



جامعة الكويت
KUWAIT UNIVERSITY

Consultancy Work Guide

Kuwait University
December 2023

1. Consultancy Work

Definition

Consultancy Work: Refers to any private professional or consulting institution owned or managed by a member of the academic body after obtaining a license from the relevant state authorities.

2. Consultancy Work Committee

Committee Members

Based on the decision of the university director number (2087) dated 5/10/1423H (corresponding to 9/12/2002), to reconstitute the university's Consultancy Work Committee for coordination, monitoring, and supervision of consultancy services to various sectors, the members are:

1. Vice President for Academic Support Services (Chair)
2. Dean of the Faculty of Science
3. Dean of the Faculty of Engineering and Petroleum
4. Dean of the Faculty of Business Administration
5. Dean of the Faculty of Education
6. Dean of the Faculty of Law
7. Dean of the Faculty of Medicine
8. Vice President for Medical Sciences

3. Meetings of the Consultancy Work Committee

The committee holds its meetings periodically during the academic year based on the invitation of the Vice President for Academic Support Services to the committee members, in the meeting room at the office of the Vice President for Academic Support Services, located in Sabah Al-Salem University City, fourth floor, administrative building.

4. Procedures Followed in the Consultancy Work Committee

1. The office of the Vice President for Academic Support Services reviews consultancy work applications.
2. Invitations for the committee meeting are sent to the deans of faculties who are members of the committee and to deans who have consultancy work applications relevant to their faculties.
3. Holding the committee meeting to present applications from faculty members.
4. Issuing a recommendation to the President of Kuwait University for approval.

5. Conditions Required for Practicing Consultancy Work

1. The applicant should be Kuwaiti and must have spent at least two years in the rank of Associate Professor.
2. Exceptions to this condition:
 - a. Associate Professors in the faculties of the Medical Science Center can apply immediately upon promotion to Associate Professor.
 - b. Clinical Assistant Professors in the Faculties of Medicine and Dentistry, subject to the following conditions:
 - i. The applicant must have spent two years in the position of Assistant Professor at the university.
 - ii. The license is renewed once after the college council reviews and approves teaching reports, research, community service contributions, and professional practice at the hospital.
3. The applicant should not be on deputation or loan during the required period.

6. Procedures of the Consultancy Work Committee

1. Filling out the required forms for practicing consultancy work.
2. Obtaining approvals from both the department council and the relevant faculty council.
3. Decision on the appointment of the last academic degree.
4. Decision on obtaining the last license, only in case of renewal (renewal requests should be made 3 months before the current license expires).
5. Objectives of the consultancy activity.
6. Recommendation from the university's Consultancy Work Committee.
7. Approval decision issued by the President of the University.

7. Required Forms

Please visit the electronic office website to obtain the latest forms:

<http://vpass.ku.edu.kw>

8. Contact Us

Faculty members who have consultancy work requests or wish to practice consultancy work can contact us through:

WhatsApp number: 24985310

Email: vpass@ku.edu.kw