

## CIVIL SERVICE COMMISSION

### Civil Service Council Decree No. 10 for 1986 regarding rules for Scholarship Missions and Study Leaves

#### Definitions of Scholarship Missions and Study Leaves, their purposes and classification

##### ARTICLE I

In the application of the rules of this regulation, the following terms are defined as follows:

**Scholarship Mission:** The period during which an employee shall be granted a leave of absence to obtain an academic or technical degree.

**Study Leave:** The period during which an employee is granted a leave, upon his request, to pursue his studies or to prepare and/or take examinations at different educational levels.

**Grant:** Educational or training opportunities provided to the State of Kuwait by other Arab or foreign governments or public, national or international agencies, and certified by competent governmental authority.

**Scholarship Student:** An employee on a scholarship mission.

**Study Leave Student:** An employee who is sent abroad or granted a study leave.

##### ARTICLE II

The purpose of the scholarship missions and study leaves is to raise the level of competence of employees by enabling them to obtain degrees in scientific and technical fields according to the educational plans of their respective departments and the state general plan.

##### ARTICLE III

There are two kinds of scholarship missions:

1. A scholarship mission to obtain a post graduate degree provided that:
  - A. The duration of the scholarship mission shall not exceed six years throughout the years of service. A maximum of two years is granted to obtain a diploma of higher education, three years for a masters degree, and three years for a Ph.D.
  - B. If the nature of the studies necessitates granting a period longer than six years, the Civil Service Council may extend the scholarship mission for one year with or without salary.
2. A scholarship mission to gain practical experience, conduct scientific or technical studies, attend a seminar or a training session. The duration of such a scholarship mission shall not exceed one year at one time.

There are two kinds of study leaves:

1. A study leave to obtain a higher degree after completion of the secondary school education. The study leave shall not exceed the minimum time required, at the place of study, to obtain the degree.
2. A study leave to prepare for and take examinations at any educational level provided that such leave shall not exceed forty-five days in one academic year.

#### **ARTICLE IV**

The scholarship mission or a study leave may be inside or outside Kuwait and governed by the rules of this regulation.

Competent authorities regarding matters pertaining to scholarship missions and study leaves.

#### **ARTICLE V**

A committee at Civil Service is formed to deal with matters pertaining to scholarship missions and study leaves such as:

1. Review of applications for scholarship missions, study leaves or grants for postgraduate studies, study of students' incoming academic reports and issuing recommendations regarding them.
2. Vetting and deciding on employees' applications for scholarship missions, study leaves, grants and extension requests with the exception of scholarship missions, study leaves and grants mentioned in the preceding paragraph.

3. Monitoring of the affairs of students on scholarship missions and study leaves on the basis of incoming reports and taking the necessary actions.

#### **ARTICLE VI**

A committee at Civil Service Council is formed to decided on applications for scholarship missions, study leaves and grants for graduate studies and to examine the progress of students on scholarship missions and study leaves on the basis of the Civil Service's committee recommendations.

The decree to form this committee and its frame of reference is issued by the president of the council.

#### **ARTICLE VII**

Civil Service, **Diwan**, is entrusted with issuing the necessary decrees to implement and interpret this regulation, and in doing so, Civil Service may institute rules and practical solutions, as dictated by the public welfare, in accordance with the rules of this regulation.

#### **Rules and Conditions governing Scholarship Missions and Study Leaves**

#### **1. GENERAL CONDITIONS**

#### **ARTICLE VIII**

Any candidate for a scholarship mission, grant or study leave must satisfy the following conditions:

- A. Must be a Kuwaiti citizen
- B. Must have not been sent previously on a scholarship mission, study leave, or grant, in the same specialization, which has been terminated.
- C. The scholarship mission, study leave or grant must be related to the employee's job and in accordance with both the authorized plan of scholarship missions by the Civil Service for the concerned department, and the state general plan.
- D. If the scholarship mission, study leave or grant is outside Kuwait, for the purpose of the obtaining an academic degree, the following must be observed:
  - (1) The study must be at an accredited school, institution, or university that is recommended by the cultural office or the concerned governmental

department.

- (2) The employee who is a candidate for a scholarship mission, study leave or grant must pass the **TOEFL** (or its equivalent) with a score of **500** at Kuwait University, or an examination in the language of the country of his place of study if the examination is offered in Kuwait.

## 2. CONDITIONS FOR A SCHOLARSHIP MISSION

### ARTICLE IX

Without contravening the rules of the previous article, an employee may be awarded a scholarship if the following conditions are met:

- A. The employee must be a holder of a higher degree with at least a **B average** (or its equivalent) if the scholarship mission is outside Kuwait.

However, if the employee is awarded a scholarship mission in Kuwait, where his major is offered, he is exempt from the condition of having a **B average**.

- B. If the scholarship mission is for the purpose of obtaining a higher diploma, a master's degree or a Ph.D., the employee who is a candidate for such a scholarship mission must have served continuously at his department for at least four years after obtaining his university degree. This period is reduced to two years for employees sent on scholarship missions for medical, engineering or technical studies.
- C. The age of an employee must not exceed 40 years at the time of nomination for a scholarship mission.

## 4. CONDITIONS FOR A STUDY LEAVE

### ARTICLE X

Without contravening the rules of Article VII of this regulation, an employee may be granted a study leave inside or outside Kuwait if the following conditions are met:

- A. The employee must be a holder of a diploma below the university level or a certificate of completion of general secondary school education -- to grant a leave with full salary, the employee must have had a **C average** in his diploma studies or **70%** in his secondary school certificate. Employees accepted for medical, engineering, or technical studies are exempt from the "average" requirements.

- B. For an employee to be entitled to a leave with full salary, he must have had at least four years of government service; for a leave with half salary, at least three years of government service and for leave without salary, at least two years of government service.

After securing the approval of the Civil Service, the salary portion of the study leave can be changed if the employee on a study leave have completed the years of service necessary to grant him a leave with half of full salary without contravening Section A of this Article.

- C. The age of the employee must not exceed 30 years at the time of granting him a study leave.
- D. The study leave is granted only once and in case its maximum period expires, the Civil Service may extend it for one year without salary.

#### **ARTICLE XI**

As an exemption of Section A, Article VIII, non-Kuwaiti employees may be granted study leaves for university or graduate education according to the rules of this regulation if the following conditions are met:

- A. The employee's years of service must be four years or more at the time of granting the study leave.
- B. The leave must be, under all circumstances, without salary.
- C. The age of the employee must not exceed 40 years at the time of granting him a study leave.

#### **ARTICLE XII**

A Civil Service decree shall determine the rules and conditions under which a leave to prepare and take examinations at different educational levels inside or outside Kuwait is granted. This leave should not exceed a period of 45 days in one academic year.

#### **Financial Regulations: Salaries, Allowances and Emoluments**

#### **ARTICLE XIII**

An employee on a scholarship mission inside Kuwait, is entitled to his basic salary plus the specified social allowance throughout the scholarship mission duration.

An employee on a scholarship mission outside Kuwait may be awarded, in addition to his basic salary, plus the specified social allowance, emoluments according to the rules of this regulation.

The rules of the two previous paragraphs will be in effect unless the scholarship mission is extended for a certain period of time without salary.

#### **ARTICLE XIV**

Emoluments may be paid to an employee on a scholarship mission according to the schedule attached to this regulation. In granting these emoluments, a repetition of paying the emoluments of the first month should not occur between the study of the master's and Ph.D. or between different levels of graduate studies.

#### **ARTICLE XV**

An employee on a study leave with full salary, is entitled only to his basic salary and the specified social allowance. An employee on a study leave with half salary is entitled to half his basic salary in addition to the specified social allowance. An employee on a study leave without salary is not entitled to any salaries, allowances or additional allowances.

The rules in the previous paragraphs will apply unless the classification of the study leave, as far as the salary is concerned, is changed.

#### **Travel Expenses and Moving Costs**

#### **ARTICLE XVI**

The state bears the cost of travel--economy class--for the employee on a scholarship mission or a study leave with full salary, from Kuwait to his or her place of study abroad.

After securing the approval of Civil Service, an employee on a scholarship mission or a study leave with full salary, who spent a full year at his place of study abroad, may be joined by his wife and three of his children, whose ages do not exceed eighteen years, at the state's expense.

All of them may travel from the place of study to Kuwait and back at the state's expense--economy class--every two years, provided that the remaining period of the scholarship mission and the study leave must not be less than six months.

The return to Kuwait of an employee on a scholarship mission or as study leave

with full salary and his accompanied family after the termination of a scholarship mission or a study leave shall be at the state's expense--economy class.

#### ARTICLE XVIII

The state bares the cost of transporting the excess baggage of an employee on a scholarship mission or a study leave and that of his accompanied family, as stated in the previous Article, when they leave for the place of study and upon their final return to Kuwait. He has a choice between 15 kilos by plane or 100 kilos by land or sea per member of his accompanied family. No cash payment can be given to a student in lieu of payment of excess baggage entitlements. No claim for travel tickets or cash in lieu of the value of these tickets shall be honored after the lapse of one year from the date of eligibility, the termination of the scholarship mission or study leave without using them.

#### ARTICLE XVIII

After securing the approval of the scholarship missions and study leaves committee on the basis of the recommendations of the academic adviser at the place of study and the concerned cultural office, a student whose studies require his travel temporarily outside the place of his study, may be issued a two-way ticket to the designated country and paid the emoluments designated for the said country plus 25% of the emoluments paid to him at his place of study. Travel outside the place of study is allowed once during the studies for a master's degree and one more time during the studies towards a Ph.D. provided that is duration shall not exceed two months each time.

#### Tuition, Equipment Cost, and Book Allowance

#### ARTICLE XIX

The state pays the tuition for an employee on a scholarship mission or a study leave and his accompanied wife and children according to the rules of Article XVI of this regulation provided the following conditions are met:

- The child must be at least four years old.
- Tuition must be for an approved educational level, from kindergarten to the end of the secondary school level.
- The study must be at governmental institutions or schools. If the study happens to be at private institutions and schools, the scholarship missions and study leaves committee may approve the payment of half the tuition.

The state also pays for the cost of scientific equipment needed to enable the student to fulfil the purpose of his scholarship, on the basis of the recommendation of the

student's sponsor and the approval of the scholarship missions and study leaves committee.

Under no circumstances will the state bare the cost of private lessons for a scholarship or a study leave student, his wife or children.

#### ARTICLE XX

With the exception of students on scholarships without salary or emoluments, all students on scholarships inside and outside Kuwait are entitled to a book allowance of 150 Kuwaiti Dinars annually. A sum of \$250 Kuwaiti dinars is paid for the typing of a master's thesis and 350 Kuwaiti Dinars for typing a Ph.D. dissertation. Each is paid oncc only.

An employee on a study leave with full salary inside or outside Kuwait to obtain a higher degree following the completion of general secondary school studies is granted a book allowance of 100 Kuwaiti dinars annually after successfully passing for a period that does not exceed the allotted period of studying.

#### Medical Costs

#### ARTICLE XXI

The state undertakes to pay medical expenses for an employee on a scholarship mission or a study leave and his accompanying wife and children, according to the rules of Article XVI of this regulation, in accordance with the Ministry of Public Health regulations.

The state bares the cost of preparing and shipping a student's body or that of any member of his accompanying family in case of death, and return tickets for the others.

#### Language Study

#### ARTICLE XXII

Without contravening Section D/2 of Article VIII of this regulation, the period of the language study for students majoring in scientific fields shall be for one year before they start their academic studies and six months for other scholarship missions.

The scholarship missions and study leaves committee may extend the period of the language study in the case of those majoring in scientific fields for a duration not exceeding half the original period and the emoluments for students in the extended period shall not exceed half the designated emoluments.



The language study period for those on study leaves shall not exceed one year.

An employee on a scholarship mission or a study leave who passes the language examination in Kuwait shall be given a period of three months at his place of study to study the language if that is a precondition for his acceptance.

The language study period shall not be extended beyond what has been mentioned in the previous paragraphs.

No period shall be granted to study the same language if an employee is sent abroad again.

In all circumstances, the period of a the language study is considered as part of the scholarship mission or the study leave.

### Cash Incentives

#### ARTICLE XXIII

An employee on a scholarship inside or outside Kuwait who obtains his higher degree before the expiration of the period of his scholarship shall be awarded a financial reward equivalent to three months emoluments for every complete year he saves from the period of his study with the observation of the following:

- The reward shall not be awarded if the period saved from his scholarship is without salary.
- If the period saved is less than one complete year, the reward shall be computed accordingly with a period of less than one month considered as one month.
- The reward shall be computed on the basis of the highest monthly emoluments--as shown in the list attached to this regulation--following the first month.

#### Obligations of Scholarship Missions and Study Leaves Students

#### ARTICLE XXIV

An employee on a scholarship mission or a study leave outside Kuwait is allowed to travel 3 days before the start of his study if its duration is 30 days or less, within 7 days if its more than 30 days and not exceeding one year, and within 15 days if its duration is more than that.

He is also required to return to Kuwait at the termination of his scholarship or his studies or the cancellation of his scholarship within three days if the period of study is

30 days or less; within 7 days if it is more than 30 days but not exceeding 6 months; within 15 days if it is more than 6 months but not exceeding one year; and within 30 days if its duration is more than that.

In case of the cancellation of someone's scholarship mission or study leave, the grace period allowed for return to Kuwait shall start from the date the concerned party is notified.

In all instances, the grace period allowed for return to Kuwait shall be regarded as part of the scholarship mission or the study leave.

#### **ARTICLE XXV**

An employee on a scholarship mission or a study leave shall maintain full-time student status, devote all his time to this studies and shall not engage in any work that conflicts with his studies.

He is also forbidden from joining any organizations or societies that advocates political participation.

#### **ARTICLE XXVI**

An employee on a scholarship or study leave is not allowed to change his major or place of study except when this is done according to the rules of Article XXXI of this regulation.

#### **ARTICLE XXVII**

An employee on a scholarship or a study leave shall do his utmost to complete his studies in the allotted time, attend classes regularly, maintain appropriate behavior, respect the traditions of the host country and promote positive image of his country.

#### **ARTICLE XXVIII**

An employee on a scholarship or a study leave shall be under the supervision and subject to the instructions of Civil Service and the Cultural Office or any other entity designated by Civil Service for that purpose.

#### **ARTICLE XXIX**

An employee on a scholarship mission or a study leave shall commit himself to furnish all the required information to facilitate the job of the entity responsible for supervising him to obtain the information necessary to prepare a report regarding his study progress. In case of his failure to live up to this obligation, or the absence of

academic report, the decision to award him a scholarship mission or a study leave may be withdrawn, or his scholarship mission or study leave may be terminated.

### **ARTICLE XXX**

Failure to live up to the obligations enumerated in the previous articles, or academic reports that indicate the unlikelihood of achieving the purpose of the scholarship mission or the study leave, may result in their termination.

### **ARTICLE XXXI**

If an employee on a scholarship mission or a study leave is unable to pursue his studies abroad for any reason, the scholarship missions and study leaves committee may approve changing the venue of study to Kuwait.

In that case, the employee on a scholarship mission or study leave shall bare the cost of moving to Kuwait and commit himself to repay 10% of the total salaries, allowances, emoluments and all the expenses borne by the State since the start of his scholarship mission or study leave until the time the change of his place of study occurred with the exception of his wife's and children's tuition as stipulated in Article XIX or medical costs mentioned in Article XXI of this regulation.

### **ARTICLE XXXII**

After the termination of his scholarship mission or study leave, an employee must commit himself to work for the entity that has sent him for a period equivalent to the period he spent on the scholarship mission or the study leave.

### **ARTICLE XXXIII**

An employee on a scholarship mission or a study leave inside or outside Kuwait, whose scholarship mission or study leave has been cancelled or failed to serve the entity that has sent him for the stipulated period in the previous Article, either because of resignation or dismissal, is obligated to repay 50% of the salaries, allowances, emoluments and expenses borne by the state throughout his scholarship mission or study leave with the exception of his wife's and children's tuition as stipulated in Article XIX and medical costs mentioned in Article XXI of this regulation.

He is relieved of his obligation to repay for the period he worked with the entity that has sent him after the termination of his scholarship mission or study leave.

He is also relieved of this obligation if the General Medical Council decides that he is unfit for work or study or in case he died.

#### ARTICLE XXXIV

An employee on a scholarship mission or a study leave shall attest in writing that he has read this regulation and that he shall comply with each and every article within.

#### Provisional Regulations

#### ARTICLE XXXV

Employees who have been sent on a scholarship missions, study leaves, or grants before this regulation took effect and their scholarship missions, study leaves, and grants did not expire, are subject to the following rules--other than that, the rules of this regulation apply to them:

1. An employee on a scholarship mission inside Kuwait shall continue to draw his salary, social allowance and all extra allowances paid to him according to the decree awarding him the scholarship mission.
2. An employee on a scholarship mission or a study leave with full salary outside Kuwait who was not accompanied by his wife and children at the time of his departure from Kuwait, shall not be entitled to tickets for them before the lapse of one year from the date his scholarship mission or study leave began in accordance with Article XVI of this regulation.
3. The state shall continue to bare:
  - a. Tuition for an employee on a study leave with half salary abroad until the end of his study leave.
  - b. Tuition for the student's wife and children who accompanied him abroad--beyond the designated limits--provided that they have started their studies before the promulgation of this regulation.
  - c. Medical costs of the student's wife and children who accompanied him abroad--beyond the designated limits--provided that the treatment has started before the promulgation of this regulation and that it is imperative to continue that abroad.
4. An employee on a scholarship mission or a study leave who did not exhaust--at the time of promulgating this regulation--the maximum allowable period for his studies according to the previous regulation, is allowed to continue in his studies without exceeding the limit of his scholarship mission or study leave in accordance with the rules of the previous regulation regarding language study,

salary and emoluments.

The scholarship missions and study leaves committee has the right to reduce the student's salaries or emoluments--for the specified period--if it became apparent that he is deliberately extending the period of his studies to take advantage of the maximum period allowed as stated in the previous paragraph.

An employee on a scholarship mission or a study leave who has completed or exceeded--at the time of the promulgation of this regulation--the maximum period allowed for his studies according to the previous regulation--is automatically disqualified from continuing his studies because his scholarship mission or study leave is considered terminated, and he is instructed to report to work in the specified period. He is required to repay 30% of the salaries, allowances, emoluments and expenses borne by the state during the scholarship mission or the study leave according to the previous regulation.

5. An employee on a scholarship mission or a study leave is required to repay 30% of the salaries, allowances, emoluments and expenses borne by the state during the scholarship mission or the study leave under the following circumstances:
  - a. If the decision to send him on a scholarship mission or grant him a study leave is rescinded.
  - b. If he fails to work, after the completion of his scholarship mission or study leave, for the entity that sent him for a period equivalent to the duration of the scholarship mission or study leave according to the previous regulation.

#### **ARTICLE XXXVI**

For employees whose scholarship missions, study leaves, or grants have been temporarily suspended and the suspension period has not elapsed until the promulgation of this regulation, they may resume their scholarship missions, study leaves or grants according to the following:

1. The resumption of the scholarship mission, study leave or grant must be on the basis of the request of the entity that the employee belongs to and the approval of the scholarship missions and study leaves committee.
2. The resumption of the scholarship mission, study leave or grant must be on the first semester or academic year following the promulgation of this regulation.

3. In case of the resumption of the scholarship mission, study leave or grant, the employee is treated the same way as the employee who continued on his scholarship mission or study leave according to the first paragraph of Section 4 of the previous Article.

#### **ARTICLE XXXVII**

Employees whose scholarship missions, study leaves, and grants have ended before this regulation went into effect, are subject to the rules of the previous regulation regarding their obligation to work for an equivalent period of that of the scholarship mission or study leave and their failure to honor that commitment.

#### **ARTICLE XXXVIII**

This regulation shall be printed in the gazette and take effect on **1/1/87** with the exception of **Articles V, VI and VII** which are effective the date of the promulgation of this regulation--24/11/86-- without contravening any other special rule included in this regulation in which an exception is indicated in one of its rules.

**SCHEDULE OF EMOLUMENTS**  
**Attached to the**  
**Scholarship Missions and Study Leaves Regulation**  
**Issued By The**  
**Council of Civil Service No. 10, 1986**

<b>Countries</b>	<b>First Month's Emoluments (30 Days)</b>	<b>Emoluments for Following Month</b>
<i>U.S.A., Japan, France, Canada, Scandinavian countries, Switzerland, West Germany, Belgium, Holland, Luxembourg, Austria, United Kingdom, Italy, Saudi, Arabia</i>	<i>Daily 30 Kuwaiti Dinars</i>	<i>Monthly 300 Kuwaiti Dinars</i>
<i>All other countries</i>	<i>30 Kuwaiti Dinars</i>	<i>240 Kuwaiti Dinars</i>

:epc 11/22/93

**APPLICATION OF THE SCHOLARSHIP MISSIONS  
AND STUDY LEAVES' REGULATION**

DECREE NO. 4 FOR 1986

I. Awarding of a Scholarship Mission or a Study Leave

1. If an employee is awarded a scholarship mission, a study leave, or a grant that ended in cancellation, he may not be awarded a scholarship mission, a study leave, or a grant to study the same major again.
2. An employee who has been granted a study leave that ended with obtaining the degree he was sent for, is not entitled to another study leave to specialize in another field or to obtain a higher degree as per section 4 of Article 10 of this regulation.
3. For a candidate to be eligible for a scholarship outside Kuwait, he must be a holder of a higher degree with a **B average** or its equivalent; that means, a candidate for a diploma or a master's degree must be a holder of a university degree with a **B average** or a master's degree with a **B average** if the scholarship is for a Ph.D.
4. For graduates of American universities, a cumulative average of **2.7** at graduation is required for awarding a scholarship for obtaining higher degrees.
5. The required period of service for qualification for a scholarship is computed from the date the candidate obtained his university degree if he obtained that degree while he was working at the entity planning to send him. However, if he obtained his degree before joining the entity which plans to send him, that period is computed from the day he joined that entity.
6. An employee who wishes to finish his university studies in any of the majors in social studies outside Kuwait by asking for a study leave, shall not be awarded such a leave unless his percentage in the general school certificate is **70%** or its equivalent or securing a **C average** if he is a holder of a diploma certificate. An employee who does not meet these requirements and wants to finish his university studies in the field of social sciences may be awarded a study leave inside Kuwait with half basic salary plus social allowance without contravening the other conditions listed in Article 10 of this regulation.
7. An employee on secondment may not be awarded a scholarship mission for academic studies or a study leave unless he is transferred to the entity which he is being seconded to; in that case, the continuous period necessary for sending him is computed from the starting date of secondment (while observing Rule no. 5 of the rules of sending an employee on a scholarship for academic studies).



8. An employee on secondment may not be nominated to attend a training session or a seminar or anything equivalent, unless the secondment is a prelude to transfer on condition that both entities (the one he is seconded to and from) approve and provided that the subject matter of the training or seminar is relevant to the candidate's work at the entity he is seconded to.

## II. The duration of scholarship mission and a study leave

9. The length of the study leave should not exceed the minimum period required by the concerned educational institution; however, an extension of one year without salary may be granted by Civil Service.

The period of a scholarship mission to obtain a diploma is two years, a master's degree three years only, and a Ph.D. three years - the combined period for obtaining a master's and Ph.D. may not exceed six years but could be extended for a seventh year with or without salary by a decree from the Council of Civil Service.

Since the regulation does not allow any extension, save what has been mentioned above, the failure to obtain a degree in the specified time means the termination of the scholarship mission or the study leave with all the consequences borne by the employee on the terminated scholarship mission or study leave.

10. The duration of a training session or program may not exceed a period of one full year at a time; in that case, a trainee sent outside Kuwait is entitled to a return ticket without his family, provided that the session is for training or acquiring experience without under any circumstance obtaining an academic degree of any kind.

## III. Language study, granting of a scholarship mission of a study leave and some of the pertinent rules

11. The study of the English language for candidates, whose studies require the mastering of the language, is going to be conducted in Kuwait; as a condition of being granted a scholarship mission or a study leave, candidate must present proof that he has passed his English language test (**TOEFL** score must be at least **500**).

As for the candidates whose studies require proficiency in other languages that could not be taught in Kuwait, the period of study for such language for an employee on a study leave is one year only not subject to extension under any circumstance. As for an employee on a scholarship mission, the period of language study is one year with full salary and emoluments if the teaching of that

language is not available in Kuwait, and may be extended for another six months with full salary and half emoluments, but should not be extended after that time under any circumstance. An employee on a scholarship mission or a study leave who passed his language examination in Kuwait may continue to take language courses along with his academic studies for a maximum period of one semester if his acceptance at the university was predicated on that. In case he continues to take language credit hours after that, he is required to pay for the language courses that are not counted toward the credit hours necessary for graduation without contravening the content of Rule 19 of these rules.

12. A study at unaccredited universities or institutions is not acceptable, unless the study is approved by the concerned cultural office and civil service. Otherwise, the employee on such an unaccepted study will not be considered studying and his scholarship mission or study leave will be terminated and he will bear all the consequences - all this without contravening previous decrees on the subject.
13. In the application of this regulation, the following studies are not accepted: partial, nightly, unorganized (auditing, visiting) correspondence, independent research studies. An employee on a scholarship mission, a study leave, grant or training session must maintain a full-time student status.
14. The withdrawal of a candidate after his consent to accept a scholarship mission, a study leave, a training session, or a study program; or his dropping of some courses after the deadline to withdraw shall result in the repaying of tuition and other expenses borne by the State as a result of sending him abroad or the dropping of the courses if it becomes impossible to collect the tuition for the dropped courses from the entity that sent him.
15. In the cases of the failure of a candidate to start his studies or being late in doing so without being at work, the decision to send him shall be rescinded or the date of the start of his scholarship mission or study leave shall be altered which shall mean that he is considered absent from work and all the salaries and emoluments for that period must be retrieved.
16. The permission to travel before the start of a scholarship mission, a study leave, or a training session, or the grace period to return after the completion of studies is applicable to those studying abroad; as for those studying in Kuwait under similar arrangements, they are expected to start their studies or training immediately and return to work the following day after the results are known or the training is completed.
17. What is meant by the beginning of a scholarship mission or a study leave in the application of this regulation is the effective date of the beginning of studies or training. Also, what is meant by the end of the scholarship mission or study

leave is the date when the results are known or the date of completion of the requirements to obtain the degree or the date of departure whichever comes first. No other date will be accepted.

18. An employee on a scholarship mission or a study leave for graduate studies is allowed to register for courses at the undergraduate level if they are required by his university, provided that he finishes such courses in two semesters (one academic year). If he continues to take such courses for more than two semesters, along with his other courses, he is required to pay for them without contravening the provisions of the following rule.
19. An employee on a scholarship mission is required to register for a minimum of 9 credit hours per semester or their equivalent in the quarter system. An employee on a study leave is required to register for a minimum of 12 credit hours per semester or their equivalent in the quarter system. Failure to abide by this rule for two consecutive semesters or getting failing grades for two consecutive years (in one year system), gives the Council of Civil Service and Civil Service the right to terminate the scholarship mission or study leave with the employee bearing all the consequences of that termination.
20. An employee on a scholarship mission or a study leave is not allowed to change his major for any reason since the regulation does not allow such a practice.
21. In the application of Article 31 of the regulation, the change of the destination or place of study, with the exception of transferring to Kuwait in case of the availability of the required major, is not permissible under any circumstance. If an employee's transfer to Kuwait is approved, he must bear the cost of moving, including that of his family and commit himself to repay 10% of the total salaries, allowances, emoluments, and expenses borne by the State since the start of his studies until the specified date of his transfer with the exception of tuition for his wife and children and their medical costs as stipulated in Articles 19 and 21 of this regulation.
22. Any academic report presented directly by an employee on a scholarship mission or study leave to civil service shall not be accepted, unless it has been verified and endorsed by the concerned cultural office or the designated entity abroad that is supervising him. In the countries where there is no Kuwaiti representation (Embassies, Consulates, Cultural Offices, etc.), he is required to forward annual academic reports directly to Civil Service.
23. It is not permissible to recall an employee on a scholarship mission or a study leave for any reason without securing the approval of Civil Service; the recall of the employee or his retirement whether voluntary or forced during the scholarship mission or study leave, or after obtaining his degree without serving

an equivalent period to the duration of his scholarship or study leave, does not absolve him from the application of Article 33 of this regulation in his case.

24. An employee on a scholarship mission or a study leave is not allowed to leave his place of study while the school is on session, except in cases where such an absence does not affect his studies. He can only do that after securing the approval of his academic advisor at the university and the concerned cultural office or else, he shall be treated as though he discontinued his studies which shall result in the termination of his scholarship mission or study leave. He shall bear all the consequences of such an action.
25. Since there are no provisions that allow for the temporary suspension or postponement of a scholarship mission or study leave, no personal or social reasons or any other circumstances will be accepted and the termination of the scholarship mission or study leave that follows, means that the employee shall bear all the consequences of such action.
26. An employee whose scholarship mission or study leave has been terminated is not entitled to a summer or any other vacation following the completion of his scholarship mission or study leave and he is required to abide by the designated period for return according to the regulation.
27. In the application of Article 24 of this regulation, the designated period of return in case of the termination of a scholarship mission or a study leave is computed from the date an employee is notified of the termination decision. The intent is to give him a grace period to return and resume work without prejudice to the application of Article 33 of this regulation regarding the period of his actual studies and the retrieving of all salaries, allowances, emoluments and expenses incurred by the State for the period after the end of his actual studies in which he failed to produce evidence of his enrollment or resumption of work.

#### IV. Financial privileges and cases of repayment

28. In the application of the scholarship missions and study leaves' regulations, financial privileges are granted only to employees on scholarship missions with salary only or with salary and emoluments; or to employees on study leaves with full salary. That means, an employee on a scholarship mission without salary or emoluments, and an employee on a study leave with half salary or without salary, is not entitled to any financial privileges like travel, tickets, tuition, book allowance, or tuition for his wife or children. The exception is the medical costs for the employee only.
29. In the application of Article 16 of this regulation regarding travel cost and moving expenses, an employee on a scholarship mission with salary and emoluments, or

with salary but no emoluments, and an employee on a study leave with full salary is entitled to travel tickets, as follows:

A. Unmarried or married but not planning to take his family with him

He is entitled to a travel ticket at the beginning of his scholarship mission or study leave and is allowed to travel to Kuwait and back to his place of study every two years, provided that the remaining period of the scholarship mission or the study leave is not less than six months.

B. Married and wants his family to accompany him

He is entitled to a travel ticket at the beginning of his scholarship mission or study leave and may ask for travel tickets from Kuwait to his place of study for his wife and children allowed to accompany him, after one full year of the start of his scholarship mission or study leave. Also, all of them are entitled to return travel tickets from the place of study to Kuwait after the elapse of three years from the start of the scholarship mission or study leave, provided that the remaining period of his scholarship mission or study leave is not less than six months.

C. Married during the scholarship mission or study leave

- 1) If the marriage occurred before the elapse of one year from the beginning of the scholarship mission or study leave, he shall be treated the same way as the married employee who wants his family to accompany him.
- 2) If the marriage occurred after the elapse of one year from the beginning of the scholarship mission or study leave, an employee may ask for the issuance of a travel ticket for his wife to accompany him to his place of study. Thus, his next entitlement and that of his family for travel tickets will be after the elapse of three years from the beginning of his scholarship mission or study leave.

In all instances, the remaining period of the scholarship mission or study leave must not be less than six months.

30. In the application of this regulation, the Kuwaiti children of a divorce or a widow on a scholarship mission or study leave receive the same treatment that is awarded to the children of an employee on a scholarship mission or a study leave in matters such as travel tickets, education, and medical treatment, provided that there is a written consent from their father in case their mother is divorced, or their guardian in case she is widowed, for them to accompany their mother abroad.

31. Employees on scholarship missions and study leaves and members of their families allowed to accompany them who wish to spend their vacations outside their places of study may travel three months before the date of their entitlements to travel tickets, provided that this action does not change their dates of entitlements to travel tickets, on condition that the remaining period of the scholarship mission or study leave must not be less than six months computed from the date of entitlement (and not the date of travel). Also, final return tickets for an employee's family may be issued up to six months before the date of graduation.
32. In case of terminating or withdrawing, the decision to send employees on scholarship missions or study leaves, travel tickets may not be issued to them and their families for their final return to Kuwait.
33. For an employee whose study leave started without salary or half salary then converted to a study leave with full salary, his entitlement to travel tickets is two years after his leave became with full salary, provided that the remaining period of the study leave must not be less than six months.
34. An employee on a scholarship mission, a study leave, or a training session who travels at his own expenses at the time of entitlement, provided that the travelled with Kuwait Airways or with its endorsement is entitled to a cash refund. He is also entitled to a cash refund for the excess baggage he is entitled to if he has travelled with Kuwait Airways or with its endorsement. The employee and members of his family allowed to travel with him shall be treated separately in this regard, and no one is permitted to ship excess baggage at the State's expense beyond his or her entitlement even if it belongs to a member of his or her family, unless they travel on the same plane.
35. An employee on a scholarship is paid his emoluments from the date he arrives at his place of study throughout the period of study designated by the regulation, until the completion of the scholarship or the date of his final departure from his place of study, whichever comes first, plus the emoluments for the grace period allowable for return in case he successfully completes his studies. In case of the termination of the scholarship, he is entitled to his emoluments until the date of departure from the place of study only and within the specified periods of return.
36. In the application of Article 18 of this regulation, an employee on a scholarship mission with full salary and emoluments is entitled only to 25% of these emoluments if he returns to Kuwait to conduct research related to his studies, provided that this period shall not exceed two months, since emoluments are paid only to students studying outside Kuwait.
37. In the application of Article 20 of this regulation, the allowance for typing a

master's thesis or a Ph.D. dissertation is paid for that purpose only, which means that this does not cover other research projects even if they are necessary for obtaining the academic degree.

38. On the assumption that an employee on a scholarship is aware in general of his financial entitlements in the application of this regulation and the Civil Service law, all financial entitlements of an employee on a scholarship (salaries, emoluments, tuition, book allowance, travel tickets, etc.) which were not claimed after one year of their entitlement, shall be forfeited according to Article 21 of the Civil Service law.
39. In the application of Article 33 of this regulation, in case of termination or failure to work for a period equivalent to that of the scholarship mission or a study leave, the repayment of the money owed by the employee on a scholarship mission or study leave may be in installments, provided that the minimum monthly installment is 15% of the basic salary, plus the social allowance only and excluding the children's allowance. This must be in accordance with Article 20 of the Civil Service law, and provided that the employee on scholarship mission or study leave is still in governmental service. Otherwise, the employee on scholarship mission or study leave must pay the whole amount in full or present a collateral acceptable to Civil Service and he should be able to pay the whole amount within a period of five years at most.
40. Civil Service may cancel the financial obligations resulting from termination of a scholarship mission or study leave if the concerned employee managed to obtain the academic degree he was sent for if the following conditions were met:
  - The academic degree must be in the same specialization he was sent for and must be from an accredited university or institution.
  - The employee must still be working for the entity that sent him.
  - He must have obtained the academic degree within one year of the cancellation of the scholarship mission or study leave.

V. Provisional Rules (For those on scholarship mission or study leave when this regulation went into effect).

41. An employee on a scholarship inside Kuwait shall continue to draw a basic salary, social allowance, and all the extra allowances if the decree to award him the scholarship stipulates granting him those allowances until the completion of the scholarship under the following circumstances:
  - If he was still on a scholarship at the time the regulation went into effect.

- If his scholarship was temporarily suspended and is going to be resumed in accordance with the regulation. This rule does not apply to employees on scholarship inside Kuwait who did not start their scholarships before this regulation went into effect.
- 42. The employees on scholarship missions or study leaves outside Kuwait whose families did not accompany them before this regulation went into effect may not ask for travel tickets for their families before the elapse of one full year from the beginning of their scholarship missions or study leaves.

An employee on a scholarship mission or a study leave and his family are not entitled after that, for a returned ticket from his place of study to Kuwait before the elapse of three years from the beginning of his scholarship mission or study leave.

- 43. The State shall continue to pay the tuition of a study leave student with half salary outside Kuwait until the expiration of the study leave under the following circumstances:
  - If he was still on study leave at the time the regulation went into effect.
  - If his study leave was temporarily suspended and is going to be resumed in accordance with the regulation. However, the State shall not pay the tuition of an employee who has been granted a study leave with half salary but did not start his studies at the time this regulation went into effect.
- 44. The State shall continue to pay for the tuition of the wife and children of an employee on study leave abroad (in general) according to the rules in effect in the past, on condition that they were enrolled in school at the time this regulation went into effect regardless of the number benefitting from this privilege; subsequently, the State does not pay for the tuition of the wife and children who were not enrolled at the time the regulation went into effect, unless the regulation stipulates otherwise.
- 45. The State shall continue to bear the medical cost of treatment for an employee on a scholarship mission or a study leave and his accompanied wife and children regardless of their number who were under treatment when the regulation went into effect until the end of the treatment, or the scholarship mission (or study leave), whichever comes first.

Other than that, the bearing of the medical cost of treatment by the State for an employee on a scholarship mission or a study leave and his wife and children shall be according to the provisions of the regulation, that is, bearing the medical cost of the employee on a scholarship mission or a study leave and



members of his family who are allowed to accompany him.

46. An employee on a scholarship mission or a study leave at the time the regulation went into effect, and that whose scholarship has been suspended but is scheduled to resume it in accordance with this regulation, shall continue the scholarship mission or the study leave according to the previous rules regarding salary and emoluments, provided that the period of the scholarship mission or the study leave must not exceed in its totality the maximum period allowed by the same rules which embodied the following:
- The duration of the scholarship is determined by the annual academic reports and regular attendance.
  - The period of the study leave should not exceed seven years under any circumstance.

In case of the termination of the scholarship mission or the study leave, 30% of the salaries, emoluments, allowances, and expenses incurred by the State during the period of the scholarship or the study leave according to the previous rules must be repaid.

47. All employees on scholarship missions and study leaves whose scholarships and leaves are continuing after the regulation went into effect and those who wish to resume their scholarship missions and study leaves after that date, must commit themselves to work, after the completion of their scholarship missions and study leaves for the period equivalent to that of the scholarship or the leave for the entity that sent them or the entity designated by the scholarship decree.

As for those whose scholarship decrees had been rescinded or those who failed to serve for a period equivalent to that of their scholarship mission or study leave for that entity that sent them or the entity designated by the scholarship decree, they must repay 30% of the salaries, allowances, emoluments, and study expenses.

48. Employees whose scholarship missions and study leave have been terminated by obtaining their degrees before this regulation went into effect are subject to the previous rules which embodied the following:
- Service for an equivalent period of the scholarship mission or the study leave for the entity that sent them, or for any other governmental entity, public institutions, or companies that the government had a role, whether direct or indirect, in their establishment.
  - Failure to abide by the previous section shall result in the employee repaying 30%

of the salaries, allowances, emoluments, and study expenses for the period his scholarship mission or study leave.

\*\*\*\*\*

:epc/12/1/93

ADDENDUM TO RULES AND CIRCULARS  
OF  
CIVIL SERVICE COMMISSION  
REGARDING SCHOLARSHIPS &  
STUDY LEAVES

Circular #2 for 1988  
Regarding

Granting study leaves to employees  
who are over 30 years old inside Kuwait

Date: 29 Jumada Al Akhar 1408  
17 February 1988

Reference: 443/6  
d/3

=====

In reference to Civil Service Council decision #10 for 1986 issued regarding list of scholarships & study leaves, which included the following;

It is conditional that the age of the employee should not exceed 30 years when granted a study leave (item 3 of article 10)

-- Grantee is entitled to his basic salary plus the social allowance approved during the whole period of his grant (item one of article 13)

These two subjects were submitted to the scholarship committee of the Civil Service Council as a result of the authorization granted to it in this respect - the committee decided, according to the above list, the following:

1. Raise the age from 30 years to 35 years for the following categories:
  - (1) Employees that reach the age of 30 or more, maximum 34 years, doing military service provided the application for granting the employee the study leave within one year of his demobilization.
  - (2) Employees asked to be granted study leave to pursue technical and practical studies.
  - (3) Handicapped employees provided handicap is proved by the

competent medical board.

- as to other categories, to exempt the employee from the condition that he should not exceed 30 years of age, he should not be over 35 years old and to have obtained in the last two years a report that he excelled and his success average of VERY GOOD Diploma or 80% in the general secondary studies or its equivalent.

Grant the employee who is going to attend a discussion or a course or training inside Kuwait, in addition to his basic salary and social allowance, emolument and additional allowances as approved during the duration, provided these emoluments and additional allowances are part of the salary or effect as salary effective 1/2/88.

Circular #9 For 1988

Regarding

*Granting Scholars* : on a practical mission inside Kuwait

Emoluments and Additional Allowances

Date: 6 Shawal 1408

Ref: D/3-2 139/6

21 May 1988

=====

Reference Civil Service Commission #2 for 1988 issued on 27/2/1988 which contained information that Scholarship Committee of the Civil Service Council decided exempt some of the provisions contained in Article 13 of the list of scholarships and study leave the following:

(Grant the employee attending a lecture or discussion or training course inside Kuwait, in addition to his basic salary and social allowance - emoluments and additional allowances during the duration of the lecture or discussion or training course provided these emoluments and additional allowances are part of the salary or takes part of the salary, effective 1/2/1988).

Whereas the Scholarship Committee of the Civil Service Council re-discussed the effective date of this rule, it has decided that it would take effect 1/1/1987 in lieu of 1/2/1988.

Therefore, employees in service who were sent on practical missions to attend lectures or discussion or training courses inside Kuwait after 1/1/1987 deserve, during these lecture or discussions or training courses the emoluments and additional allowances according to the decision taken by the Committee as mentioned above.

Therefore, Government Authorities are requested to adjust what is due those employees and pay them the financial differences emanating from this change.

Decree #4 For 1988  
Governing The Bases and Conditions  
Of Granting Leave For The Preparation  
And Undergoing Examinations And The  
Duration of this Leave

Date: 6 Rabe'i Al-Akhar 1408  
16 November 1988

Reference D/3-4 326/6

=====  
Civil Service Commission

Persuant to Decree #10 For 1960 for Civil Service Commission and  
its amended laws

-- and persuant to the decree of law #15 for 1979 regarding  
civil service and its amended laws,

-- and persuant to decree issued on 7 Jumada Al-Awla 1399 -  
4 April 1979 regarding the rules of civil service,

-- and persuant to Civil Service Council Decree #10 for 1986  
regarding the list of scholarships and study leave, particularly  
Articles 3 and 12 of this list,

IT HAS BEEN DECIDED

Article I

Granting leave to prepare and undergo examinations during the  
various study courses subject to the rules of this decision

Article II

The granting of leave is subject to the following:

- (1) The study for which the employee is asking leave commiserate  
with the position he is holding for those who are new to the  
study, i.e. those who joined the study as of scholastic year  
1988/89.

- (2) The study the employee is requesting should not be equivalent to the scholastic degree he has or less than it; exceptions this rule those who are holding PhD degrees who join the study to obtain "fellowship or "Board",
- (3) Applicant, in the case of non-Kuwaiti employee, should have a job tenure in government not less than two years or are on contract,
- (4) Applicant should not have failed twice consecutively in one scholastic year - or during one scholastic term.

#### Article III

The leave shall be granted by the government authority to which the employee belongs in the following instances:

- (1) Examination leave in the elementary, middle and secondary, inside Kuwait, including transfer years in the middle and secondary stages
- (2) Leave for examinations pertaining to the Koran and vocational capabilities for the elderly in Kuwait

But for the following situations:

- (3) Leave for special Higher Education stages, such as high diploma after a university stage, Masters, Doctorate Fellowship
  - (4) Leave of special examinations for university and higher institutions below university level.
  - (5) Leave for examination for non-Kuwaitis in all scholastic stages.
- Leave will not be granted except with the advance approval of the Civil Service Commission.

#### Article IV

Where the advance approval of the Civil Service Commission is required according to the above article -- the competent government department should send to the Civil Service Commission lists containing the names



of its employee applicants with the following information:  
name of employee, his qualifications, scholastic achievement desired,  
his position, the scholastic stage for which the leave is requested,  
the number of times he will be granted leave during this stage,  
destination of study - including documents showing date of start of  
his study if he is going to study in Kuwait.

If the Civil Service Commission decides to approve the leave, the  
government authority concerned shall grant it to the employee wh  
asked for it.

#### Article V

Leave shall be determined as follows:

(1) Higher Education examination

The leave period shall be 45 days in a scholastic year  
including return period if study is outside Kuwait - this  
could be split if there are more than one examination during the  
scholastic period irrespective of how long the examination is.

(2) University Examinations - and Higher institutes Below University  
Level

The leave period shall be 45 days in a scholastic year  
including return period if study is outside Kuwait - provided  
this is split where it does not exceed 25 days at one time and  
does not exceed 45 days in total in one scholastic year.

(3) General Secondary Certificate examinations or its equivalent  
Leave period shall be 20 days terminates with the end of the  
examination, granting another 10 days maximum in case a make-up  
examination is submitted.

(4) Make-up Examinations in the Secondary Stage

Leave shall be 15 days termination with the end of the  
examination, granting another period not to exceed 7 days in  
case of a make-up examination.

- (5) Middle Stage Examination (or its equivalent) and transfer Examinations in this stage shall have a 10 day leave terminate with the end of the examination, granting another period not to exceed 7 days in case of a make-up examination.
- (6) Elementary Examination Stage (4th elementary only)  
Leave period shall be 7 days terminating with the end of examination.
- (7) Examination of Participants in the Koran and Vocational Training Centers for the Elderly in Kuwait  
Leave duration shall be according to examination periods and schedules issued by the proper authorities.  
Leave cannot be split in articles 3, 4, 5, 6 & 7 whether study is conducted by terms or by the rule of decisions; leave shall be granted at final examination only.

#### Article VI

Leave shall be granted according to the provisions of this decision with full salary (basic salary + social allowance set up for this only) for Kuwaitis. As far as non-Kuwaitis are concerned they will not be granted this leave in any stage of studies except without pay.

#### Article VII

The proper government authority, in the event of granting leave according to this decision, will make sure that the employee performed this leave and he should submit proof confirming that he has performed the examination and return within the proscribed time if he did his studies outside Kuwait - noting that, in the case of granting leave for higher studies examinations that the Civil Service Commission is provided with copies of documents proving that the examination was taken.

## Article VIII

This decision shall go into effect as of the beginning of scholastic year 1988/89, and cancels every decree or ~~order~~ circular issued by the Civil Service Commission that negates its decrees.

Regarding

Employees who have been sent on  
Scholarships and Study leave before  
*implementing the current scholarship rules*  
*and their mission were ended during this current*  
*rules*

Date: 15 Shawal 1408  
20 May 1989

Reference: D/3-1373/6

=====

Reference to item 5 of Article 35 of Civil Service Commission  
decree 10 for 1986 regarding the list of scholarships and study  
leave - which included the obligation of grantee or the one  
granted leave, after completing his mission or leave, in the same  
area that sent him or in the area defined by the decision to  
send him, to serve a period equal to the period of his mission  
or leave, otherwise 30% should be retrieved from salaries,  
emoluments, allowances and expenses incurred by the State during  
his mission or leave.

The Scholarship Committee of the Civil Service Council has  
debated the subject of the authorities that grantees and those  
on leave should serve an equal time to the period of scholarship  
or leave in light of the authorization granted to it by the  
Council in this respect -- and decided the following:

Amend the last paragraph of item 5 of article 35 above as  
follows:

(5) 30% shall be retrieved from the grantee or the one on leave  
from salaries, emoluments, allowances and expenses...in the  
following instances:

- If...
- If, after the end of the mission or scholastic leave, he  
did not serve the authority that sent him or in a

government department or institution or public areas in which the government participates, a period equal to the period of the mission or leave, unless the decision to send him was contingent on serving in a particular area.

Since rule #47 in the enclosed Civil Service Commission #4 for 1986 regarding the application of scholarship and scholastic leave list aforesaid - is in regard to the same subject, therefore the Civil Service Commission decided to amend rule #47 according to the amendment decided upon by the committee as shown above.

Director  
Civil Service Commission

Circular # (10/1991)

Regarding

Scholarships & Study Leave Mission

Date: 30 September 1991

Reference: D/3

=====  
Whereas the legal status of the Kuwaiti employee who is allowed any kind of leave was not affected by the (Iraqi) invasion, where every Kuwaiti employee was considered in service every one according to his legal position, and whereas the Kuwaiti employee sent on a mission or allowed before the aggressive invasion is considered on service during his mission or scholastic leave during the invasion in the same status he was in prior to 1/8/1990,

The Commission would like to clarify the following regarding the employees on mission and scholastic leave:

1. Grantees who did ~~not~~ start their jobs on 1/6/1991 will continue to perform their work until the beginning of scholastic year 1991/92 and should resume their studies in the said scholastic year.
2. Grantees and those on leave who did not start their work on 1/6/1991 remain --through their legal status during the invasion --entitled to their missions or scholastic leave everyone according to his legal status whether the leave is with full pay, half pay or without pay, provided they continue their study from the beginning of scholastic year 1991/92, otherwise they would be considered out of work as of 1/6/1991.

The Commission will remove the invasion period from the study period for grantees and those on leave and compensate them with

a similar period should their studies require it. The Commission shall also apply the articles of Civil Service Council #10/86 if the person on leave or grantee fails to join his institution of studies at his center of study at the beginning of scholastic year 1991/92.

## CIVIL SERVICE COMMISSION

7/9/1992

D/3-2288/6

### CIRCULAR NO. (37) - 1992

#### Exemptions From Some Scholarship and Study Leave Regulations

The articles (8) & (10) of the Civil Service Committee's decree no. (10) for the year 1986 stipulated that eligibility for scholarship or study leave is contingent upon the following:

1. Applicant should pass the TOEFL with a score of (500) or its equivalent at Kuwait University.
2. Applicant should pursue studies in his/her profession.
3. Scholarships or study leaves are only available once to each applicant.

\*\* The Civil Service Committee formed by the Civil Service Commission decided to exempt the employees who meet the following criteria from the second & third requirements:

- A. Official recommendation for scholarship or study leave should be made by the employer (public institution).
- B. Studies undertaken by each applicant must be within accepted parameters outlined by the Ministry (scholarship plan?) and approved by the Civil Service Commission.
- C. Applicant should pursue technical or practical studies.
- D. The State of Kuwait is in need of those skills to be acquired through his/her practical/technical studies.



E. The intended field of study is not offered in Kuwait.

It should be noted that the above exemptions apply to Article (2) of the Civil Service Commission's decree no. (4) for the year 1986 which prohibits admission to scholarship program or study leave for those employees that had been granted a study leave to earn a degree.

\*\* Employee who completed the English language requirements at Kuwait university or finished high school education in an English-speaking country is exempted from the TOEFL requirement when applying for scholarship or study leave, provided the applicant passes the TOEFL in his school (place of study).

This circular will go into effect on **July 19, 1992.**

## **CIVIL SERVICE COMMISSION**

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**D/3-3484/6  
10/18/92**

### **CIRCULAR NO. 41 - 1992 Amendments to Civil Service Scholarship and Study Leave Regulations Issued by Decree No. 10/86**

**1. AMENDMENT TO ARTICLE NO. 8 - SECTION 4-B:**

To obtain a scholarship or study leave, he/she should earn a TOEFL grade of 450.

**2. ARTICLE NO. 13 IS MODIFIED AS FOLLOWS:**

If a scholarship student wishes to pursue his graduate studies in Kuwait, he/she is entitled to his/her salary and social benefits.

If a scholarship student wishes to attend a seminar, training course or pursue vocational scientific studies in Kuwait, he/she is entitled to his/her salary, social benefits and other fringe benefits.

Scholarship student studying outside Kuwait is entitled to the following:

If he/she will pursue graduate studies, he/she will be entitled to full salary, social benefits in addition to other financial benefits stipulated in the decree no. 10/86.

If a student is granted scholarship to attend a seminar, training course, or to conduct practical and scientific studies he's entitled to full salary, social benefits, bonuses and increments, in addition to other financial benefits stipulated in the decree no. 10/86.

**3. AMENDMENT TO ARTICLE NO. 14:**

Scholarship students abroad are entitled to allowances in accordance with the attached chart (missing). The one month advance salary cannot be repeated if the student is granted extension for Ph.D. or any other graduate studies.

The following students are exempted:

- A. Kuwaiti physician studying abroad is entitled to **500 K.D.** a month as of the second month of his scholarship provided he meets the following conditions:
  - 1. He/she must be on scholarship to pursue clinical training in reputable medical schools in the U.S., Canada, Britain, Ireland or Germany.
  - 2.
  
- B. Employee who is granted scholarship to study abroad to enhance his professionalism or to conduct a practical or scientific study, or to attend a seminar or training course is entitled to one month (30 days) advance stipend.

If a scholarship or study leave student is studying in one of the first category countries (pls. refer to the attached chart), he/she is entitled to the equivalent of **80 K.D.** a month. If he's studying in other countries, he's entitled to the equivalent of **50 K.D.** a day.

**4. ARTICLE 16 - PARAGRAPH 1 AND 2 IS MODIFIED TO READ AS FOLLOWS:**

Scholarship and study leave students with full salary are entitled to round trip first class tickets from Kuwait to their places of study if they are in government administrative positions, employees in categories 1 & 2 and in leading positions.

The wives and three children (under the age of 18) of scholarship and study leave students (with full salary) whose study mission is more than (9) months are entitled to air tickets economy class.

The female scholarship student is entitled to the same benefits (air tickets, tuition benefits and medical benefits)

This will go into effect from 10/1/92/.

MEMO RE INCREASE  
PHYSICIANS ALLOTMENTS TO KD 800  
by decision of  
CIVIL SERVICE COMMISSION  
AS OF 1/7/1993

From; Civil Service Commission  
To: Missions Administration  
Subject: Executing Decisions of Civil Service Commission  
Date: 24/7/1993

Greetins :

Please note the approval of the Civil Service Commission of the following:

- I : Increasing the monthly allowances to KD 800 in lieu of KD 500 as of 1/7/1993 for Kuwaiti physicians sent on medical specialization.
- II: Studies of scholarship holders and grantees "Additional Chorus" for a language abroad provided it is without salary, allowances or any other perks.

Please accept our respects

CIVIL SERVICE COMMISSION

## DECREE # 7 ( 1993 )

For the adjustment of article 3 in Civil Service Commission decree # 88/4  
[*Rules and regulations for granting leaves for exams*]

Article 1 : Article 3 of Commission's decree # 88/4 re granting leaves for exams become as follows:

1. The approval of the government sector that the employee belongs to in the following cases:
  - a. Leaves for exams at the elementary, intermediate and secondary levels inside Kuwait including grade four or terminal years at intermediate and secondary levels.
  - b. Leaves for exams at Holy Quran institutions, adult education and job rehabilitation centers.
  - c. Leaves for exams at colleges and universities inside Kuwait.
  
2. Preapproval of Civil Service Commission must be received for the following cases:
  - a. Leaves for exams at graduate levels and post graduate levels; Master, PhD and fellowships.
  - b. Leaves for exams at colleges and universities outside Kuwait.
  - c. Leaves for exams for non-Kuwaitis at all levels.

Article 2 : Government circles are committed to provide the Commission with copies of decrees granting exam leaves in colleges and universities inside Kuwait and copies of application forms ( enclosed ) and personnel forms regarding leaves, 15 days before so they can be inspected for meeting Commission's rules and regulations # 88/4

Article 3 : This decree goes into effect as of its issuance date.

Head of the Commission

**Abdulaziz Abdullah Al-Zaban**

**SAMPLE APPLICATION FORM FOR EXAMS LEAVES INSIDE  
KUWAIT ( Kuwait University and Public Authority for Applied  
Education and Training )**

In decree # 7, year 1993

Name and Number  
Position  
Present certificate or degree  
Family Status  
Results of checking out family status. If unmarried, kids/no kids  
College applicant is enrolled at present  
Major  
Did applicant consecutively fail more than once in one schoolyear or one term  
The team or group applicant is joining. KU/PAAET\*  
Present education level & how many times applicant took exam leave with same gp.  
Exam leave taken for which school year or term  
Duration of exam leave begins ends

\* If KU, applicant must pass 30 credit hours, If PAAET colleges, applicant must pass 34 credit hours.

**DECREE # 6 (1995)**

**The 500 pt. LOCAL TOEFL SCORE REQUIREMENT at the onset of  
departure on a scholarship.**

Article 1 : Candidates departing on scholarships, study leaves, and grants must receive a score of at least 500 pts. in TOEFL or local equivalence.

Article 2 : This decree goes into effect on 1/1/96, is published in official journal and annuls all contraries.

Acting Director of Civil Svc. Comm  
Second dep. Chmn Council of Ministers/ Minister Finance **Nasser Abdullah Al-  
Rawdhan.** Minister of Justice & adm. affairs **Mushari Jassem Al-Anjeri.** 10/1/95

## CIRCULAR DECREE # 17 ( 1995 )

The requirement of at least 500 pts. TOEFL score upon departing on a scholarship, study leave, or grant.

Whereas certain English language challenges have been facing employees on a scholarship, study leave, and grant overseas and who are sent by the Commission, as a result of the dropping of the TOEFL score requirement from 500 pt. to 450 pt.,

Whereas certain candidates who had scored the min. of 450 pts. before the issuance of this decree and had proceeded with university admission arrangements with the consent of the Commission,

We request from government departments the observance of the following upon dispatching employees on scholarships, study leaves, and grants:

1. That candidate employees, effective 1/1/ 96, score at least 500 pts. in local TOEFL or its local equivalence before they are sent abroad.
2. Earlier candidate employees who had scored 450 pts. before the issuance of Commission decree # 6/95 can continue with their admission arrangements . Those who did not, will be given till 1/1/96 to do so or else will be required to score 500 pts. before they are allowed to continue with these admission arrangements overseas.

Head of Civil Service Commission

**Abdulaziz Abdullah Al-Zaban**

## CIRCULAR # 6 ( 1996 )

For the adjustment of travel periods allowed for employees going on scholarships, study leaves, and grants as they appear in Civil Service Commission decree # 86/10 ( *Rules and regulations for scholarships and study leaves* ).

As article # 24 of Commission decree # 86/10 re its rules and regulations had specified the travel time to be allocated for employees on scholarships and study leaves overseas without distinguishing between types of scholarships ( Whether toward a degree, training session, seminar ...) or proximity of country traveled to, we see such travel periods be practically modified.

Council of Civil Service based on Civil Service Commission's suggestion decided to modify the paragraph in article 24 of Council of Civil Service decree # 86/10 to become as follows:

Permits for travel time ( traveling to and returning from ) issued to employees on scholarships and study leaves outside Kuwait be as follows:

A. Dispatches earning post graduate degrees and study leaves:

They are allowed to travel 3 days prior to beginning of scholarship if its period is 30 days or less; 7 days if period is between 30 days and one year and 15 days for longer scholarship periods. Likewise are the days given for returning: Within 3 days if scholarship is for 30 days or less; 7 days if between 30 days and 6 months, 15 days if between 6 months and one year and within 30 days if scholarship is longer than one year.

B. Employees traveling to perform research, attend training sessions, seminars and the like:

Travel time for going and returning is as follows:

1. Traveling to G.C.C. countries: One day to travel to and another to return from if period of their mission is two weeks or less; two days and two days if period is longer.
2. Traveling to non G.C.C. countries: Two days to go and two to return for missions of 30 days or less; Three days and three days up to six months, and seven days and seven days for missions exceeding 6 months.

In case mission decrees are canceled then such travel periods are computed as of the notification time that employee is given.

In all other circumstances, the travel time for going and returning takes into consideration the status and kind of scholarships and study leaves.

It is anticipated all government sectors do consider whatever was decided by Council of Civil Service as mentioned in this circular dated 7/1/96 and on.

Head of Civil Service Commission: **Abdulaziz Abdullah Al-Zaban**



CIRCULAR # 29 FOR 1992

re

SCHOLARSHIPS AND STUDY LEAVES, COURSES

TRAINING PROGRAMS

According to general interest and in order to speed up formalities and to save effort and time and in reference to the Commissions previous circulars in this respect, and in order to enable the discussion of subjects laid out scholarships in time by the The Scholarships Administration in the commission to be submitted to the proper authorities to be decided upon' .

The Commission stresses the necessity of the following:

1. Sending nominations of scholarships, studyleaves, courses, training programs and any other studies, etc. two months, at least, prior to the start of studies or training abroad, and one month at least prior to study or training in Kuwait.
2. The candidate must meet the requirements for rules and regulations governing scholarships and study leaves, and must also meet the requirements of scholarship forms 1 & 2 for the purpose of study abroad, or participating in programs or training courses and the telephone number of the person involved.
3. Meet the requirements of Form #2 - Scholarship Only for the purpose of studying locally in Kuwait on a scholarship or study leave or participation in programs and courses.
4. Send the training program, its advantages to study and training and the amount of participation
5. Inform APPLICANTS NOT TO contact the Commission unless the Commission asks them to do so.

CIRCULAR 29 (2)

6. Trainees are not eligible to join training centers of the General Directorate of the Applied Education & Training.

7. The necessity to abide by the Commission's ruling #4/88 regarding applicants for exams and provide the Commission with:

- (a) Indicating the student is registered by the institute or University and that such an institute is accredited by the Ministry of Higher Education for studies abroad.
- (B) Indicating that applicant is the sole supporter of students at Kuwait University or one of the local institutes.
- (c) Indicating passing the exam, showing the scholastic year or previous term for those who had been granted previous scholarships.
- (d) Date of end of exam regarding studies, and the period of cessation of work due to leave to do the exam.
- (e) Point out periods work was not performed according to laws and rules in force for absence periods after the last day to submitting application for test and until the day prior to starting work.

Please note that the Commission will not consider nominations submitted after start of training, study or submission to exams. The Commission will also not be responsible for nominations or scholarships unless fully documented as required.

CIVIL SERVICE COMMISSION

M E M O

From: Civil Service Commission  
To: Director of Missions  
Subject: Decision of Civil Service Commission to authorize  
the Commission to assume the specialities of the  
Missions Committee.  
Date: 9/5/1993

Please note the following:

In its meeting #2/93 of 10/4/1993, the Civil Service Council approved the Civil Service Commission to take over the functions of The Missions Committee of the Civil Service Commission as provided for in article 6 of Council's decree #10 for 1986 re list of scholarships, study leaves and in accordance with same bases and procedures previously applied to scholarships and study leaves by the aforesaid committee.

Please take necessary action to implement this.

CIVIL SERVICE COMMISSION

CIVIL SERVICE COMMISSION

Civil Service decree #4 for 1997

RE Amendment of article 10 of Civil Service decree #10 of 1986 rules for Scholarship Missions and Study Leaves

CIVIL SERVICE COMMISSION

- Pursuant to the decree of Law #15 for 1979 regarding civil service and its amended laws
- and pursuant to decree issued on 7 Jumadi Al-Oula 1399 (4 April 1979) regarding civil service and its amendments
- and pursuant to Civil Service Commission decree #10 for 1986 for the list of Scholarship Missions and Study Leaves and its amendments
- and pursuant to the decrees and circulars of civil service issued regarding the rules, bases and classification of scholarship missions and study leaves
- and pursuant to suggestions by the Civil Service Commission and pursuant to the approval of the Civil Service Commission

IT HAS BEEN DECIDED THAT

Article 1

add to item 2 of article 10 of decree #10 for 1986 stated above the following text:

"In case the TOFEL result is not applied by the authorities involved in the application, the scholarship holder ~~STUDY LEAVE~~ may be granted Study Leave for the first year without salary even if scholarship destination has been changed to a country where TOFEL is not required for studies.

Article II

- Appropriate authorities shall abide by this decision and executors shall be informed., and it shall be published in the Official Gazette.

(Sgd) Nasser Abdallah Pawadan  
Acting Civil Service Commissioner  
Deputy Prime Minister &  
Minister of Finance

issued on 5 Rabei' Al-Akhar  
(9 August 1997)

MEMORANDUM

From: Civil Service Council Unit  
To: Assistant Commissioner of Administration for Scholarships & Rules  
Subject: Ministry of Health request to send candidates for scholarships  
to specialize in medical specializations.  
Date: 27/9/1997

Greetings.

Please note that the Civil Service Council, in its meeting #7 held on 22/9/1997, has approved the request of the Ministry of Health to send scholarships for medical specializations within the plan of the ministry.

Please take note in order to take necessary action in this respect and inform the Ministry of Health of this decision.

Civil Service Council Unit

DECREE #1 FOR 1998

REGARDING

AMENDMENT OF ARTICLE 5 OF THE COMMISSION'S DECISION #4/88 FOR  
RULES AND REGULATIONS GOVERNING GRANTING OF LEAVE FOR THE  
PREPARATION  
PREPARATION AND EXAMS AND THE DURATION OF THIS VACATION

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CIVIL SERVICE COMMISSION

- Pursuant to Decree #10 for 1960 regarding the law of the Civil Service Commission and its amendments;
  - and Decree of Law #15 for 1979 regarding civil service and its amendments;
  - and pursuant to Decree issued on 7 Jumada Al-Awal 1399 = 4 April 1979 regarding civil service;
  - and pursuant to Civil Service Council decision #10 for 1986 regarding the list of scholarships and Leave Studies;
  - and the decision of the Commission #4 for 1988, amended by Decision #7 for 1993 regarding rules and regulations regarding granting leave to prepare and sit for exams;
  - and pursuant to the decision of Civil Service Council #1/89 regarding appointment of students to Kuwait University and the colleges of the Higher Education Authority for practical education and training;
  - and pursuant to the Ministry of Education Decision #7474 of 1997 regarding dividing the exams of secondary and middle stages at higher education centers as of the scholastic year 1997/98;
  - and pursuant to the decision taken by the Scholarships Committee in the Civil Service Commission;
- IT HAS BEEN DECIDED THAT:

decree #1 (2)  
1988

Article I shall be replaced with the text of Article 5 of Council decision 4/88 with the following:

"Leave shall be decided as follows:

(1) Higher Education exams

The period of leave shall be 45 days in a single scholastic year including return time if studies is outside Kuwait -- this period may be divided if there is more than one exam during the scholastic year regardless of the period of the exam.

(2) University exams and Higher Education Institutes below university level - the period of leave will be 45 days in one scholastic year including return period if studies were outside Kuwait - provided this leave is divided where it would not exceed 25 days at one time and does not exceed 45 days in one scholastic year.

(3) Elementary Period Exam (4th elementary only) the period of vacation will be 7 days ending with the termination of the exam.

(4) Secondary Certificate exam or its equivalent.

(5) Transportation exams in the secondary stage.

(6) Exams of middle stage (or its equivalent) and transportation exams in this stage.

(7) Exam of those studying Koran and Trade Orientation Centers for adult education in Kuwait.

The period of leave in articles 4, 5, 6 & 7 of this article shall be for every scholastic term according to the periods of exams issued by the proper authorities.

ARTICLE II - This decision shall be effective as of Scholastic year 1997/98.

(Sg) Abdel-Halim



CIVIL SERVICE COMMISSION

CIRCULAR #12 FOR 1998 regarding DISPENSATIONS FOR SENDING  
SCHOLARSHIPS FOR STUDY LEAVES OF PERSONS WHOSE AGE IS OVER 35 BUT NOT OVER 35

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With reference to the decision of Civil Service Council #10. for 1986 regarding the list of scholarships and study leaves, and to Commission circular #2 for 1988 regarding the conditions governing scholarships grants for those who are over 30 years old'

It has been decided to approve sending those who attained the age of 30 but are not over 35 on scholarships for those who have obtained three efficiency reports with excellence in the ~~past~~ three years prior to his scholarship, without being bound by diploma average success or 80% success in the general secondary certificate or its equivalent.

All government authorities are requested to abide by this circular as of the date of its issue.

Commission President

(Sgd) Abdel-Aziz Abdallaj Al-Zaben

Issued on 14 Rabei Al-Awal 1419 =

8 July 1998

CIRCULAR #1 FOR 1999  
REGARDING  
CREATION OF A NEW SCHOLARSHIP FORM AND CANCELLATION OF FORMS 1 & 2

With reference to Commission circular #15/85 and subsequent circulars the last of which was #29/92 which required the completion of forms 1 & 2 for the participation in scholarships, study leaves or training courses abroad;

And the start of computer application to follow the subjects of scholarships, a new form has been adopted that would meet the demands of scholarship administration in the commission, taking into consideration the automatically stored information, in addition to decisions and guarantees of scholarship participants, and his obligations toward the results of his non-participation or not achieving the goals of the scholarship and study leaves that affect the Commission and appropriate government department;

Therefore it has been decided to delete previous forms and use the new form (Scholarship Grant) a copy of which is enclosed.

All appropriate government authorities are required to use the new form when requesting approval of sending any of its employees on a scholarship or study leave, whether inside Kuwait or abroad. Also the same applies to training courses abroad, insuring that the candidate signs the form, sending it to the Commission for approval. Please note that the Commission will not consider applications and nominations unless they fully meet the requirements of the form. Please abide by the contents of this circular and follow it as of its date.

Assistant Undersecretary for Scholarship  
and Information System Affairs  
(Sgd) Mohd Hamad El-Roumi

Application for Scholarship

Mission/ Leave/ Scholarship Abroad

NAME First Second Third Fourth

CIVIL ID

MINISTRY/AUTHORITY SENDING AUTHORITY

TYPE OF MISSION Scholarship Leave Course SENDER

QUALIFIED APPLICANT

SOCIAL STATUS No. of Children Husband Nationality for women employed Kuwaiti Non Kuwaiti

LAST QUALIFICATION AVERAGE

WAS APPLICANT EVER SENT ON SCHOLARSHIP YES NO

ADDRESS OF NEAREST PERSON Name Area Street House Telephone

IS CANDIDATE PRESENTLY ON A STUDY MISSION/ TRAINING COURSE/SCHOLARSHIP/STUDY LEAVE YES NO

WARRANTY

I, the undersigned, have been informed that my employer has nominated me for a study mission/scholarship/study leave/training course as of / / , and in case I do not join the study or training, the Civil Service Commission and my employer CAN reclaim all fees incurred as a result of nomination, whether that be for scholarship, study leave or training course, by deducting it from my salary no matter what my reason for non-participation is. This I agree to

Memorandum

From : The Office of Civil Service Affairs Council  
To : Civil Service Deputy under-Secretary for scholarship affairs and IT.  
Subject: Adding the Kingdom of Saudi Arabia to the countries where students studying there get salaries and allowances.  
Date : 6/21/2000

Please note that the Civil Service Council meeting # 3/2000, held on 4/22/2000 approved raising, to KD 600 monthly, the salaries of Kuwaiti physicians who are awarded scholarships to specialize in clinical programs.

These salary increases go into effect on 5/1/2000

The Office of Civil Service Affairs Council

Internal Memorandum

From : The Office of Civil Service Affairs Council  
To : Director of administration of Scholarships and study leaves  
Date : 9/8/2001

**Issues presented to the dual committee of the Civil Service Council**

Reference is made to the issues presented in meeting # 4, held on 9/5/01:  
Please make a note of the following:

The salaries of dentists who are awarded scholarships to study clinical majors are to be raised to KD 600 monthly.

The salaries of physicians who are awarded scholarships to specialize in non-clinical programs are to be raised from KD 300 to KD 500 monthly.

These increases go into effect on 10/1/2001

The Office of Civil Service Affairs Council.

Internal Memorandum

From : The Office of Civil Service Affairs Council  
To : The Director of scholarships and study leaves administration  
Subject: Adding the Kingdom of Saudi Arabia to the countries where  
students studying there get salaries and allowances.  
Date : 10/1/2001

*SUBJECT: Government employees sent by Civil Service to  
study in the republic of Slovakia.*

Please note that the Civil Service Council meeting # 4/2001, held on  
9/24/2001, decided on stopping sponsorships in the republic of Slovakia.

The Office of Civil Service Affairs Council

From : The Office of Civil Service Affairs Council  
To : Director of administration of Scholarships and study leaves  
Date : 11/27/2001

**Organizing scholarship rules for medical specializations for doctors working in the government sector of the State of Kuwait:**

Reference is made to the related administration's internal memorandum prepared for this issue:

The dual committee of the Civil Service Council approves the initiation of correspondence by the civil service council with KIMS before awarding any doctor from outside the ministry of health a scholarship in order to insure that the university and the major are suitable for the scholarship program.

Kindly take the necessary action for this concern.

The Office of Civil Service Affairs Council.