

GUST | MBA

————— HANDBOOK —————

JOIN THE NETWORK.

Handbook Contents

- 04** President's Message
- 06** Director's Message
- 07** About GUST
- 07** About MBA
- 08** Goals and Outcomes
- 09** Program and Curriculum
- 09** Pre-MBA
- 13** Tuition and Fees
- 16** MBA Academic Rules
- 19** Consultancy Workshops
- 20** GUST Facilities
- 23** GUST Campus
- 25** Contact Us





President's Message

Our new Master of Business Administration (MBA) program students, I am very pleased to welcome you to our campus, your second home. You are about to embark on, what I hope will be, an extraordinary journey made up of valuable sets of experiences here at GUST.

Today's world needs leaders who are highly innovative business professionals with nimble minds, strong analytical skills, and pulsing with the ability to take proactive decisions to overcome complex management problems. This is why GUST ensures to foster a high-impact learning environment that reflects its belief by applying the concepts practically, and this is the key to practical knowledge. We will support your decision in pursuing your MBA degree. Our aim here at GUST is to provide you with powerful and transformational experience to be built around your strengths and aspirations. This program is developed to help advancing your personal growth, and leveraging your professional performance to confidently reach your goals.

GUST's MBA program is designed with using the "know-how" adopted from the latest schools of thought on business management. It is composed of team projects, case studies, visiting lecturers, special speakers, simulations, and the opportunity to attend a short course at one of our partner universities abroad. Your instructors will work to instill in you the core qualities required in the business world by helping you developing and evolving as leaders, learning to derive the advantages of working as a team, and cultivating your strategic thinking skills. The program will also emphasize and promote the importance of working within ethical framework in order to shape your capabilities and mold you into successful, ambitious leaders with creative business ideas; leaders who are capable of making rational decisions based on complex yet, reliable data.

On behalf of the GUST community, I wish you success in every step of the way, and hope that earning your MBA degree will have a positive impact on your endeavours towards achieving your hoped goals.

Professor Bassam Alameddine
Acting President
Vice President for Academic Affairs



Director's Message

In the GUST MBA program, emerging business leaders can build on their professional experience, advance their careers and further leverage their successful contribution to their firms both qualitatively and quantitatively. Program participants gain the knowledge and skills necessary to meet the challenges of greater work responsibilities. The mission of the program is to nurture competent entrepreneurial managers, responsible business professionals, skilled leaders, team players and ethical decision makers. Being a leading private institution committed to the utilization of state-of-the-art technology, GUST realizes the importance of the graduate studies and is dedicating itself to offering a quality MBA Program that is flexible, innovative and allows a degree of specialization that enables students to go to further graduate studies in top universities.

We are committed to offering the students more choices, key connections, and a future they define. Whatever it takes to keep them current and on top of the business world, we are committed to providing.

Individual effort, teamwork, formal presentations, exposure to guest lecturers and networking are hallmarks of the GUST MBA. GUST's committed faculty, world class academic infrastructure, and national and international, industrial and academic links provide a rare opportunity and atmosphere for learning.

It is our pleasure to help our students' transition into graduate studies and make it as comfortable and enjoyable as possible, regardless of their background. The Graduate Studies and Research Office (GSR) is available to discuss career objectives and options for you.

Dr. Kamaludin Dingle

Acting Director of Graduate Studies and Research Office

Introduction

ABOUT GUST

In 2002, the issuance of an Amiri decree completed the legal establishment of GUST as the first private university in Kuwait, and permitted the start of its first academic year in 2002. A strategic partnership was established with the University of Missouri - St. Louis (UMSL), the international counterpart institution chosen to help bring the visualization of the projected university to fruition.

ABOUT MBA

The MBA program has been developed to ensure that it meets the highest international standards, and has direct relevance to the real world and local market. At GUST, you will experience being treated professionally - with interest and responsiveness - by an approachable and collaborative faculty focused solely on developing your business and leadership skills. Our MBA program, which holds AACSB-International accreditation, is specifically designed to meet the needs of strategic decision makers.

THE MBA MISSION

- Train future leaders through integrated and researched methods of teaching.
- Create an environment that encourages original thinking and dynamism.
- Focus on leadership and management in a high-tech, international marketplace.
- Enable students to reach their optimal academic and professional potential.



Program Overview

START SOONER

Begin your MBA in September or January.

FINISH FASTER

Earn your MBA in as quickly as 24 months.

BALANCE LIFE AND STUDIES

Just one course per week from 5PM to 8PM.

Learning Goals And Outcomes

COMMUNICATION

Demonstrate the ability to engage in effective written and oral communication.

LEADERSHIP

Demonstrate leadership skills appropriate for a variety of business contexts.

Apply leadership styles and concepts in decision making.

TEAMWORK

Demonstrate the ability to work effectively with people from diverse backgrounds and interests.

Collaborate with team members to accomplish common goals.

ETHICAL PERSPECTIVE

Engage in self-monitoring to assess ethical performance and apply alternative solutions to address ethical issues or dilemmas. Evaluate organizational issues that have ethical and social responsibility implications.

CRITICAL THINKING

Apply critical-thinking skills as well as knowledge of business theory and practice for problem solving and decision-making. Develop informed, sound conclusions and recommendations that are supported by the data provided.

Academic Program And Curriculum

PRE-MBA INTRODUCTION AND CORE CURRICULUM

The Pre-MBA program gives the opportunity to move non-business bachelor's degree holders straight into the MBA program at GUST by offering an introduction to business administration subjects. Business areas include; Microeconomics, Business Statistics, Finance and Accounting.

PRE-MBA PROGRAM CURRICULUM

The Pre-MBA program consists of four courses:

ECON 400

Microeconomics

ECON 480

Business Statistics

FIN 400

Financial Management

ACCT 400

Financial and Managerial Accounting

NOTE:

Pre-MBA students must finish their pre-MBA courses within their first year.

MBA CURRICULUM

The MBA program consists of 15 courses (45 credits) distributed as follows:

1. CORE REQUIREMENTS — 10 Courses (30 credits)
2. ELECTIVES — 5 courses (15 credits)
3. No thesis or final project is required

Core Requirements

ACCT 500

Financial and Managerial Accounting

ECON 503

Economics for Managers

FIN 501

Financial Management

MIS 500

Management Information Systems

MRKT 505

Contemporary Marketing Concepts

MGMT 500

Law, Ethics, and Business

MGMT 501

Management and Organizational Behavior:
Theory and Practice

MGMT 511

Quantitative Methods in Business

MGMT 521

Operations Management

MGMT 581

Strategic Management
(prerequisites: MGMT 501, FIN 501, MRKT 505,
and MGMT 521)

Electives

ACCOUNTING CONCENTRATION

- ACCT 502 — Financial Reporting and Analysis (Prerequisite: ACCT 500)
- ACCT 504 — Auditing and Assurance (Prerequisite: ACCT 500)
- ACCT 505 — Fraud, Auditing, and Forensic Accounting (Prerequisite: ACCT 504)
- ACCT 508 — International Accounting (Prerequisite: ACCT 500)
- ACCT 510 — Management Accounting Planning and Control (Prerequisite: ACCT 500)
- ACCT 511 — Accounting for Decision Makers (Prerequisite: ACCT 500)
- ACCT 595 — Corporate Governance (Prerequisite: ACCT 500)
- ACCT 596 — Advanced Topics in Accounting (Prerequisite: Per Course)

ACCOUNTING — AUDITING CONCENTRATION

- ACCT 502 — Financial Reporting and Analysis (Prerequisite: ACCT 500)
- ACCT 504 — Auditing and Assurance (Prerequisite: ACCT 500)
- ACCT 505 — Fraud, Auditing, and Forensic Accounting (Prerequisite: ACCT 504)

ECONOMICS CONCENTRATION

- ECON 510 — Money and Banking (Prerequisite: ECON 503)
- ECON 580 — Practical Econometrics for Management Decisions (Prerequisite: ECON 503)
- ECON 590 — Energy in Natural Resource Economics (Prerequisite: ECON 503)
- ECON 591 — International Energy Economics (Prerequisite: ECON 503)
- ECON 592 — Globally Integrated Energy Markets (Prerequisite: ECON 503)
- ECON 595 — Topics in Economics (Prerequisite: Per Course)
- ECON 596 — Advanced Topics in Economics (Prerequisite: Per Course)

FINANCE CONCENTRATION

- FIN 504 — Corporate Finance (Prerequisite: FIN 501)
- FIN 521 — Risk Management (Prerequisite: FIN 501)
- FIN 551 — Islamic Financial System (Prerequisite: FIN 501)
- FIN 580 — International Finance (Prerequisite: FIN 501)

- FIN 590 — Fundamentals of Financial Technology (Prerequisite: FIN 501)
- FIN 591 — Application of Financial Technology I (Prerequisite: FIN 590)
- FIN 592 — Application of Financial Technology II (Prerequisite: FIN 591)
- FIN 595 — Topics in Finance (Prerequisite: Per Course)
- FIN 596 — Advanced Topics in Finance (Prerequisite: Per Course)

FINANCE — CORPORATE FINANCE CONCENTRATION

- FIN 504 — Corporate Finance (Prerequisite: FIN 501)
- FIN 521 — Risk Management (Prerequisite: FIN 501)
- FIN 580 — International Finance (Prerequisite: FIN 501)
- ACCT 595 — Corporate Governance (Prerequisite: ACCT 500)

Note: Students must complete the following in order to get this concentration:

- FIN 504
- FIN 521
- (FIN 580 or ACCT 595)

FINANCE — BANKING CONCENTRATION

- FIN 551 — Islamic Financial System (Prerequisite: FIN 501)
- FIN 580 — International Finance (Prerequisite: FIN 501)
- ECON 510 — Money and Banking (Prerequisite: ECON 503)

FINANCE — FINANCIAL TECHNOLOGY (FINTECH) CONCENTRATION

- FIN 590 — Fundamentals of Financial Technology (Prerequisite: FIN 501)
- FIN 591 — Application of Financial Technology I (Prerequisite: FIN 590)
- FIN 592 — Application of Financial Technology II (Prerequisite: FIN 591)

MANAGEMENT CONCENTRATION

- MGMT 502 — Managerial Communications (Prerequisite: MGMT 501)
- MGMT 524 — Supply Chain Management (Prerequisite: MGMT 521)
- MGMT 525 — International Logistics and Operations (Prerequisite: MGMT 501)
- MGMT 532 — Supply Chain Modeling & Analytics (Prerequisite: MGMT 521)
- MGMT 551 — Human Resources Management (Prerequisite: MGMT 501)
- MGMT 552 — Human Resource Analytics (Prerequisite: MGMT 551)
- MGMT 553 — Performance Management (Prerequisite: MGMT 551)

- MGMT 561 — Entrepreneurship and Small Business Management (Prerequisite: MGMT 501)
- MGMT 562 — Innovation & Design Thinking (Prerequisite: MGMT 501)
- MGMT 563 — The Lean Startup (Prerequisite: MGMT 501)
- MGMT 571 — International Business (Prerequisite: MGMT 501)
- MGMT 573 — Research Methodology
- MGMT 595 — Topics in Management (Prerequisite: Per Course)
- MGMT 596 — Advanced Topics in Management (Prerequisite: Per Course)
- MGMT 597 — Special Topics in Management (Prerequisite: Per Course)

MANAGEMENT — ENTREPRENEURSHIP CONCENTRATION

- MGMT 561 — Entrepreneurship and Small Business Management (Prerequisite: MGMT 501)
- MGMT 562 — Innovation & Design Thinking (Prerequisite: MGMT 501)
- MGMT 563 — The Lean Startup (Prerequisite: MGMT 501)
- MRKT 564 — Entrepreneurial Marketing (Prerequisite: MRKT 505)
- Note: Students must complete the following in order to get this concentration:
- MGMT 561
- MGMT 562
- (MGMT 563 or MRKT 564)

MANAGEMENT — SUPPLY CHAIN ANALYTICS CONCENTRATION

- MGMT 524 — Supply Chain Management (Prerequisite: MGMT 521)
- MGMT 525 — International Logistics and Operations (Prerequisite: MGMT 501)
- MGMT 532 — Supply Chain Modeling & Analytics (Prerequisite: MGMT 521)

MANAGEMENT — HUMAN RESOURCES CONCENTRATION

- MGMT 551 — Human Resources Management (Prerequisite: MGMT 501)
- MGMT 552 — Human Resource Analytics (Prerequisite: MGMT 551)
- MGMT 553 — Performance Management (Prerequisite: MGMT 551)

MARKETING CONCENTRATION

- MRKT 501 — Marketing Management (Prerequisite: MRKT 505)
- MRKT 510 — Electronic Commerce (Prerequisite: MRKT 505)
- MRKT 530 — Consumer and Motivational Behavior (Prerequisite: MRKT 505)

- MRKT 564 — Entrepreneurial Marketing (Prerequisite: MRKT 505)
- MRKT 570 — Marketing and Business Research (Prerequisite: MRKT 505)
- MRKT 595 — Topics in Marketing (Prerequisite: Per Course)
- MRKT 596 — Advanced Topics in Marketing (Prerequisite: Per Course)

NOTE:

- In order to get a concentration letter from the GSR office, the student has to complete at least 3 elective courses (9 credits) from a certain concentration.
- Students are allowed to enroll in a minimum of 2 courses, and a maximum of 4 courses in Fall and Spring semesters.
- All MBA courses are scheduled once a week from 5PM to 8PM during Fall and Spring semesters.
- MBA courses are scheduled twice a week during Summer semesters.
- Students are allowed to enroll in a maximum of 2 courses in Summer semesters.

Tuition Fees

TUITION CATEGORY	MBA	PRE-MBA
Application Form	20KD	20KD
Admission	20KD	20KD
Course	720KD per course	600KD per course
Cost per Credit	240KD	200KD
Computer Services	50KD Regular 25KD Summer	50KD Regular 25KD Summer
Student Activity	25KD Regular 10KD Summer	25KD Regular 10KD Summer
Grade Appeal	3KD (voluntary)	3KD (voluntary)
Transcript	5KD (voluntary)	5KD (voluntary)

Course Dropping or Withdrawing

- To drop a course(s) or to withdraw from the university, please contact the Graduate Studies and Research Office to fill out the required forms.
- If a student failed to register in any course for more than one academic year, he/she will be suspended.
- If a student wants to re-join after suspension or university withdrawal, he/she must fill a re-admission form and must follow the new curriculum (if applicable).
- Failure to attend a class does not mean a student has dropped a course, unless the official documentation has been processed.
- Drop fees will be charged based on the table. This applies for fall and spring semesters.
Note: for summer semester, week is replaced with 3 calendar days in the deduction table.

PERIOD	DEDUCTION
1 st Week	0%
2 nd Week	50%
3 rd Week	75%
4 th Week	100%

Grading Policy

- Must earn a subject grade no lower than a “C” according to degree requirements.
- Must earn a minimum grade point average of 3.0 in all courses.
- Grades of “A, A-, B+, B, B-, C or F” are used in all courses.
- Courses in which grades of “C” or “F” are earned may be retaken twice.
- A “W” grade on your transcript indicates that you have withdrawn from a course.
- An “I” grade indicates that the course was not completed.
- If a student repeats a course once, the lowest grade will be excluded. If a student repeats a course twice, the lowest grade will be excluded and averaging will be applied for the other 2 grades. Note: there is no limit for the number of courses a student can repeat.

GRADE	PERCENTAGE	POINTS
A	95 - 100	4.00
A-	90 - 94	3.70
B+	87 - 89	3.30
B	83 - 86	3.00
B-	80 - 82	2.7
C	70 - 79	2.0
F	Less than 70	0.0

W= Withdrawal

I= Incomplete - Incomplete grade must be removed within one academic year.

Probation Rules

Students are notified that they are on probation, based on their performance which is measured by their cumulative GPA.

WARNING	CONDITION	ACTION
First Warning	GPA<2.75 & attempted credits=6	Allowed to register 9 credits max. the following semester
First Warning	GPA<3 & attempted credits>6	Allowed to register 9 credits max. the following semester
Second Warning	GPA<3 & first warning	Allowed to register 6 credits max. the following semester
Third Warning	GPA<3 & second warning	Case goes to committee for consideration. It may result in a dismissal.

NOTE: REGARDING SUMMER SEMESTER

- If a student was not placed under probation before and earns cumulative GPA<3 (or CGPA<2.75 and ACR=6) post summer grades, he/she will get a first probation.
- If a student starts the summer semester while he/she is under probation and earns cumulative GPA >= 3 post summer grades, he/she will get out of probation.
- If a student starts the summer semester while he/she is under probation (or had been placed before under probation) and earns a cumulative GPA <3, the student will remain under the latest probation level.

Transfer Credits

Graduate credits earned in approved or accredited institutions of recognized standing, may be transferred towards GUST's program:

- No more than 15 credits may be transferred, with a maximum of 9 credits to be transferred toward the core courses.
- The minimum accepted grade of all transfer credits is a "B".
- Students who have completed graduate level course work at accredited international universities must submit a degree equivalency.
- Official transcripts of all transferred courses must be submitted to the office of Graduate Studies and Research prior to submitting degree plans.
- Transfer courses must be approved by the Dean of the College of Business Administration.
- The university will only accept transferred credits that are applicable to GUST's MBA program.
- Courses not taught within an approved MBA program will not be accepted as transferred credits.

VISITING STUDENTS

- MBA admission requirements apply.
- Students enrolled at other universities and not wishing to pursue a degree at GUST may register as visiting students.
- Visiting students may request for their official transcript to be sent to their home institution, at the end of the semester, provided that all course requirements have been completed.

VISITING AND NON-DEGREE STUDENT REGISTRATION POLICIES

- For visiting students, waiving of prerequisites courses has to be approved by the Head of Department and the Director of the Graduate Studies and Research Office.
- Visiting students can enroll in up to two courses.
- Enrollment rules that apply to matriculated students also apply here.

RULES OF GRADUATION

In order to graduate, students must:

- Pass the required number of credit hours (45).
- Obtain a cumulative GPA of 3.0 (B) or higher.
- Submit an official GMAT score. (if the GMAT submitted during the admission process is expired).

Note: the maximum allowed period for graduation is 5 years. If a student fails to fulfill the graduation requirements within 5 years, he/she may be dismissed.

DEGREES AWARDED WITH HIGHEST HONORS

Highest honor students attain a cumulative GPA of 4.0 upon graduation.

DEGREES AWARDED WITH HONORS

Honor students attain a cumulative GPA of 3.85 or above upon graduation.

PRESIDENT'S HONOR LIST

To be placed on the President's Honor List at the end of given fall or spring semester, a student must:

- Be registered for at least nine credit hours
- Not be repeating the semester or be on probation
- Passed all semester courses and attained an overall semester GPA of 4.0
- Not have had any disciplinary action within the University

DEAN'S HONOR LIST

To be placed on the Dean's Honor List at the end of given fall or spring semester, a student must:

- Be registered for at least nine credit hours.
- Not be repeating the semester nor be on probation.
- Passed all semester courses and attained an overall semester GPA of 3.67
- Not have had any disciplinary action within the University.

Consultancy Workshops

The MBA program offers students the opportunity to engage in consultancy workshops with a wide range of industry-based projects.

MBA students can choose the workshops that are closer to their interests and program concentrations, and work as a team with other students to solve actual problems faced by the organization. Upon completion of the project, the team produces and submits a formal report to both the organization they consulted for, and the university.

Below are some of the companies our MBA students have had the opportunity to work with through this program:



GUST Facilities

INFRASTRUCTURE AND TECHNOLOGY

GUST offers cutting edge IT services to its students in the form of advanced computer labs, smart classrooms, high speed WIFI access, and Learning Management Systems (LMS).

E-LEARNING AT GUST

The E-Learning Center of Excellence (ECE) at GUST aims to create an active online learning environment and to open new avenues for flexible learning. In addition, it provides GUST students and faculty members with online personal development tools in order to improve their knowledge, skills, and enhance on-campus classes with the latest learning and teaching technologies available.

A. M. AL-REFAI LIBRARY

At each student's disposal are 126,379 scholarly journals, 275,089 e-books, 20,808 physical books, 91 print periodicals, and 2110 AV resources.

RESTAURANTS AND CAFES

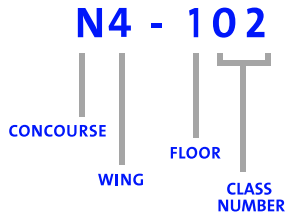
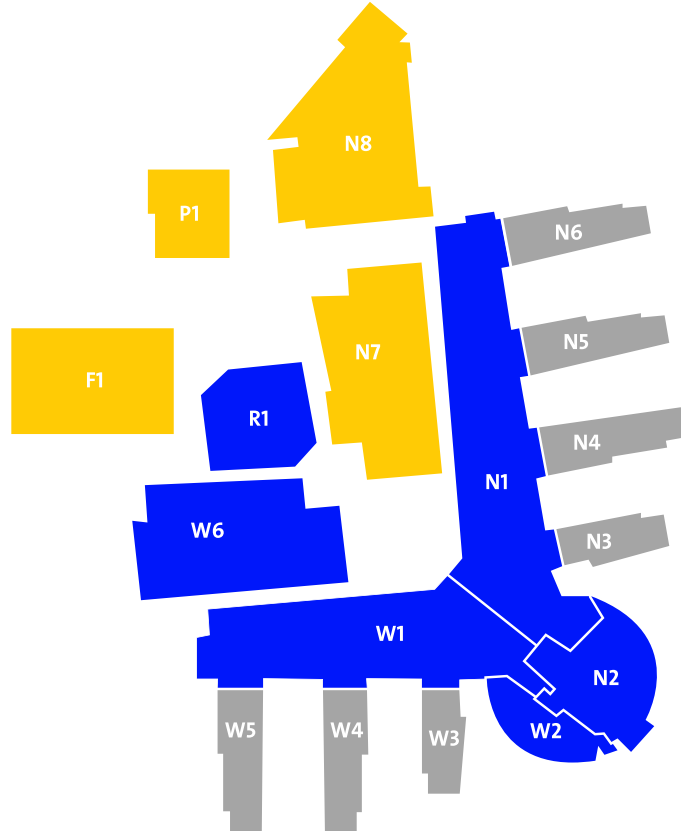
GUST's campus provides a great variety of options to its community. In addition to the various restaurants and cafes, vending machines located all over campus offer a variety of quick snacks and drinks.

GYM AND RECREATIONAL FACILITIES

GUST houses a very modern and fully equipped gym run by professional coaches and includes a weight lifting area, aerobics halls, and a swimming pool. Squash courts, padel courts, football field and ping pong tables are also available on campus.



Campus Map



- | | | |
|-----------------------|-----------|---------------------------------------|
| الجنح الشمالي | N1 | NORTH CONCOURSE |
| مكتبة عبدالله الرفاعي | N2 | A. M. AL-REFAI LIBRARY |
| مختبرات | N3 | LABORATORIES |
| الفصول الدراسية | N4 | TEACHING FACILITIES |
| الفصول الدراسية | N5 | TEACHING FACILITIES |
| الفصول الدراسية | N6 | TEACHING FACILITIES |
| مركز الصحة والأنشطة | N7 | HEALTH & ACTIVITIES CENTER |
| المركز الرياضي | N8 | FITNESS CENTER |
| ملاعب البادل | P1 | PADEL COURT |
| ملعب كرة القدم | F1 | FOOTBALL FIELD |
| الجنح الغربي | W1 | WEST CONCOURSE |
| الإدارة | W2 | ADMINISTRATION |
| مختبرات | W3 | LABORATORIES |
| الفصول الدراسية | W4 | TEACHING FACILITIES |
| الفصول الدراسية | W5 | TEACHING FACILITIES |
| مركز المؤتمرات | W6 | CONFERENCE CENTER |
| المسرح الروماني | R1 | AMPHITHEATER |

Apply Now and Join The Network.

FOR FURTHER INFORMATION:

GUST.EDU.KW/GSR/ABOUT-MBA

MBA@gust.edu.kw

Call 25307147 - 25307144

APPLY NOW



GUST | *Masters of Business* Administration

Block 5 | Building 1 | Mubarak Al-Abdullah area | West Mishref | Kuwait
(+965) 25307144 - 25307147 | mba.gust.edu.kw