joined the student six months prior to the entitlement of annual ticket.
- 3) In case of student death tickets will be issued to accompanying family members.

**Article (20) Allowances for outstanding scholarship students**

- 1- Allowances will be for outstanding scholarship students as follow:
  - 1000 KD for outstanding graduate students
  - 500 KD for outstanding continuing students
- 2- Student who completes his/her graduation requirements at least one semester prior to the prescribed period will receive a reward of 3 month salaries.

**Article (21) : Academic Expenses of Spouse and Children:**

- 1- The Ministry of Higher Education is responsible for all expenses of the student's spouse education as long as he/she does not exceed the college degree, and or doesn't have previous college degree. The duration of study should not exceed the designated time of the scholarship. The accompanying member has to abide by the rules and regulation stated in article (3) chapter (2). Children of scholarship student are eligible for same privilege starting at kindergarten (age not less than 4 years old).
- 2- The Ministry of Higher Education is responsible for all financial expenses during scholarship period and the enrollment of the spouse in language program for a maximum period of one year.
- 3- If two scholarship students are married, and one of them is dismissed, the right for education expenses will be dropped.

### **Article (22) : Health Insurance Expenses:**

- 1- Health insurance is determined by the Ministry of Health through its numerous offices. The insurance will cover the entire family (husband, wife and children) as long as they provide proof of residing permanently with the scholarship student.
- 2- Student and his accompanying family's medical care is subject of the health care system availability in the country of study. A monthly premium is paid for each student and the host country manages the medical aspect during the scholarship stay.

### **Article (23): Rules and Regulation Governing Expenses and Repayments**

**First:** financial penalties are due upon student's withdrawal from scholarship and before arriving to scholarship location.

#### **Second: full payments are expected in the following cases:**

- 1- When scholarship is terminated due to a student academic failure and lack of responsibilities.
- 2- When the student is dismissed from the school due to unethical behavior, indecent acts and disrespect for rules and regulations of the host country.
- 3- Not abiding by the ministry's rules and regulations.
- 4- Absence or withdrawals from scholarship without a legitimate reasons accepted by the ministry.

- 5- Change of major or school without prior approval from the ministry.
- 6- Violation of item (7), article (3).
- 7- Employment while scholarship enrollment, without prior approval from both the cultural office and the ministry.

**Third: processing steps to collect payments:**

- 1- Amount owed by the student is to be paid in full; however, the ministry may determine some arrangements of installments, case by case.
- 2- In the case of installment approval, the student and his/her guardian will be asked to sign the needed pledges, and agree to pay at least 25%, of the total amount owed, the rest of the amount has to be paid within in five years.

**Fourth: postpone the debts:**

The student or the guardian has the right to request postponing the amount owed as long as they provide supporting documents of continuation of study.

**Fifth: exemption of financial claims**

The financial claim committee has the right of waiver in the following cases:

1. Partial exemption applies in the following cases:

- Facing academic difficulties, inability continuing scholarship without negligence and carelessness.
- If the scholarship student obtains diploma
- Inability to continue his/her scholarship due to special circumstances as long as reasons provided to the ministry.
- Amount exempt will be estimated by the Ministry, not to exceed 30% of the total amount owed.

2. Total exemption applies in the following cases:

- Death of the scholarship student.
- Physical or mental incapacity supported by a medical report to be presented to the competent authority in Kuwait.
- The issue of a decree to reinstate the student in the scholarship system will reverse all previous decrees concerns with financial claims.
- Student obtains bachelor degree.

## **Article (24) : Violations and disciplinary**

The scholarship student is subject to disciplinary actions as follow:

**First:** Any violations of rules and regulations are subject to disciplinary actions, such as:

- 1- Any action against the institution in which the student is registered/enrolled.
- 2- Not attending school without any legitimate reasons.
- 3- Student doesn't respect schools' properties and or destroying them.
- 4- Unethical conducts which may risk Kuwait reputation abroad.
- 5- Any behavior or action violates rules and regulation in and outside Kuwait.

**Second:** Disciplinary actions imposed on scholarship student:

- 1- Written warning.
- 2- Warning
- 3- Freeze scholarship for certain time.
- 4- Deprivation of some or all financial allocation for the student.
- 5- To be dismissed from the scholarship.

Disciplinary actions are to be carried and implemented by the scholarship committee based on its decisions, all other including criminal offenses will be handled by the official authorities.

**Third:** Disciplinary actions mentioned in article (3) through (5), will be enforced after investigation, the scholarship student will receive an official invitation to attend the hearing. The student will waive his right of attendance if he/she does not show up at the said hearing, and will be considered admitting to the accusation. The investigator will be appointed by the head of the scholarship committee.

**Fourth:** All disciplinary actions are final. However, the student has the right to appeal the absentia decisions within one week of being notified. The student will be considered present if notified to attend and neither the student nor the guardian attends without an acceptable excuse.

**Fifth:** All appeals should be directed to the Undersecretary of the Ministry of Higher Education, and the Undersecretary will present the cases before the Scholarship Committee.