AMERICAN UNIVERSITY *of* KUWAIT®

AUK
AMERICAN
UNIVERSITY
*of* KUWAIT®

# ACADEMIC CATALOG

## 2021-2022

# DISCLAIMER

Every effort has been made to ensure the accuracy of the information contained within this catalog; users should note that the laws, rules, and policies indicated are subject to amendments that may modify the information contained. Changes and modifications may come in the form of statutes enacted by the legislature, or rules and policies adopted by the Board of Trustees of the American University of Kuwait, or by the president or his/her designee of the campus.

**The information in this catalog is effective at the time of publication.**

The AUK catalog shall not operate or be construed as a limitation to the rights, powers, or privileges of the Board of Trustees of the American University of Kuwait. The Board of Trustees is authorized by law to adopt, amend, or revoke rules and policies that apply to students if deemed necessary.

Students are individually responsible for reading, understanding, and complying with all requirements and regulations. Failure to read, understand, and/or comply does not exempt students from requirements or regulations.

The University reserves the right to make changes without prior notice to programs, course offerings, academic requirements, and/or faculty and staff, should the need arise.

The relationship of the student to the institution is one governed by laws, rules, and policies adopted by the government, the Board of Trustees, and their duly authorized designees.

**Any approved updates to the content included in the catalog that occur during the 2020-2021 academic year will appear in the online version of the catalog, which is found on the AUK website (www.auk.edu.kw).**

The normal authority, Amiri Decree 139, which authorizes the American University of Kuwait to operate and grant degrees, was issued on July 8, 2003. AUK received its institutional accreditation from the Private Universities Council (PUC)—Ministry of Higher Education in the State of Kuwait, as of February 1, 2006.

## NOTICE OF OFFICIAL MEANS OF COMMUNICATION

Emails to student accounts are considered official means of communication to all AUK students. AUK reserves the right to send communications to students via email and expects that those communications will be received and read in a timely fashion. It is the students' responsibility to check their emails frequently. Failure to do so may result in a student missing important notices or information and will not be considered an acceptable excuse for failing to receive or act upon official correspondence from the University.

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# 2021-2022 ACADEMIC CALENDAR

*\* Islamic holidays are determined after sighting the moon. Dates are tentative until formally announced by Kuwait's Civil Service Commission. Thus, actual dates may not coincide with the dates in this calendar. In the event of loss of teaching days due to unscheduled closings, AUK reserves the right to extend the academic calendar as necessary.*

## FALL 2021

### September

| | | |
|---|---|---|
| 23 | Th | First De-Registration process for non-payment of tuition for Fall courses at 4.00 pm. |
| 26 | Su | Fall semester begins. |
| 30 | Th | Fall semester Drop/Add deadline at 4.00 pm. Last day to submit a Pass/Fail Option form, Permission to Audit form, Independent Study form, or Internship form. Online registration and forms submission for students will end at 4:00 pm. |
| 30 | Th | Final De-Registration process for non-payment of Tuition for Fall courses at 4:00 pm. |

### October

| | | |
|---|---|---|
| 01 | Fri | First day to withdraw from individual Fall courses or from the university with a 50% refund. |
| 07 | Th | Last day to withdraw from individual Fall courses or from the university with a 50% refund. |
| 11 | M | Additional KWD 20 per credit hour of engineering courses for non-engineering students applied. |
| 13 | W | Submission of tuition refund, sibling discounts and installment request start. |
| 18 | M | Prophet's Birthday. University closed. |
| 20 | W | "Financial Hold" placed on students at 8:00 am; and first installment fee of KWD 10 is charged on all payments made after this time without a prior installment plan. |
| 23 | Sat | Monday Substitute |
| 31 | Su | First tuition installment due. |

### November

| | | |
|---|---|---|
| 03 | W | KWD 25 late payment fee charged, and financial hold is administered at 8:00 am; the 2nd installment fee of KWD 10 is charged on all payments made after this time without a prior installment. |
| 14-18 | Su-Th | Midterm of semester. |
| 24 | Su | Midterm grades for Fall courses due via AUK Self-Service by 9:00 am. Midterm grades for Fall Courses available to students via AUK Self-Service effective 4:00 pm. Graduation application starts for Fall 2021 graduates. |

| 21 | Su | Academic advising for Spring and Summer 2022 begins. |
| 23 | T | Registration for Spring and Summer 2022 begins *(for details refer to the Advance* |
| | | *Registration Schedule available on the website)*. |
| 30 | T | Second tuition installment due. |

## December

| 02 | Th | Last day to withdraw with a "W" from a single class or from the university. |
| 05 | Su | KWD 25 late payment fee charged, and financial hold is administered at 8:00 am; the $3^{rd}$ installment fee of KWD 10 is charged on all payments made after this time without a prior installment. |
| 26-30 | Su-Th | Winter break. University closed. |

## January 2022

| 02 | Su | University reopens. |
| 02 | Su | Third tuition installment due. |
| 05 | W | KWD 25 late payment fee charged, and financial hold is administered at 8:00 am. |
| 13 | Th | Last day of classes for Fall semester. |
| | | Advising for *Declared* majors stops until February 19. |
| 16-20 | Su-Th | Final exams. |
| 23 | Su | Final grades for Fall courses due via AUK Self Service by 9:00 am. |
| 24 | M | Grades for Fall courses available to students via AUK Self Service at 4:00 pm. |
| 30 | Su | Must Declare Major Hold" placed on students. |

## SPRING 2022

## February

| 03 | Th | First De-registration process for non-payment of tuition for Spring courses at 4:00 pm. |
| 06 | Su | Spring 2021 Classes begin. |
| 10 | Th | Spring semester Drop/Add deadline at 4:00 pm. |
| | | Last day to submit Permission to Audit form, Pass/Fail Option form, Independent |
| | | Study form, or Internship form. |
| | | Online registration and forms submission for students will end at 4:00 pm. |
| 10 | Th | Final De-Registration process for non-payment of tuition for Spring courses at |
| | | 4:00 pm. |
| 11 | Fri | First day to withdraw from individual Spring courses or from the university with a 50% Refund. |
| 17 | Th | Last day to withdraw from individual Spring courses or university with a 50% refund. |
| 20 | Su | Academic advising resumes for Declared majors. |
| 21 | M | Additional KWD 20 per credit hour of engineering courses for non-engineering students applied. |
| 23 | W | Submission of tuition refund, sibling discounts and installment request start. |
| 27-28 | Su-M | National and Liberation Days. University closed. |

## March

| | | |
|---|---|---|
| 01 | T | Prophet's Ascension. University closed. |
| 02-03 | W-Th | Spring Break University closed. |
| 06 | Su | University reopens. |
| | | "Financial Hold" placed on students at 8:00 am; and first installment fee of KWD 10 is charged on all payments made after this time without a prior installment plan. |
| 24 | Th | First tuition installment due. |
| 29 | T | KWD 25 late payment fee charged and financial hold is administered at 08:00 am; the |
| | | 2nd installment fee of KWD 10 is charged on all payments made after this time |
| | | without a prior installment plan. |
| 27-31 | Su-Th | Midterm of semester. |

## April

| | | |
|---|---|---|
| 02 | Sat | Holy Month of Ramadan begins. Office hours and class schedule adjusted. |
| 03 | Su | Midterm grades for Spring courses due via AUK Self Service by 9:00 am. |
| | | Spring midterm grades available on AUK Self-Service at 4:00 pm. |
| | | Graduation application starts for Spring 2022 graduates. |
| 10 | Su | Academic advising for Fall 2022 begins for all UG students. |
| 12 | T | Registration for Fall 2022 begins *(for details refer to the Advance Registration Schedule available on the website)*. |
| 21 | Th | Last day to withdraw with a "W" from a single course or from the university. |
| 25 | M | Second tuition installment due. |
| 28 | Th | KWD 25 late payment fee charged, and financial hold is administered at 10:00 am; the 3rd installment fee of KWD 10 is charged on all payments made after this time without a prior installment. |

## May

| | | |
|---|---|---|
| 01-05 | Su-Th | Eid Al Fitr. University closed. |
| 08 | Su | University reopens. |
| 25 | W | Third tuition installment due. |
| 30 | M | KWD 25 late payment fee charged, and financial hold is administered at 8:00 am. |

## June

| | | |
|---|---|---|
| 02 | Th | Last day of classes for Spring semester. |
| 05-09 | Su-Th | Final exams (see exam schedule on web). |
| 12 | Su | Final grades for Spring courses due via AUK Self Service by 9:00 am. |
| 13 | M | Final grades for Spring courses available to students via AUK Self Service at 4:00 pm. |

## SUMMER 2022 – Undergraduate & Intensive English Program (8 weeks)

## June

| | | |
|---|---|---|
| 16 | Th | First De-Registration process for non-payment of UG/IEP Summer courses at 4:00 pm. |
| 19 | Su | Summer 2021 Classes begin. |
| 23 | Th | Summer semester Drop/Add deadline at 4:00 pm. |
| | | Last day to submit Permission to Audit form, Pass/Fail Option form, Independent Study form, or Internship form. |
| | | Final De-Registration process for non-payment of UG/IEP Summer courses at 4:00 pm. |
| 26 | Su | Graduation application starts for Summer 2022 graduates.    Last day to |
| 30 | Th | withdraw from individual Summer Semester courses or university with a 50% refund. |

## July

| | | |
|---|---|---|
| 04 | M | Additional KWD 20 per credit hour of engineering courses for non-engineering students applied. |
| 05 | T | Submission of tuition refund and installment request start. |
| 07 | Th | "Financial Hold" placed on students at 8:00 am; and installment fee of KWD 10 is charged on all payments made after this time without a prior installment plan. |
| 10-14 | Su-Th | Waqfat Arafat and Eid Al-Adha. University closed. |
| 21 | Th | Last day to withdraw with a "W" from Summer Full Semester courses. IEP Midterm of semester. |
| 25 | M | Summer tuition installment due. |
| 28 | Th | Financial hold is administered at 8:00 am. |
| 31 | Su | Islamic New Year. University closed. |

## August

| | | |
|---|---|---|
| 18 | Th | Last day of classes for Summer Semester courses. |
| 21 | Su | Final exams for Summer Semester courses. |
| 22 | M | Final grades for Summer Semester courses due via AUK Self Service by 10:00 am. |
| 23 | T | Final grades for Summer courses available to Students via Self Service by 4:00 pm. |

# MESSAGE FROM
# THE PRESIDENT



I am delighted to welcome everyone to a new academic year, a special welcome to our freshman class and new students, faculty, and staff.

We are incredibly excited to bring you back onto our university campus. For the past year, we have been busy preparing for your physical return only to be disappointed by the continued protraction of the pandemic. However, we are hopeful that this year will mark your transition back into a close to regular campus life that we all miss.

Notwithstanding the challenges of last year imposed by the pandemic, AUK continues to thrive.

As we move forward into a transition, our on-campus interactions will follow international health standards and practices which is a priority; teaching and learning will continue to aim at the highest norms of excellence; engagement with each other will promote a passion for exploration and personal development; and our scholarly and research pursuits will persist in advancing the social, economic, and political good and wellbeing of society.

Our common experience of a world that is fragile has made us only stronger. We are an exceptionally resilient and bold learning community, and together we will continue to make a difference.

I look forward to meeting each and every one of you; and welcome you again to our university and the AUK family and wish you an exciting and successful year.

# BOARD OF TRUSTEES

The Board of Trustees is AUK's governing body. The Board's terms of reference are outlined in the AUK By-Laws. The self-perpetuating and self-governing Board is currently composed of nine members, in addition to the University President and the Dartmouth College Relationship Coordinator (Director) as an ex-officio member. The Board of Trustees meets twice a year in AUK's Salmiya campus.

**H.E. Ambassador Abdullah Y. Bishara**
Board Member – Kuwait Projects Company (Holding)
Chairman of North Africa Holding Company – Kuwait
Board Member of Saudia Dairy & Foodstuff Company (SADAFCO)
Former Secretary General, Gulf Cooperation Council
Member of the GCC Advisory Board
President of Diplomatic Center for Strategic Studies

**Mohammad Jawad Behbehani, DMD, D.M.Sc.OB, FICD**
Associate Professor, Faculty of Dentistry, Kuwait University
Former Dean, Faculty of Dentistry, Kuwait University

**Dale F. Eickelman, Ph.D. (ex officio member)**
Ralph and Richard Lazarus Professor of Anthropology and Human Relations Emeritus,
Dartmouth College
Relationship Coordinator (Director), the Dartmouth College-American University of Kuwait
Program
President, Tangier American Legation

**Rawda H. Awwad, Ph.D.**
President, American University of Kuwait.

# THE UNIVERSITY

The American University of Kuwait (AUK) is an independent, private, equal opportunity, and coeducational liberal arts institution of higher education. The educational, cultural, and administrative structure, methods and standards of AUK are based on the American model of higher learning. The language of instruction is English.

Established by Amiri Decree 139 in 2003, AUK received its Institutional Accreditation from the Private Universities Council (PUC) – Ministry of Higher Education in the State of Kuwait, as of February 1, 2006.

AUK offers students a quality education based on an American college model. The faculty, administration, and staff work hard to create a caring environment where every aspect of the student's development gets attention and support. The course of study is designed to prepare students for the contemporary world where critical thinking, communication skills, and life-long learning have become imperative. The Liberal Arts education system aims not only to guide the students to fulfill their educational goals, but to also instill effective critical thinking skills that they can apply in their future careers in the fields of their choice.

The AUK faculty is comprised of a highly qualified group of international academics experienced in the American style of higher education. There are over 123 faculty members at AUK, 92 percent of whom have earned PhDs or terminal degrees. With most class sizes ranging from 17 to 24 students, developing bonds between students and professors is easy.

During their academic career at AUK, our students will be trained to improve their academic skills, time management skills, and learn stress reduction techniques. Our students will also find opportunities to gain professional experiences through our student employment program and internships, develop their creative talents and maintain their personal health and fitness through our extracurricular activities, and learn to become involved members of the community.

## MISSION STATEMENT

The American University of Kuwait is a liberal arts institution dedicated to teaching, learning, and scholarship. The University offers programs that provide students with the knowledge and skills necessary for lifelong learning and professional success. AUK enriches society by fostering an environment that encourages critical thinking, effective communication, personal growth, service, and leadership.

## VALUES

The AUK community strives to uphold the following values:

- Freedom of thought, expression, and intellectual inquiry.
- Respect for individual identity and rights, and cultural diversity.
- Commitment to high standards of morality, integrity, and social responsibility.
- Adherence to high professional standards and ethics.

## VISION

AUK aspires to be a leading university recognized locally, regionally, and internationally for its institutional distinctiveness, academic excellence, and the accomplishments of its graduates.

# UNIVERSITY CULTURE

The American University of Kuwait is committed to creating an enlightened and progressive educational culture in which all students, faculty, and staff – regardless of nationality, creed, or position – co-exist to create a dynamic and equitable environment. All members of AUK are expected to respect the diverse nature of the AUK community and interact in a manner that is respectful of such, and that supports a commitment to life-long learning and the pursuit of academic excellence in higher education. The University encourages the freedom to engage in academic inquiry and the fair exchange of ideas and supports open access to the dissemination of information.

The University founders uphold the philosophy that one cannot create a true enlightened academic environment without practicing the very virtues and ideals it hopes to instill in its students. In upholding the highest standards of professional behavior and ethical conduct among its faculty, staff, and students, the University hopes to create a community of scholars and students who will benefit from AUK's collegial atmosphere.

In its commitment to a liberal arts model of education, the University encourages students to take courses and participate in activities that go beyond their selected fields of study or major. To cultivate this breadth of knowledge, the University requires of all students a foundational set of General Education requirements upon which students build their university education. The University offers a wide range of specializations in the arts and sciences, as well as opportunities for second degrees, double majors, minors, and electives in a variety of disciplines (fields of study). AUK believes in strengthening students' basic skills in writing and communication, logical reasoning, quantitative reasoning (through mathematics and statistics), and scientific reasoning. AUK's solid liberal arts and sciences curriculum is designed to instill in students the passion for life-long learning, and promote academic excellence, professionalism, and leadership qualities.

# INSTITUTIONAL ACCREDITATION

The American University of Kuwait received its Institutional Accreditation from the Private Universities Council (PUC) – Ministry of Higher Education in the State of Kuwait, as of February 1, 2006.

# INTERNATIONAL PROGRAM ACCREDITATION

- The Intensive English Program is accredited by the Commission on English Language Program Accreditation (CEA).
- The College of Business & Economics is accredited by the Association to Advance Collegiate Schools of Business (AACSB).
- The College of Arts and Sciences is accredited by the American Academy for Liberal Education (AALE).
- The Bachelor of Arts in Design (concentration in graphic design) has received substantial equivalency from the National Association of Schools of Art and Design (NASAD).
- The B.E. in Computer Engineering is accredited by the Engineering Accreditation Commission of ABET (Accreditation Board for Engineering & Technology).
- The B.E. in Electrical Engineering is accredited by the Engineering Accreditation Commission of ABET (Accreditation Board for Engineering & Technology).
- The B.E. in Computer Science is accredited by the Computing Accreditation Commission of ABET (Accreditation Board for Engineering & Technology).

# AUK AND DARTMOUTH COLLEGE

Dartmouth College in Hanover, New Hampshire, is the international partner institution to the American University of Kuwait (AUK), as defined by the Private Universities Council of the State of Kuwait (Resolution no. PUC (5/21-2/2005). Dartmouth and AUK have worked closely together since 2003, when the two institutions signed a Memorandum of Understanding that facilitated a series of advisory, consultative, and cooperative projects. The initial agreement was recently renewed for a fourth time in April 2018 to extend through 2022. The two institutions share a commitment to excellence in higher learning, and the agreement between them reflects AUK's growing stature as a premier academic institution in the Gulf region and beyond. With its deep and historic commitment to the liberal arts, Dartmouth recognizes the importance of AUK's mission and works to support the University as it develops a superlative education, based on the principles of critical inquiry, mastery of subject material, depth of curriculum, and a vibrant experience in the classroom and on campus.

Dartmouth and AUK collaborate on numerous programs, and Dartmouth provides a wide range of administrative and academic consulting services to AUK. The two institutions have developed a flourishing relationship that involves faculty, students, and staff in both locations. Dartmouth experts in engineering, information technology, library sciences, communications, governance, and other areas routinely visit Kuwait, while students, faculty, and staff from Kuwait travel to the United States to work with their counterparts at Dartmouth. AUK's commitment to providing a premier learning environment based on the American model resonates with Dartmouth's history and its understanding of the importance of higher learning in a global context. Since the relationship began, the two institutions have steadily deepened and expanded their partnership, creating a dynamic, evolving, and unique cross-cultural collaboration.

Dartmouth College is a member of the group of universities in the United States known as the "Ivy League." It was founded in 1769 and offers a broad-based undergraduate education, as well as advanced degrees in the arts and sciences, medicine, engineering, and business administration. Dartmouth has been accredited by the New England Association of Schools and Colleges (NEASC) since 1929.

# CAMPUS SERVICES

The Campus Services Department (CSD) at AUK creates, maintains, and optimizes AUK's physical environment. It provides the utilities and facilities required for a great educational experience and optimal research environment.
 The goal of the Department is to provide a safe, secure, and welcoming campus to all our visitors, staff, students, and members of the AUK community.
There are six areas of business in the CSD Department:

1-      Facility Management
2-      Safety and Security
3-      Campus Planning, Refurbishment, and Construction
4-      Cleaning and Classroom/Event Setup
5-      University Transportation
6-      AUK Housing

# ACADEMIC RESOURCES

## UNIVERSITY LIBRARY

The mission of the library at the American University of Kuwait is to support the research, teaching, and learning needs of the AUK community through information resources, expertise, and innovative services. To achieve this mission, the library provides access to print and electronic information resources in addition to information literacy sessions to students and faculty. This opens the door for library users to browse through the spectrum of information resources as they seek to achieve their educational aspirations.

The University library occupies a beautiful, two-story modern space. It is a state-of-the-art, technologically modern building. The library houses a print collection of books, references, audiovisual materials and periodicals in English, Arabic, and other languages related to the disciplines and academic programs that are offered at AUK. It also subscribes to online databases and scholarly journals needed for classroom instruction and academic research. Within the library, there are computer workstations that allow access to the library's online catalog and electronic databases, as well as the internet. All library resources are available to members of the AUK community and other authorized users with a valid AUK I.D.

As an important resource for learning, teaching, and research, the University library provides academic support for students, faculty, and staff to help them identify, locate, and use the library resources. The library staff coordinates collection development, cataloging, and the utilization of print and electronic resources.

In addition to the above, the library provides services and facilities to the AUK community, such as the circulation desk, reference services, and the reserve section, where faculty can place course materials on reserve and make them available for use for a limited time period within the building. The library also provides document supply services, photocopying machines, group study rooms, and a conference room with a multimedia system and video conference facility.

Library membership is granted to members of the local research community who would like to benefit from the resources for research purposes.

The University library is distinguished by its emphasis on the student learning experience. As knowledge in all disciplines changes, one of the primary tasks of the library user is the mastery of information strategies and skills that are transferable across subject areas and practical for a lifetime. The University library attempts to provide students, faculty, and staff with the tools and skills necessary to enhance their learning experiences, to increase their efficiency in retrieving, creating, and communicating scholarly information, and to become lifelong learners. For more information, please visit www.auk.edu.kw/academics/library.

## ORAL HISTORY AND DOCUMENTATION PROJECT (OHDP)

The OHDP is the first comprehensive program to actively conduct oral histories in Kuwait on a wide range of topics and themes, to preserve the voices, memories, and experiences of generations of Kuwaitis and non-Kuwaitis. The importance and urgency of this project lies in the dearth of information and resources available on Kuwait's history since the pre-oil era. The aim of the project is to develop an archive of recorded interviews that will serve as a valuable resource to the AUK community, researchers, and the public. Currently, the OHDP is focused on recording the life histories of those born before the 1960s. These recorded interviews explore the memories of individuals who experienced the drastic shift in Kuwaiti society with the advent of oil, as well as their experiences of major events such as the Iraqi invasion of Kuwait in 1990 and the Gulf War in 1991
**http://oralhistory.auk.edu.kw/**.

# UNIVERSITY LABORATORIES

## COMPUTER LABORATORIES

The Information Technology Department (IT) maintains a computer network that serves the students, faculty, and staff of AUK. The University has 20 instructional computer labs—17 Windows-based labs and 3 iMac labs—as well as an open and a PC-equipped Library. Approximately 735 computers are available to students for research and learning purposes.
Several academic software applications such as MATLAB, Quartus, Multisim, SPSS, 3D Studio Max, Oracle, Java, Eclipse, BlueJ, Visual Studio, MS Project, Enterprise Architect, Adobe CC, Adobe Premiere, Lightwave, to name a few, are deployed in the computer labs on an as-needed basis.

All computers are connected to the internet. AUK's computer network uses state-of-the-art fiber optic cables and both wired and wireless access points to ensure complete network coverage of the campus. AUK has an internet link from one service provider, for a total available bandwidth of 140 Mbps from two different Internet Service Providers (70 Mbps LAN – 70 Mbps Wi-Fi), on which internet filtering is applied to ensure that bandwidth is available for academic and administrative use.

## ENGINEERING LABORATORIES

The College of Engineering and Applied Sciences has four electrical and computer engineering laboratories that support the laboratory courses. The laboratories contain state-of-the-art devices carefully designed to provide excellent teaching, learning, and undergraduate research environments. Supported by modern measurement devices and aided by hardware/software co-design software, the laboratory equipment supports module-based and component-level implementation options, and services several courses in the programs including: Electric Circuits, Electronics, Digital Logic Design, Computer Organization and Architecture, Signals and Systems, Microprocessors and Computer Interfacing, Embedded Systems Design, VLSI, Data Communications and Computer Networks, Measurement and Instrumentation, Automation and Data Acquisition, Electric Machines, Electric Drives, Power Systems, Power Electronics, Control Systems, Programmable Logic Controllers, among others.

In addition, the College has a capstone laboratory for its computing programs. The laboratory is equipped with state-of-the-art machines and provides workspace for capstone students.

## SCIENCE LABORATORIES

The biology laboratories provide students with basic laboratory skills in life science and research, including the use of microscopes, cell structure and function, enzymes, photosynthesis, cellular reproduction, genetics, biotechnology, and animal dissection.

The objective of the physics laboratories is to help students become better physics problem-solvers. The experiments are designed to expose students to different measuring instruments and to illustrate phenomena in the different areas of physics: mechanics, thermodynamics, electricity, and optics.

The chemistry laboratory provides students with quality reagents, equipment, and instrumentation to perform the basic experiments in introductory chemistry, ranging from volumetric to gravimetric analysis, and enables students to collect accurate data for interpretation and evaluation.

The objective of the mathematics laboratory is to aid students from different disciplines in developing their mathematical abilities, and to develop skills in study design and analysis of data, using industry standard statistical software such as Spreadsheet and Minitab. Students should be able to write and present statistical reports clearly and concisely to non-statisticians. MATLAB allows symbolic operations in several areas including calculus, linear algebra, and differential equations.

The labs are fully equipped for instructional laboratory exercises. Standards of use are established and rigorously enforced by the faculty and the lab assistants to help ensure safety.

# UNIVERSITY CENTERS

## CENTER FOR CONTINUING EDUCATION (CCE)

The Center for Continuing Education (CCE) has been recognized as a successful, leading Professional Development Training Center that offers innovative learning and development programs for job seekers, professionals, teachers, students, and corporate clients seeking specialized training and career enhancement, access to higher education, or enriched lives.
Listed as an approved training center at the Civil Service Commission and endorsed by PAAET, CCE has been operating successfully for more than 10 years with an average annual turnover of more than 2000 learners across business, leadership, soft skills, entrepreneurship, teacher training, and language courses.

From design to delivery, CCE engages a diverse team of instructors and practitioners to offer great learning opportunities in a stimulating and motivational environment that meets the market trends, learning objectives, schedule, and budget.

To learn more about CCE and all of the courses/programs it offers, please visit the CCE website: www.auk.edu.kw/cce.

## CENTER FOR TEACHING EXCELLENCE (CTE)

The Center for Teaching Excellence (CTE) aims to provide AUK faculty with continuous support and resources necessary to apply modern curricula to their classrooms and promote a holistic educational culture that allows faculty to utilize technology while harnessing the best methods of teaching to ensure constructive and active learning environments.

CTE is a place where professors, employees, students and University community members operate in a cooperative environment to create rich, engaged learning and teaching experiences. The center aims to build a motivating learning atmosphere by fostering excellence in teaching, providing support and resources, and engaging in outreach operations. CTE provides AUK faculty members with numerous resources, facilities and personalized support to help them develop an exciting learning environment in AUK classrooms.
To learn more about the CTE and all of the courses/programs it offers, please visit the CTE website: https://www.auk.edu.kw/cte/home.

## OFFICE OF RESEARCH & GRANTS

Office for Research and Grants (ORG) aims to build research capacity at AUK. The ORG will provide AUK faculty with research funding and resources, research-related engagement opportunities, and appropriate training to support research and scholarly-related activities and production.

The premise of the ORG centers around the investment of AUK's resources into its faculty, staff, and students, not only to cultivate talent from within, but to manifest knowledge that is bold, innovative, and impactful.

# AUK RESPONDS TO COVID-19

## AUK COVID-19 SYMPTOM PROTOCOL AND PROCEDURES

### HOW TO REACT IN CASE I

#### HAVE SYMPTOMS

Have traveled to a highrisk country or have been in contact with someone with flu-like symptoms or a confirmed case

Are showing mild or severe symptoms and are part of the high-risk patient category

Contact HR through email: HR.helpdesk@auk.edu.kw or whats app number +965-69054321 to receive information on clinics providing the Covid-19 test and for any other needed information

Have NOT traveled to a highrisk country nor have been in contact with someone with fulike symptoms or a confirmed case

Seek medical advice or contact HR Help desk: HR.helpdesk@auk.edu.kw for any needed details

Note a declaration from a medical center stating that the designated person is negative from Covid-19 is essential for a return to campus.

#### DO NOT HAVE ANY SYMPTOMS

Have traveled to a highrisk country or have been in contact with someone with flu-like symptoms or a confirmed case

Follow the 14-day quarantine imposed by the Kuwait government, if during the 14 days you develop any symptoms please seek medical advice

After quarantine provide a negative Covid-19 test certificate

Have NOT traveled to a highrisk country nor have been in contact with someone with fulike symptoms or a confirmed case

Isolate yourself for 5 days, if you develop any symptoms please seek medical advice and inform your immediate supervisor.

Tested Positive for Covid-19

Follow the required 14-day quarantine and download theshlonik application

After 14 days, a second test needs to be done, once negative the said person can return back to campus.

Tested Negative for Covid- 19

Present your medical certificate to HR and you can report back to campus

AUK is determined to provide its community with an environment that is safe and healthy to work and educate in. Thus, the University has developed a guideline of safety measures that will be updated when needed to try to curb the spread of the disease.

AUK follows the measures set by the Kuwait Ministry of Health (MOH), the World Health Organization (WHO), and the Center for Disease Control and Prevention (CDC):

- Providing the AUK community with washable filtered masks.
- Providing the AUK community with face shields and office shields.
- Placing hand sanitizers in all areas and all individual offices.
- Utilizing enhanced cleaning protocols.
- Disinfecting the whole campus on a weekly basis.
- Encouraging the AUK community to comply with the CDC Covid-19 signage placed all over campus.
- Checking everyone's temperature prior to campus access.

The following figure shows the procedure that staff and faculty are to follow in case of exposure or arising symptoms: