Disclaimer: Gulf University for Science and Technology (GUST) has made every reasonable effort to determine that the information stated in the 2012-2013 Student Handbook is accurate.

However, some information may have been altered between the date the handbook was printed, and the date of actual distribution of this handbook.

Feedback: We want to hear from you! If you have any feedback regarding the GUST Student Handbook, please drop us a line at: studenthandbook@gust.edu.kw

The 2012-2013 GUST Student Handbook is available to be viewed and downloaded online at: www.gust.edu.kw
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<tbody>
<tr>
<td>Sun 9-Sep-2012</td>
<td>Faculty Return</td>
</tr>
<tr>
<td>Sun 16-Sep-2012</td>
<td><strong>Fall Semester Classes Begin (15 Wks. instruction)</strong></td>
</tr>
<tr>
<td>Sun 16-Sep-2012</td>
<td><strong>Late Reg. and Drop &amp; Add</strong></td>
</tr>
<tr>
<td>Sun 16-Sep-2012</td>
<td>Tue 18-Sep-2012</td>
</tr>
<tr>
<td>Wed 19-Sep-2012</td>
<td>Last Day to request changes to Major Sheet exceptions</td>
</tr>
<tr>
<td>Thu 20-Sep-2012</td>
<td>Last Day for Grade Changes</td>
</tr>
<tr>
<td>Sat 22-Sep-2012</td>
<td><strong>Last day to withdraw from a course without financial penalty</strong></td>
</tr>
<tr>
<td>Sun 23-Sep-2012</td>
<td><strong>25% Financial Penalty on dropped courses</strong></td>
</tr>
<tr>
<td>Sun 30-Sep-2012</td>
<td><strong>50% Financial Penalty on dropped courses</strong></td>
</tr>
<tr>
<td>Sun 7-Oct-2012</td>
<td><strong>75% Financial Penalty on dropped courses</strong></td>
</tr>
<tr>
<td>Sun 14-Oct-2012</td>
<td><strong>100% Financial Penalty on dropped courses</strong></td>
</tr>
<tr>
<td>Mon 15-Oct-2012</td>
<td>Last day to submit Fall 2012 Schedule of Classes</td>
</tr>
<tr>
<td>Wed 17-Oct-2012</td>
<td><strong>Commencement</strong></td>
</tr>
<tr>
<td>Wed 24-Oct-2012</td>
<td>Last day to submit DL grades</td>
</tr>
<tr>
<td>Thu 25-Oct-2012</td>
<td>Day of Arafa</td>
</tr>
<tr>
<td>Sun 4-Nov-2012</td>
<td>Eid Al-Adha</td>
</tr>
<tr>
<td>Thu 8-Nov-2012</td>
<td>Midterm Exams</td>
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<tr>
<td>Tue 13-Nov-2012</td>
<td>Last day to submit midterm grades</td>
</tr>
<tr>
<td>Thu 15-Nov-2012</td>
<td>Al-Hijri New Year's Day</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
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</tr>
<tr>
<td>Sun 18-Nov-2012</td>
<td>Thu 22-Nov-2012 Students’ ”Progress Reports“ (Midterm Tracking)</td>
</tr>
<tr>
<td>Thu 22-Nov-2012</td>
<td>Last day to drop a course and receive a &quot;W&quot; *</td>
</tr>
<tr>
<td>Thu 29-Nov-2012</td>
<td>Last day to submit Fall 2012 textbooks orders</td>
</tr>
<tr>
<td>Sun 2-Dec-2012</td>
<td>Early Registration for Spring Begins</td>
</tr>
<tr>
<td>Thu 6-Dec-2012</td>
<td>Last day to withdraw from the semester</td>
</tr>
<tr>
<td>Sun 9-Dec-2012</td>
<td>Thu 13-Dec-2012 Course Evaluation</td>
</tr>
<tr>
<td>Thu 20-Dec-2012</td>
<td>Early Registration for Spring Ends</td>
</tr>
<tr>
<td>Thu 27-Dec-2012</td>
<td>Last day to withdraw from the University **</td>
</tr>
<tr>
<td>Thu 27-Dec-2012</td>
<td>Fall Semester Classes End</td>
</tr>
<tr>
<td>Sat 29-Dec-2012</td>
<td>Mon 7-Jan-2013 Final Exams</td>
</tr>
<tr>
<td>Tue 1-Jan-2013</td>
<td>New Year's Day</td>
</tr>
<tr>
<td>Wed 9-Jan-2013</td>
<td>Final grades due</td>
</tr>
<tr>
<td>Thu 10-Jan-2013</td>
<td>Sat 19-Jan-2013 Winter Break</td>
</tr>
<tr>
<td>Sun 20-Jan-2013</td>
<td>Faculty Return</td>
</tr>
<tr>
<td>Thu 24-Jan-2013</td>
<td>Prophet’s Birthday</td>
</tr>
<tr>
<td>Sun 27-Jan-2013</td>
<td>Spring Semester Classes Begin (15 Wks instruction)</td>
</tr>
<tr>
<td>Sun 27-Jan-2013</td>
<td>Tue 29-Jan-2013 Late Reg. and Drop &amp; Add</td>
</tr>
<tr>
<td>Wed 30-Jan-2013</td>
<td>Last Day to request Major Sheet exceptions</td>
</tr>
<tr>
<td>Thu 31-Jan-2013</td>
<td>Last Day for Grade Changes</td>
</tr>
<tr>
<td>Sat 2-Feb-2013</td>
<td>Last day to withdraw from a course without financial penalty</td>
</tr>
<tr>
<td>Sun 3-Feb-2013</td>
<td>25% Financial Penalty on dropped courses</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
</tr>
<tr>
<td>-----------------</td>
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</tr>
<tr>
<td>Sun 10-Feb-2013</td>
<td>50% Financial Penalty on dropped courses</td>
</tr>
<tr>
<td>Sun 17-Feb-2013</td>
<td>75% Financial Penalty on dropped courses</td>
</tr>
<tr>
<td>Sun 24-Feb-2013</td>
<td>100% Financial Penalty on dropped courses</td>
</tr>
<tr>
<td>Sun 24-Feb-2013</td>
<td>Thu 28-Feb-2013 Students' &quot;Progress Reports&quot; (Early Warning)</td>
</tr>
<tr>
<td>Mon 25-Feb-2013</td>
<td>Independence Day</td>
</tr>
<tr>
<td>Tue 26-Feb-2013</td>
<td>Liberation Day</td>
</tr>
<tr>
<td>Thu 28-Feb-2013</td>
<td>Last day to submit Summer and Fall 2013 Schedule of Classes</td>
</tr>
<tr>
<td>Thu 7-Mar-2013</td>
<td>Last day to submit DL grades</td>
</tr>
<tr>
<td>Sun 17-Mar-2013</td>
<td>Thu 21-Mar-2013 Midterm Exams</td>
</tr>
<tr>
<td>Sun 24-Mar-2013</td>
<td>Sat 30-Mar-2013 Spring Break</td>
</tr>
<tr>
<td>Tue 2-Apr-2013</td>
<td>Last day to submit midterm grades</td>
</tr>
<tr>
<td>Sun 7-Apr-2013</td>
<td>Thu 11-Apr-2013 Students' &quot;Progress Reports&quot; (Midterm Tracking)</td>
</tr>
<tr>
<td>Tue 9-Apr-2013</td>
<td>Last day to submit summer 2012 textbooks orders</td>
</tr>
<tr>
<td>Thu 11-Apr-2013</td>
<td>Last day to drop a course and receive a &quot;W&quot; *</td>
</tr>
<tr>
<td>Sun 21-Apr-2013</td>
<td>Last day to submit Fall 2013 textbooks orders</td>
</tr>
<tr>
<td>Mon 22-Apr-2013</td>
<td>Early Registration for Summer I &amp; II Begins</td>
</tr>
<tr>
<td>Thu 25-Apr-2013</td>
<td>Last day to withdraw from the semester</td>
</tr>
<tr>
<td>Sun 28-Apr-2013</td>
<td>Thu 2-May-2013 Course Evaluation</td>
</tr>
<tr>
<td>Thu 9-May-2013</td>
<td>Early Registration for Summer I &amp; II Ends</td>
</tr>
<tr>
<td>Thu 16-May-2013</td>
<td>Last day to withdraw from the University **</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
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<tr>
<td>------------------</td>
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</tr>
<tr>
<td>Thu 16-May-2013</td>
<td>Spring Semester Classes End</td>
</tr>
<tr>
<td>Sat 18-May-2013</td>
<td>Final Exams</td>
</tr>
<tr>
<td>Tue 28-May-2013</td>
<td>Final grades due</td>
</tr>
<tr>
<td>Sun 2-Jun-2013</td>
<td>Summer-1 Classes Begin (6 Wks. instruction)</td>
</tr>
<tr>
<td>Sun 2-Jun-2013</td>
<td>Tue 4-Jun-2013 Late Reg. and Drop &amp; Add</td>
</tr>
<tr>
<td>Wed 5-Jun-2013</td>
<td>Al-Israa Wal Miraj</td>
</tr>
<tr>
<td>Thu 27-Jun-2013</td>
<td>Last day to withdraw from Summer-1 Intersession</td>
</tr>
<tr>
<td>Tue 9-Jul-2013</td>
<td>First Day of Ramadan</td>
</tr>
<tr>
<td>Thu 11-Jul-2013</td>
<td>Summer-1 Classes End</td>
</tr>
<tr>
<td>Sat 13-Jul-2013</td>
<td>Sun 14-Jul-2013 Final Exams</td>
</tr>
<tr>
<td>Tue 16-Jul-2013</td>
<td>Final grades due</td>
</tr>
<tr>
<td>Sun 21-Jul-2013</td>
<td>Summer-2 Classes Begin (6 Wks. instruction)</td>
</tr>
<tr>
<td>Sun 21-Jul-2013</td>
<td>Tue 23-Jul-2013 Late Reg. and Drop &amp; Add</td>
</tr>
<tr>
<td>Thu 8-Aug-2013</td>
<td>Sat 10-Aug-2013 Eid Al-Fitr</td>
</tr>
<tr>
<td>Thu 15-Aug-2013</td>
<td>Last day to withdraw from Summer-2 Intersession</td>
</tr>
<tr>
<td>Thu 29-Aug-2013</td>
<td>Summer-2 Classes End</td>
</tr>
<tr>
<td>Sat 31-Aug-2013</td>
<td>Sun 1-Sep-2013 Final Exams</td>
</tr>
<tr>
<td>Tue 3-Sep-2013</td>
<td>Final grades due</td>
</tr>
</tbody>
</table>

Note: Observed days for Islamic Holidays will be announced by Human Resources.

* Students sponsored by PUC and other institutions must maintain a minimum of 12 units.
** A student who withdraws from the University cannot enroll in the following semester.
Other events might be added later.
Campus Map – Finding your Way Around Gust

The Administration Wing W2-2XX

The Administration Wing W2 includes the Board of Trustees Office, the Office of the President, and the Office of the Vice President of Administration and Finance (W2-210), Vice President of Academic Services (W2-208), and the Vice President of Academic Affairs (W2-211), and Senior Administration.

The Academic Building

There are two major academic wings on campus, the North Wing (N1-N5) and the West Wing (W1-W5). N-6 is the Sports Facilities (gymnasium, pool, squash courts) and W-6 is the main Auditorium. All of the University’s classrooms and computer laboratories, and faculty offices are located in these wings.
Student Dress Code Policy

With reference to Article (3) item (10), and Article (4) of the Student Affairs Bylaw, and in the interest of the University to respect the customs and traditions of all students:

Modest and appropriate clothing should be worn on campus. Female students are not permitted to wear short, tight or transparent clothing. Male students are not allowed to wear short shorts and beach sandals. Article (40) of the Student Affairs Bylaws reflect students who do not adhere to the GUST dress code policy will be subject to disciplinary action beginning with a verbal warning and followed by dismissal from the University. Observance of the dress code policy gives all students the opportunity to study in an appropriate academic environment.

Student Code of Conduct

GUST is committed to providing a positive work and learning environment where all individuals are treated fairly and with respect. Intimidation and harassment have no place in a university community.

It is the responsibility of the University to utilize its resources toward the creation of quality academic programs and to provide a friendly campus environment, which is conducive to learning and personal development. Interactions among GUST students, faculty, and staff should reflect mutual respect and professionalism.

A student enrolled at GUST assumes an obligation to behave in a manner compatible with the University’s function as an educational institution. The GUST Code of Student Conduct generally shall be limited to conduct which occurs on the University premises, at University-sponsored, or University-supervised functions. However, GUST administration may take appropriate action against students for conduct on or off University premises in order to protect the physical safety of students, faculty, staff, and visitors. Conduct, for which students are subject to sanctions, is described in detail in the University Code of Student Conduct. Please refer to the Dean of Student Affairs for a copy of the GUST Student Code of Conduct.
Student Safety

GUST values the safety of its students and offers 24-hour security service to ensure the safety of its community. GUST has a comprehensive security system related to fire prevention, fire-fighting safety advice, and emergency evacuation procedures. The GUST campus is equipped with the latest safety equipment and security requirements which are monitored and reviewed on a regular basis. Entrance and exit of all people visiting GUST are monitored by security personnel, and identification is required to enter the premises. Campus facilities are also protected by closed-circuit television. GUST students are expected to adhere to University policies in order to maintain a safe campus that is conducive to a thriving academic environment.

Smoking Policy & Substance Abuse

Smoking indoors in the GUST campus is strictly prohibited. All faculty, staff and students are expected to comply with this policy. Campus security is charged with enforcement of the non-smoking policy. Failure to comply with the university policy will result in disciplinary action. Furthermore, the laws of the country prohibit the consumption of alcoholic beverages and the use of drugs. GUST has a zero tolerance policy towards the use of alcohol or any narcotic substance. Any person who is found guilty of alcohol consumption or substance abuse is subject to immediate expulsion from the University.
A.M. Al-Refai Library

GUST’s Library was established in 2002 in view of facilitating the University’s teaching, learning, and research needs. On June 20, 2006, the Library was named Abdullah Mubarak Al-Refai (A. M. Al-Refai) Library in honor of the late Dr. Abdullah Mubarak Al-Refai, President from 2003 to 2005.

The mission of the Library is to facilitate life-long learning and provide user-focused resources in support of:

- Undergraduate & Graduate programs
- Faculty research
- Scholarly activity

The A. M. Al-Refai Library is accessible online at: http://amrlibrary.gust.edu.kw

Opening Hours

The A. M. Al-Refai Library is open 6 days a week Sunday through Thursday, from 8 a.m. – 9 p.m. and Saturdays from 9 a.m. – 7 p.m. The Library is closed on Fridays and public holidays. The regular schedule is in effect during Fall and Spring semesters and varies during Ramadan, summer, and Examination periods.

Collection

The Library has a primary commitment to support the University’s degree requirements and therefore it constantly evaluates the information needs of the Library. The Library has a growing collection of over 13,073 books, 104,913 eBooks, 70 journals, 83,096 eJournals, 1,668 audiovisual materials, and 45 bibliographic/full-text databases. Additionally the Library maintains reference, Islamic banking and finance, and Gulf Heritage collections. The A. M. Al-Refai also holds the American, Spanish, Chinese, and African corners comprising books, journals, and audio-visuals on American, Spanish, Chinese, African histories and heritages donated to GUST by the respective Embassies.
**Library Users**

GUST staff, students, and faculty automatically become Library users and can avail the borrowing facility for books and audio-visual materials. External users not affiliated with GUST can obtain a Library membership by filling out a Community Users Membership Form and submitting it along with a copy of their civil ID, two stamp size photos, and a nominal refundable deposit. Once they become members, Community users may utilize onsite Library services after 2:00 p.m. on working days and may borrow books too.

Alumni may borrow books as well as use all Library electronic resources. Research assistance can be availed by calling, visiting or e-mailing the Library using an Ask-a-Librarian form. Orientation and training upon request can be arranged too.

**Users with Special Needs**

The A. M. Al-Refai Library aims to ensure that all users can benefit fully from its services and facilities. We are happy to offer support to any users with a disability, and are committed to reviewing and improving these services.

The following services will be offered to persons with disabilities upon request:

- Offer assistance to facilitate the use of finding aids (online and physical).
- Locate books from stacks and shelf areas.
- Extend reserves or loan periods or modify other lending rules on an individual basis when possible.
- Accept telephone requests to check Online Catalog (HIP) to find out the status of an item. On an individual basis, check to see if an item is on the shelf or check out.
- Assist with photocopying of a limited number of pages from books and journals.

A. M. Al-Refai Library provides a variety of resources and services to facilitate the access to Library expertise and facilities in support of educational and informational needs at the Library.
Online Catalog

The Online Library Catalog (OLC) has been upgraded and provides access to print and digital books in the Library.

Reference

Reference services are available in person at the Library, by phone, or by e-mail. The reference librarian can help the user find information, assist with a topic search, teach navigation of the databases, and answer questions about using Library services and resources.

Document Delivery (DD)/Interlibrary Loan (ILL)

To support research & teaching, the Library provides the interlibrary loan service by means of which the faculty can obtain material not available in the Library collection. The use of Secure Electronic Delivery (SED) enhances the speed of document delivery from abroad.

eResources

The eResources is a gateway to the following extensive online resources available at the Library: Databases, eBooks, eJournals, and eReferences. Online Tutorials and User Guides are posted on the Library website to assist users in navigating, and searching the online resources.

Deep Web Federated Search Technology

The Library allows users to run a federated search via the Deep Web Technology to enable users to search multiple eResources simultaneously through one search query. Users can then view search results in a single integrated list. In other words, they can search multiple resources including databases, Library catalog, and open access websites like Google-Scholar, etc. all at once.

Cabell's Directories

Cabell’s Directories help professors, graduate students and researchers to publish their manuscripts in academic journals. To achieve this objective Cabell Publishing maintains current contact information and websites for a large number of journals. Cabell’s searchable database
provides: type of review, number of external review, acceptance rate, ISSN, submission process, and more.

**Turnitin**

The Library subscribes to Turnitin, a plagiarism detection service which helps you to identify plagiarism in your students’ assignments. It promotes originality in student work, improves student writing, and research skills.

**Off-Campus Access**

A. M. Al-Refai Library permits access to its wide range of online resources from off campus ONLY to currently enrolled students, faculty, and staff. While in campus users can directly access these resources, off campus users will have to use their GUST ID and Password to gain access to Library databases.

**LibGuides**

A one-stop easy access to a user’s research and learning resources comprise a collection of research guides, subject guides, and many other useful sources. LibGuides offer assistance on citing sources, learning to find research papers, and much more. The guides have been compiled subject wise and are regularly updated by the Library staff. So far we have over 29 guides in 25 different subjects.

**Open Courseware**

Open Courseware is an educational resource of course materials created by Universities and shared freely via the Internet. The Library currently provides course materials from Yale and the Massachusetts Institute of Technology (MIT).

**Kindle and iPAD Lending Service**

The Library has initiated the Kindle eReader lending facility whereby users can check-out Kindle eReader for reading Kindle books.

Users can collect the Kindle eReaders from the Circulation counter upon filling the Kindle Checkout Form and submitting it to the Circulation staff along with their Civil IDs. The maximum check out period is 3 hours.
iPAD’s can be borrowed by GUST faculty and staff only, for use during special events, meetings, and conferences. To check-out an iPAD, the user must fill, sign, and submit the iPAD Borrowing Form to the circulation staff.

**Information literacy**

The Library offers a variety of research, teaching, and learning services to faculty, staff, and students. The Library’s instructional programs are designed to assist users to develop Information Literacy (the ability to locate, identify, use, and interpret information effectively) and promote the Library as a resource for lifelong-learning.

**Ask-a-Librarian**

An online reference service has been set up on the Library website, whereby a user can post his/her requests and questions pertaining to Library resources, its services, and reference searches. A user can expect answers within one working day.

**Digital Archive Collections**

As part of the digital initiative, archived collections have been developed on the Library website

(i) **GUST Faculty Research Publications (GFRP):** A bibliographic/full-text database, which stores research publications of the GUST faculty. The Library by means of GFRP promotes publications of GUST faculty members and increases the awareness of faculty research.

(ii) **eArchives:** A collection which includes the following:
- Exam Repository – An archived collection of past exam and class test papers dating back to 2007-08.
- eReserve – An archived collection of articles used by GUST faculty for research purpose.
Facilities

The Library provides a comfortable and user-friendly setting, one that is conducive to learning and seeking information. Well-equipped individual study areas and discussion rooms are provided on the lower level of the Library for women and upper level for men. Wireless network access is available throughout the Library and 121 workstations (including 4 for Special needs purpose) providing internet access are available for users. Network printing and photocopy service is available too.

The Library produces handbooks, guides, etc. to assist users navigate the Library website and familiarize themselves with the facilities offered at the Library. These materials are regularly updated and can be downloaded from the Library website. In addition, the Library also releases quarterly newsletters which are distributed both online and in hard copies. One of the Library’s most recent initiatives has been its presence on Facebook by means of which the A. M. Al-Refai Library plans to connect more extensively with its users.

Conduct

- Proxy borrowing of Library items is not allowed.
- Security of items borrowed is the responsibility of the user.
- Food, drinks, and the use of mobile phones are not permitted in the Library.
- The Library is a place for study and reflection, so talking is discouraged.
- Reserving seats is not permitted.
- Books and other articles left for any length of time on chairs and tables will be removed by Library staff.
- The Library does not accept responsibility for the loss of any personal belongings.
- Users may be requested to leave the Library if they are violating any Library rules and regulations.
**GUST I.D.**

All students, faculty, and staff are required to possess official GUST identification. New students should proceed to the GUST ID office, located on the ground floor in the North Wing (behind Fed Ex Kinko’s), with a copy of their class schedule and one passport size photograph. The initial GUST ID cards are free. Replacement cards for lost or stolen GUST ID’s cost KD 5. The GUST Student ID smart card is used for identification purposes and class attendance, University services (such as the Library), and for gaining access to various facilities. For any inquiries on obtaining your GUST I.D., please contact Mr. Abdulla Iweinat, room N1-018.

**Student Health Care Center**

GUST provides student health services at a health care center located in the Physical Fitness and Health Center (in room N6-006) and operated in conjunction with a local hospital. The clinic offers medical assistance for routine checkups; however, students with any serious medical concern will be referred to a local hospital or specialized medical facilities.

**Lockers**

Lockers are available near the classroom wings and in the Physical Fitness and Health Center. Lockers are accessible with student ID smart cards, and need to be activated by going to the Security Office (room W1-004).

**Lost & Found**

GUST’s Lost and Found Policy establishes a procedure regarding the handling and return of items found in the campus, the disposition of unclaimed items, and a mechanism to track items reported lost. Lost & found is housed at the Security desk, by the North entrance. The found items can be claimed between 11.00 AM to 4.00 PM from Sunday to Thursday. Items in the Lost and Found which are not claimed after three months will be disposed of. Items of value will be taken to the Project/ Facilities Management Department. Non-reusable items will be disposed. All reusable items will be appropriately donated.
Parking

The University has designated parking facilities for faculty, staff, and students. Parking is permitted only in designated areas. Handicapped Parking Passes can be acquired from Security. Limited covered parking is available for students near the north and west entrances. Part of the north parking lot is reserved for faculty and staff during regular university working hours. Other non-covered parking is also available. Access to the campus is provided from two main gates with the new License Plate Recognition (LPR) system which enables faculty, staff, and students to enter GUST campus during working hours without the need of scanning their ID cards at the gate; the gate should automatically open once the vehicle stops at the gate. In case a vehicle is not yet registered, an I.D. card can be used, however all faculty, staff, and students should have their vehicles registered as soon as possible.

Any vehicle parked in a non-designated parking area within GUST's campus will have a sticker placed on the window with the “No Parking” warning by a security staff member. Penalties for driving and parking violations at the University are indicated in the image below.
Penalties of Driving and Parking Violations at the University
عقوبات مخالفات قوانين القيادة و وقوف السيارات في الجامعة
Parking next to black & yellow curb
Penalty will be parking your car outside of the university for one week

الوقوف بجانب الرصيف الأسود والأصفر
سوف يتم من استخدام مواقف الجامعه لمدة أسبوع واحد

Obstructing traffic
Penalty will be parking your car outside of the university for three weeks

عرقلة حركة المرور
سوف يتم من استخدام مواقف الجامعه لمدة ثلاثة اسابيع

Wrong way driving
Penalty will be parking your car outside of the university for four weeks

القيادة عكس الاتجاه الصحيح
سوف يتم من استخدام مواقف الجامعه لمدة اربعة اسابيع

Driving over 30 km/h
Penalty will be parking your car outside of the university for four weeks

القيادة بسرعة اعلاه من 30 كم/ساعة
سوف يتم من استخدام مواقف الجامعه لمدة اربعة اسابيع
Guests on Campus

Upon requests by university officials, individuals are required to present valid GUST identification. Unauthorized access or presence in a university building or area will result in disciplinary action. Once buildings are locked, access is available only to authorized personnel. Students may host several guests on campus at one time. Each guest must be registered with Campus Security, located at the Security desks in the North and West wing entrances. Student guests are only permitted during GUST campus access hours during the week and on weekends.

Access for Students with Special Needs

GUST is committed to providing a learning facility accessible to all, and all campus facilities are equipped with the required access ramps and elevators.

Food Court Services

Several cafes and eating establishments are located along the concourse on the ground floor and offer a variety of meals, snacks, and beverages.

Printing Services

Students have access to network printers in a variety of places on campus, library and computer lab classrooms. A photocopying center (Kinko’s) is available for students from 8am to 8pm. The University Library and all laboratories have access to networked printers for student use.

Bookstore

The GUST bookstore provides approved course textbooks, reference materials, and other supplies. Personal items, such as GUST monogrammed gifts, are also available at the bookstore. Requests for special orders can also be made.
Location: Bookstore, Ground Floor
E-mail: bookstore@gust.edu.kw
Telephone: +965 2530 7181
Hours of Operation: 08:00 a.m. to 06:00 p.m.
I - ACADEMICS

Definition of Academic Class/Year Designation

Freshman: Student who has completed 0 to 30 credits
Sophomore: Student who has completed 31 to 60 credits
Junior: Student who has completed 61 to 90 credits
Senior: Student who has completed 91 credits or more

Foundation Program Unit

The Foundation Program Unit offers non-credit courses in foundation English and Mathematics. The mission of the Foundation Program Unit (FPU) is to help students gain access to one of the baccalaureate and/or graduate programs at Gulf University for Science and Technology and to equip students with the knowledge, skills, and resources necessary to successfully earn a degree. The Foundation Program Unit will prepare students with the necessary mathematical, communication, and study skills to pursue one of the college programs at Gulf University for Science and Technology as well as to develop students who emerge as life-long learners.

Academic Advising

Students who have completed 45 credits or less are required to visit the Student Success Center (SSC) for academic advising in N3-101 (located on the first floor in the North Wing) with the Lead Academic Advisor. Students who are on probation and have completed over 45 credits are required to visit the Student Success Center for advising. Students who have obtained over 45 credits who are not on probation and have officially declared a major are required to go to their College for advising, and be assigned a Faculty advisor.

Faculty Office Hours

GUST Faculty are dedicated in assisting students with any academic queries they may have regarding their coursework, assignments, and academic performance in class. Scheduled office hours can be found posted on each Faculty member’s notice board, outside their office. Students are urged to take advantage of Faculty member’s office hours in obtaining assistance and advisement regarding their coursework.
Class Attendance & Failure Due to Absence

Students must scan their I.D. cards prior to the start of class, to record their attendance in every class. Class attendance is compulsory. After missing 12 hours in a course offered on the basis of two or three class meetings a week, 20 hours in a course on the basis of a class meeting five days a week, and 40 hours in a course on the basis of five days a week four or five hours a day, the student will be dropped from the course by PeopleSoft, the GUST student information system.

For private students, if this dismissal takes place before the end of the tenth week of classes, the student will have recorded on their transcript a WA (withdrawal due to absence) provided they are still carrying 12 credits after the course has been dropped.

If the student is left with less than 12 credits after the course is dropped the grade reported will be a FA (failure due to excessive absences).

If the dismissal occurs after the end of the tenth week of classes the student will have recorded on their transcript a FA.

PUC Scholarship students should note that they will receive an FA if the dismissal takes place before the end of the tenth week of classes.

Majors & Major Sheets

Once students enroll at GUST and declare their major, they are advised to follow their major sheet which is available online (in the SIS portal) as well as in the Admissions & Registration Department.

Change of Major

Private Students

A student may change his/her specialization within the same college or to a different college anytime if he/she is a private student with passed credits less than 60. If he/she has passed 60 credits or more, the student must acquire the approval of his/her Dean.
PUC Scholarship Students

PUC scholarship students should consult the PUC website (http://www.puc.edu.kw) and the Admissions & Registration Department at GUST if they intend to change their major of study.

Other Scholarship Students

Other scholarship students should consult the Admissions & Registration Department at GUST if they intend to change their major of study.

Grade Modification/Repeat Policy

Students can repeat courses in which they received an “F”, “D” or “C-”. If a course is repeated only once, the second received grade will replace the first one. If a course is repeated more than once, the first grade is dropped and the average of the subsequent grades is recorded. The aforementioned rules apply with the repeating of 10 different courses.

If a student repeats more than 10 different courses, all grades are averaged in the counting towards the GPA. Students are not allowed to repeat courses where they have received a “D” or “C-“if the subsequent course (a course for which the initial course was a prerequisite) has already been passed.

<table>
<thead>
<tr>
<th>Repeat 10 different courses</th>
<th>Repeat more than 10 different courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>If repeating a course once, only the second grade is counted towards the GPA</td>
<td>All grades of the 6th course, for example, are averaged towards the GPA</td>
</tr>
<tr>
<td>If repeating a course more than once, the first grade is dropped and the subsequent grades are averaged towards the GPA</td>
<td></td>
</tr>
</tbody>
</table>
Leave of Absence

Students who wish to discontinue their enrollment at GUST may do so without penalty for up to two consecutive semesters. Students should formally declare their intent to discontinue enrollment by notifying the Admissions & Registration Department. If a student does not enroll in classes at GUST for one semester without formally informing the Admissions & Registration Department of his/her intention to withdraw, the student will be automatically suspended for the second semester. If a suspended student requests to be readmitted to GUST, he/she must follow the formal readmission procedure.

Final Grades

Final grades are posted within 48 hours of the end of the final exam. Faculty are available in their office 48 hours after final grades are posted. Therefore, students who wish to discuss their final grades are encouraged to do so at that time. If the student is still not satisfied with their final grade, even after discussions with the Faculty member, they may submit a grade appeal.

Grades Appeal

The assignment, review of and modification of course grades is vested solely within the domain of the academic faculty at the University. Requests for individual grade reviews from other members of the university community shall be documented in writing by the faculty member or academic administrator receiving the request and included in the student’s permanent record.

Faculty members are expected to evaluate student work thoughtfully, and assign grades in a timely manner. Students have a right to know the criteria by which assignments will be evaluated, to receive feedback on their assignments and examinations in a timely manner, and to understand the basis upon which final grades for the course are calculated and assigned. Students also have a right to meet with faculty members to review their performance in the course and understand the basis for the assignment of grades on individual assignments and exams and for the course as a whole.
The student appealing a grade must identify a valid basis for appeal. Valid reasons for a grade appeal include: clerical error, capricious or prejudicial evaluation, or inconsistent application of standards of evaluation.

The University has both an informal and formal grade appeal process. The informal appeal process must be completed before the formal appeal process may be initiated. The reason for the informal process is to allow prompt handling of issues and to clarify issues that may become the basis for a formal appeal. Procedural guidelines are available from the Assistant Dean of each College.
II - ADMISSIONS & REGISTRATION

Study Load

The full-time study load of a student per semester will range from a minimum of twelve credit hours (four courses) to a maximum of eighteen credit hours (six courses). A student may register for less than twelve credit hours if the number of credit hours remaining to complete the minimum graduation requirements is less than twelve credit hours.

A student may register for up to twenty-one credit hours in some special cases as follows:

- If the student’s cumulative grade point average is equal to or greater than 3.0 out of 4 points.
- If this load will enable the student to graduate in the semester in question.

Students on academic probation cannot register for more than twelve credit hours. The maximum study load in any summer session is six credit hours. Students with a grade point average of at least 3.0 points or who will graduate by the end of the summer session can enroll in 3 courses or 9 credits only in Summer 1 and 2 courses or 6 credits only in Summer 2.

PUC Scholarships

Recent high school graduates (Kuwaiti, Non-Kuwaiti and Diploma) may apply for Kuwait Ministry of Private Education Scholarships. These are fully funded government scholarships that cover tuition expenses up to the time of graduation at GUST. In order to be eligible for a Private Education scholarship, students must meet specific conditions set by the Private University Council (PUC) of the Ministry of Higher Education. More information regarding scholarship eligibility requirements and application procedures can be found on the PUC website at: www.puc.edu.kw as well as the Admissions & Registration Department at GUST, located on the ground floor.
Requesting an Official Transcript

Students may obtain and print unofficial transcripts of their own academic records from their GUST SIS account. Official GUST transcripts must be requested from the Admissions & Registration Department, at a KD 5 cost. Transcripts are released only upon the signed request of the student concerned. The University issues only complete transcripts, not parts of transcripts or student records.

Requesting a “To Whom It May Concern” Letter

Students who are currently enrolled at GUST and who require a “To Whom It May Concern letter” should request the letter from the Admissions & Registration Department and pay the standard KD 1 fee. This letter is printed on official GUST letterhead and states that the student is currently enrolled at GUST, as well as the students major and when they were admitted. “To Whom It May Concern” letters are released upon the signed request of the student concerned.

GUST students who have graduated and require a letter of attestation (which states the completion of their degree requirements) should request the letter from the Admissions & Registration Department and pay the standard KD 3 fee. The letter of attestation is a certified graduation paper which states that the student has graduated from GUST (and states the year/semester of graduation), when the student was admitted to GUST, and the student’s major. The letter of attestation is released upon the signed request of the student concerned.

Withdrawals

Course Withdrawal

To withdraw from a course, you may do so (by logging on to the SIS People Soft system at https://online.gust.edu.kw/ with your GUST username and password) without being penalized before the final date for Add/Drop (Tuesday of the first week of classes). During the semester, if you choose to drop a course after the Add/Drop dates, you will have a financial penalty (the percentage of which will be determined as per which week you drop the class). Kindly consult the academic calendar for the add/drop dates, as well as the financial penalty dates. Full-time students are required to maintain a minimum enrollment of
12 credits. Withdrawal from courses must occur no later than the end of the 10th week of classes. A grade of “W” will be recorded on the transcript for the course from which the student has withdrawn and is not calculated into the student’s GPA.

**Semester Withdrawal**

The last day for a student to withdraw from all of their courses (a semester withdrawal) is the Thursday of the 12th week of classes. A grade of “SW” will be posted for all courses in that semester. If a student has already received an “FA” in a course before the semester withdrawal then this grade remains on the record. To withdraw from a semester, please visit the Student Success Center.

**University Withdrawal**

Students may withdraw from the University by the Thursday of the 15th week of the classes. If a student has already received an “FA” (failure due to absences) in a course before the university withdrawal then this grade remains on the record. To withdraw from the university, please visit the Student Success Center. Students who withdraw from the University cannot enroll in the subsequent semester.

**Semester Withdrawal for PUC students**

A PUC scholarship student can make a university withdrawal at anytime (except during the final examinations period) after the completion of the University Withdrawal form. To temporarily withdraw from the university, please visit the Student Success Center.
Summary of Grades of Registration Rules

<table>
<thead>
<tr>
<th>Grade on transcript</th>
<th>Requirement</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>W</td>
<td>Enrollment in 15 credits or 5 courses</td>
<td>Before the end of the 10th week</td>
</tr>
<tr>
<td>WA</td>
<td>Withdrawal due to absence</td>
<td>Before the end of the 10th week</td>
</tr>
<tr>
<td>SW</td>
<td>Semester Withdrawal</td>
<td>On the Thursday of the 10th week. If FA or NP are received, they remain on transcript</td>
</tr>
<tr>
<td>UW</td>
<td>University Withdrawal</td>
<td>On the Thursday of the 12th week. If FA or NP are received, they remain on transcript</td>
</tr>
</tbody>
</table>

Financial Penalty for Withdrawal

For exact dates, students should consult the current Academic Calendar, which can be found on www.gust.edu.kw

Students should contact the Finance Department regarding the payment of financial penalties.

Regular Semester Penalty Percentage

<table>
<thead>
<tr>
<th>Week</th>
<th>Penalty Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Week</td>
<td>0%</td>
</tr>
<tr>
<td>Second Week</td>
<td>25%</td>
</tr>
<tr>
<td>Third Week</td>
<td>50%</td>
</tr>
<tr>
<td>Fourth Week</td>
<td>75%</td>
</tr>
<tr>
<td>Fifth Week till End of the Semester</td>
<td>100%</td>
</tr>
</tbody>
</table>
Graduation Requirements

To earn a Bachelor’s degree from Gulf University for Science and Technology, a student must

- Meet all University requirements.
- Meet all the General Education requirements.
- Meet all the College of Arts and Sciences or the College of Business Administration requirements.
- Meet all the major requirements.
- Earn a minimum of 120 credit hours.
- Have an overall and upper-division GPA of 2.00 or greater.
- Complete a degree application online in SIS by the published deadline. Students must apply in the term in which they expect to graduate, regardless of applications in previous terms.
- All requirements for the degree must be completed as of the date of certification. Students who have completed all the requirements for their degree are required to graduate.
- All candidates are required to submit a photograph, a photocopy of their Civil Identification (front and back) and their valid passport including a valid residency for non-Kuwaiti students.
- Apply for graduation before the deadline. An Application for Graduation form can be picked up from the SIS & Graduation Office.

Applying for Graduation

I. Procedure

A. Degree candidates must:

1. Complete a degree application online in SIS by the published deadline. Students must apply in the term in which they expect to graduate, regardless of applications in previous terms.
2. All requirements for the degree must be completed as of the date of certification. Students who have completed all the requirements for their degree are required to graduate.
3. All candidates are required to submit a photograph, a photocopy of their Civil Identification (front and back) and their valid passport including a valid residency for non-Kuwaiti.
4. Submit the major sheet exceptions if applicable.
5. A list of degree candidates is generated by the Registrar’s Office.
for use in degree certification and by the bookstore for ordering regalia.

B. Degree candidates who will graduate with honors designation:

1. Graduate with highest honor
   • Attain a cumulative GPA of 4.00.
   • Complete all the degree program requirements within eight (8) semesters.
   • Not have any disciplinary actions within the university.

2. Graduate with honor
   • Attain a cumulative GPA of 3.67.
   • Complete all the degree program requirements within eight (8) semesters.
   • Not have any disciplinary actions within the university.

3. GPA Calculations
   a. Total grade points average calculation (GPA): Total number of points = number of credit hours for a course, multiplied by the grade value received.

<table>
<thead>
<tr>
<th>Table:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>3 Credit Hours x A (4.0)</td>
<td>= 12.0 Points</td>
</tr>
<tr>
<td>3 Credit Hours x A- (3.7)</td>
<td>= 11.1 Points</td>
</tr>
<tr>
<td>3 Credit Hours x B+ (3.3)</td>
<td>= 9.9 Points</td>
</tr>
<tr>
<td>3 Credit Hours x B (3.0)</td>
<td>= 9.0 Points</td>
</tr>
<tr>
<td>3 Credit Hours x B- (2.7)</td>
<td>= 8.1 Points</td>
</tr>
<tr>
<td>3 Credit Hours x C+ (2.3)</td>
<td>= 6.9 Points</td>
</tr>
<tr>
<td>3 Credit Hours x C (2.0)</td>
<td>= 6.0 Points</td>
</tr>
<tr>
<td>3 Credit Hours x C- (1.7)</td>
<td>= 5.1 Points</td>
</tr>
<tr>
<td>3 Credit Hours x D (1.33)</td>
<td>= 3.99 Points</td>
</tr>
</tbody>
</table>
b. Major grade points average calculations (MPA): The major grade average is calculated by dividing the total number of major points by the number of major hours taken. In the case of repeated courses, only the last grade received for the course is included in the MPA calculation.

c. Cumulative Grade Point Average (CGPA): The cumulative point average is calculated by dividing the total number of points by the number of hours taken. In the case of repeated courses, only the last grade received for the course is included in the GPA calculation.

III - STUDENT AFFAIRS

Social Allowance

Currently enrolled Kuwaiti students at GUST are eligible to enroll for the monthly social allowance provided by the Ministry of Higher Education. For more information on eligibility and application procedures, kindly contact the Student Affairs Office in room W1-006.

GUST Scholarships

Every semester, GUST offers a limited number of internal GUST scholarships. GUST Scholarships cover full payment of tuition fees (maximum KD 2250 per semester) or a specific percentage of tuition fees. Please note that selection for a GUST scholarship is highly competitive and only a limited number of students will be awarded scholarships. In order to apply for a GUST Scholarship, students must meet the following criteria:

1- Completion of 30 credit hours or more.
2- Minimum cumulative GPA of 3.5.
3- Current registration for a minimum of 15 credits.
4- No pending disciplinary action.

GUST Scholarships are valid for one academic term. Students who maintain the criteria outlined above are eligible to reapply for a GUST Scholarship. Applications for GUST Scholarships may be found in the Student Affairs Office in room W1-006.
Financial Aid

GUST provides Financial Aid for continuing students who are in financial need. It does not cover the costs of application fees, placement tests, computer services costs, course books or any financial penalties owed by the student. The committee will decide, on a case by case basis while assessing the students financial need, the type of grant it will provide the student (a grant of 25%, 50%, 75%, or 100%) for a course enrollment of 15 credits, and does not cover full tuition fees.

Applying for financial aid and meeting the requirements does not necessarily mean the student will be provided a grant. Applicants will be chosen based on the following:

- Marital status and financial need.
- Cumulative GPA.
- Number of completed credits.
- Students who are the most active in extracurricular activities in the university.
- Students with a good reputation and are not pending any disciplinary action.

Students must go to the Student Affairs Office (room W1-006) to pick up an application form and set up an interview. The student must submit, along with the completed application form, a recommendation letter from the Dean of his/her College, Head of Department, or Faculty member.

Student Success Center

The Student Success Center is a University-wide program which provides services and support to all undergraduate students. Its mission is to ensure the success of students attending the Gulf University for Science and Technology. Its services include Tutoring, Learning Assistance, Academic Advising, Social Counseling, Tracking and Monitoring of student academic progress, Study Skills Seminars, Academic Workshops and other related academic enhancements. The SSC achieves its mission through the commitment and dedicated work of a team of Specialists, Counselors, Academic Advisors, and Tutors. The Director of the Student Success Center, under the supervision of the VP for Academic Services, with the entire SSC team and the GUST University
community work together to ensure that all students are offered the required services needed for a successful university experience at GUST.

Services offered by the SSC are:

**Academic Advising**

Individual and group Academic Advising is available through the SSC for undergraduate students who have not declared a major. Specialists assist students with educational planning, course selection, and other related academic requirements. Peer Academic Advisors are honor students who serve as peer advisors under the supervision of specialist academic advisors to provide academic advisement and serve as mentors for freshmen students.

**Retention Services**

The Retention Program is designed for students at academic risk and in need of individual personalized one-to-one academic guidance. The Retention Specialist and Retention Coordinators work with students who are experiencing difficulty in their classes at GUST. An Early Warning Program is created for Faculty members to refer students to the center for assistance and early intervention. Individual Educational Plans are created for students at risk and specialized support services are provided to students who have been placed on academic probation. The goal of this program is to ensure student success throughout their academic year.

**Academic Support**

Individual and group tutoring is available at the Student Success study center for all undergraduate students in variety of subjects, ranging from Mathematics to English to more core related subjects. Peer Tutors are honor undergraduate students who are trained to assist their peers in achieving academic success under the supervision and mentorship of the Academic Support Specialist.

**SSC Workshops and Events**

Various workshops are offered throughout the year on topics relating to study skills and healthy lifestyles. Each year the Student Success Center also coordinates a Major’s Fair giving students an opportunity
to learn about majors offered at GUST, as well as Awareness Campaigns about the centers services and other related academic events which allow students to network with members of the GUST community and gain academic knowledge of the services offered.

**Counseling Services**

Personal counseling services are offered to all undergraduate students by professional and certified counselors. Students encounter numerous obstacles during their university lives, such difficulties could be related to academics, domestic concerns and other social factors. The role of the counselor is to provide mentorship and guidance to students in need of social personal counseling. Healthy-living workshops will be offered in topics ranging from Stress Management to Coping Skills and more.

**Disability Services**

The Disability Services program is conducted by the Retention Specialist and monitored by the Student Success Center Director. This program offers help to students with documented disabilities. Students are evaluated by a specialist and services are provided on the basis of the presented need. The goal for this program is to provide accommodation services to students in need and to encourage their continued growth and progress at GUST.

**Office of Student Life**

The Office of Student Life at GUST provides a variety of opportunities to further enhance your undergraduate learning experience. By engaging in fun and social activities, that foster personal growth and develop important skills, students are better prepared for the future. Student organizations, sports, activities, student employment, and special programs offer students a unique opportunity to get the most of their educational experience while at GUST.

**New Student Orientation**

All first-time students are requested to attend the new student orientation week prior to the start of classes in the Fall semester. During orientation students meet the GUST faculty and staff as well as student orientation leaders who will familiarize students with campus pro-
grams, services and resources. Students also have an opportunity to learn about the various student organizations and activities offered at GUST. Most importantly you will learn success skills needed to begin your university experience.

**Student Activities**

The Office of Student Life is dedicated to working closely with students to create a vibrant and fun environment for the entire campus community. Throughout the academic year, Student Life organizes various social, cultural and recreational activities to promote a greater university experience.

Students are encouraged to get involved in campus life through organizing activities, participating in clubs, and getting involved in GUST’s sports teams.

**Student Clubs at GUST**

The university encourages and promotes membership in a wide variety of student clubs, provided membership in the clubs enhances students’ academic goals. Clubs and activities help students cultivate their talents and explore new interests. All registered students at GUST may apply to join existing clubs or to form a new club. To inquire on how to start your own student club, please visit the Office of Student Life at W1-005.

The following organizations are examples of student driven initiatives that have succeeded in providing students with learning opportunities outside of the classroom.

- **Contemporary English Club** – Through this club students are able to excel socially and academically in a fun-learning environment. (academic club)

- **The Islamic Club** – Offers seminars, training courses, and field trips related to the field of Islamic Finance. (special interest club)

- **Ruwwad Business Club** – Provides openings for students to use the skills and knowledge they are gaining in the classroom in outside business areas. (academic and leadership club)
• **Sports Club** – Provides students the platform to develop their athletic talents. (special interest club)

• **Debate Club** – Offers student an opportunity to learn the art of debate and public speaking as well as compete in competitions. (special interest club)

• **Expression Club** – Promotes each students’ talent for expression. (cultural club)

• **Photography Club** – Presents students with opportunities to develop their photographic skills, compete in competitions, and share their talents. (special interest club)

• **Anime Club** – Allows students to spread cultural awareness of Japanese and Asian entertainment, and learn about Japanese history and society firsthand. (cultural club)

• **Talent Club** – Supports the arts through workshops, screenings, concerts, talent shows, plays, seminars, and exhibitions. (cultural club)

• **IT Club** – Mentor fellow students in advanced IT course through workshops and seminars. (academic club)

• **Music Club** – Supports the students’ musical talents in the production of concerts, orchestras, competitions, and other musical activates to help maintain Kuwait (in particular) and the Arab world (in general) musical folklore and heritage. (academic and cultural club)

• **Al Rawafed Club** – Dedicated to the enhancement and enrichment of the minds of students using reading and writing and by establishing opportunities for students to write. (academic club)
Organizing an Event

- Any proposed event should be submitted through the Office of Student Life.
- Any event content should be reviewed and approved on by the Office of Student Life.
- All event reservations will be done by the Office of Student Life.
- The requested event should not conflict or interfere with any other campus event reserved on the GUST master activity calendar (date, time, venue, purpose...).
- Avoid events redundancy in order to create diversity in event purposes and types.
- Seminars and workshops are permitted within the University given that they do not violate the university bylaws.
- No approval will be given to any proposed event that contains inappropriate actions such as language abuse, unsuitable movies, and/or unacceptable acts in concerts.
- The event content should not discriminate on the basis of sensitive issues in politics, religion, race/origins, physical handicap and disability.
- Media coverage and video recording of any event should be made through the PR department. In case of any individual request, a prior approval is needed.
- The Office of Student Life should be informed of VIP attendees of any proposed event.
- The Office of Student Life will inform the upper management of any VIP attendees or any important events.
- No events will be held during final examination period.
- Providing notifications for any requested event to the involved departments in order to facilitate the requirements.
  - Public Relations (Media coverage)
  - IT Department
  - Facility Management (Construction work)
  - Security
Student Employment

Students interested in part-time employment at GUST should obtain an application form from the Office of Student Life, located on the ground floor next to the Library, in room W1-005. All applicants will be required to submit a completed application form along with a copy of their most recent transcript to the Office of Student Life. In order to be eligible for student employment at GUST, students must maintain a minimum cumulative GPA of 3.0. Students may work for a maximum of twelve hours per month. Additional work hours must be approved by the Office of Student Life.

Sports & Athletics

Intramural Teams

GUST is concerned with the total development of the student. To this end, GUST Athletics (supported by Office of Student Life) provides intramural opportunities for every student while encouraging a spirit of participation, friendliness and sportsmanship throughout the year. Students are encouraged to participate in activities such as volleyball, basketball, and soccer, to name a few. Participation is open to all GUST students, staff and faculty with a valid GUST ID. GUST offers the following Intramural sports:

- Soccer
- Basketball
- Volleyball
- Tennis
- Squash
- Handball
- Swimming
- Table Tennis
GUST offers a number of intercollegiate teams for its students to compete in various sports at the collegiate level in any of the following athletic teams:

- Men’s Soccer
- Women’s Soccer
- Men’s Volleyball
- Women’s Volleyball
- Men’s Basketball
- Women’s Basketball

Students may try out for GUST athletic teams at the beginning of the designated season. Additional sports opportunities may be available in the future, subject to student interest, resources, and availability of facilities.

GUST athletes must remember the importance of balancing academics and their training and competition schedules. A student enrolled must maintain a minimum cumulative GPA of 2.0 in order to participate. Students’ absences from class, missing scheduled exams and due assignments will NOT be excused.

**Athletic Facilities**

The Physical Fitness and Health Center is connected to the North concourse at the ground and the first levels. The facility includes a 25m indoor swimming pool with an overlooking seating area for special events. In addition, the facility includes an exercise gymnasium, tennis court, artificial turf soccer field, squash courts, locker rooms, changing areas, shower facilities and a nurse’s room. The schedules for use of the gymnasium, squash courts, swimming pool, table-tennis, and tennis courts, can be found online at: https://www.gust.edu.kw/athletics/schedule.

The general rules for use of the gymnasium, squash courts, swimming pool, table-tennis, and tennis courts, can be found online at: https://www.gust.edu.kw/athletics/general_rules

Students are encouraged to make use of the sports activities and facilities which GUST offers.
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