

Project AC Forms Guidelines

College of Graduate Studies – Academic Affairs
Student Research Follow up Department

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Introduction

Research Guide

As you begin your research journey in the Master's program, the College of Graduate Studies is committed to supporting you at every stage of the process. This guide is designed to assist you throughout the various phases of preparing your project. It outlines the steps you will follow and explains how to complete each stage through the Graduate Studies Services System.

Understanding the Research Process

Your research journey will consist of several key stages, beginning with preparing your research proposal and concluding with the submission of your final project. This guide provides a clear overview of each stage, outlining the requirements and expectations associated with every step of the research process.

Graduate Studies Services System for Student Research

To ensure a smooth process and efficient completion, all research-related processes are conducted through the **Graduate Studies Services System**:

<https://services.cgs.ku.edu.kw>

The portal enables you to:

- **View your academic and research status:** Access up-to-date information about your academic status and research progress.
- **Submit and track research forms:** Submit the required research forms and track the approval process

Getting Started

To begin your research journey, log in to the Graduate Studies Services System mentioned above using your university login credentials (Use your university email address to reset your password when accessing the system for the first time.) During your first visit to the Services System, it is important to review your personal and academic information and ensure that all details are accurate. The Services System is designed to serve as your primary resource throughout all stages of your research journey, from preparing your research proposal to completing your project defense.

Support and Assistance

For any inquiries or if you require assistance with using the Services System, please contact the Technical Support Office through the Inquiry System:

<https://booking.cgs.ku.edu.kw/ar/assistance>

AC1 Form: Requesting a Supervisor

Introduction

Selecting the supervisory committee is a crucial first step in your graduate research journey. The **AC1 form** facilitates the submission of an official request to appoint a supervisor for the Master's project from among faculty members who meet the supervision requirements within the Graduate Studies program in which the student is enrolled.

Overview of Requesting a Supervisor (AC1)

- **Requirements and Timeline**

Timeline

Please Check the Graduate Studies academic calendar to confirm the deadline for submitting the AC1 form.

Requirements

Master's Student (Non-Thesis Track):

Students may **register** for the **Project Course (593)** if they meet the following requirements:

- Pass the comprehensive examination (students must take the examination before completing 18 credits).
- Achieve a minimum GPA of **3.00** for completed courses.
- Obtain supervisor approval for the graduation project (through the approval of the **AC1 form**).

- **Submission Procedure**

1. Create a proposed supervisor appointment request (**AC1 form**) through the Services System. Ensure that the proposed supervisor meets the supervision requirements and has an available supervision capacity. This should be done in coordination with the Program Director. It is important to communicate in advance with both the Program Director and the proposed supervisor to obtain preliminary approval for supervision before officially submitting the request.
2. Upon submission of the request, the proposed supervisor will be notified and may either approve or decline the supervision request.
3. The Program Director will be notified to review and approve the request. The Program Director will review the request and consult with the Program Committee to ensure its alignment with the program requirements and the expertise of the faculty members listed in the program. This process aims to ensure the selection of the most suitable supervisor for the student's research path and to maintain the highest standards of academic quality.
4. Following the Program Director's approval, the Graduate School will review the request, verify the student's academic status, and confirm that the proposed supervisor meets the supervision requirements. The request will then be approved unless there are any required revisions. Once this step is completed, you will be officially assigned to your supervisor, allowing you to begin your research journey with an approved and clearly defined path.

Next Step

- Once your **AC1 form** has been approved, you will be eligible to register in **Project Course (593)**.
- You may register for the **Project Course (593)** for a maximum of two consecutive semesters. Therefore, all **AC form** procedures must be completed within these two semesters.

AC2 Form: Research Proposal and Budget Request

Introduction

The second step in your research journey is preparing the research proposal and the budget (requesting the budget when research funding is required). Through the **AC2 form**, students can submit their research proposal after consulting with their academic supervisor, as well as request funding based on the research requirements, through the Services System.

Overview of Submitting the Research Proposal (AC2)

- **Requirements and Timeline**

- The **AC2 form** can be submitted after the approval of the **AC1 form** in the Services System and after the registration in **Project Course (593)**.
- The **research proposal (AC2 form)** must be submitted during the same semester in which the student is registered for the **Project Course (593)**. (Please check the Graduate Studies academic calendar to confirm the deadline for submitting the AC2 form.)

- **Submission Procedure**

1. Create a research proposal submission request (**AC2 form**) through the Services System.
2. Attach the research proposal as a **PDF file** in the designated section of the request and ensure that it includes the following components:
3. **Cover Page:** Containing the proposed title of the research, the student's name, the details of the supervisory committee, the academic year in which the proposal was submitted, and the Kuwait University logo.
 - **Abstract:** A summary of the thesis research within 200-400 words (not exceeding one page).
 - **Introduction:** A preliminary part of a research project that includes a literature survey leading up to the main part.
 - **Statement & Applications:** An explanation of the research topic and the main purpose of the research concerning community Issues, achieving development (economic, social, political or human resources) and the nature of expected recommendations and the extent of the intended use of research applications to layman.
 - **Approach & Method:** The method used, objectives, inquiries, prescriptions, tools, samples, and steps taken to realize the tasks proposed in the research project.

- **Preliminary results & Discussion (if any):** Any results found prior to carrying out and conducting the research project.
 - **Work plan including a timetable:** The time period for completing the research requirements should not exceed the graduation time limit stipulated in the CGS by-laws.
 - **Publications of Research (if any):** In case the proposed research is published or accepted for publication, mention the journal or the conference to which the research will be submitted.
 - **References:** List all references according to the College of Graduate Studies format (Refer to APA format, on CGS web site, www.graduate.edu.kw)
3. If research funding is requested, a detailed description of the required materials must be attached, along with approved quotations indicating the expected costs from the relevant suppliers. The requested items must fall within the approved expenditure categories. The total project budget must not exceed **750 Kuwaiti Dinars**.

Please refer to the **Financial Department's form guidelines** for further instructions.

Notes

- Ensure that you communicate with your academic supervisor while preparing the research proposal.
- You may register for the **Project Course (593)** for a maximum of two consecutive semesters; therefore, all **AC form** procedures must be completed within these two semesters.
- Review the approved and unapproved expenditure categories when requesting a research budget.
- Make sure to review the Graduate Studies academic calendar to meet the required timeline for submitting the **AC2 form**.
- If you wish to change the research proposal, you should resubmit a new **AC2 form**.

Next Step

- After the approval of the research proposal (**AC2 form**), you should begin preparing the complete project report in accordance with the standards outlined in the **Graduate Studies Project Writing Guideline** and submit the final version by completing the **AC4 form**.

Graduate Studies Project Writing Guideline:

<https://cgs.ku.edu.kw/masters-project>

- If there is a need to change the research track and/or the supervisory committee, the student must submit the **AC3 form**.

Research Budget

Conditions for Budget Approval

- The budget items must be in accordance with the permitted expenditure categories. A detailed description of the required materials must be provided, along with approved quotations from the relevant suppliers indicating the expected costs.
- No reimbursement will be made for any invoice that includes any items falling under the non-permitted expenditure categories.
- The research expenses must be incurred and settled within the same financial year. Original invoices, stamped and signed by the Storage Department and the main Supervisor, must be submitted. The amount of each individual invoice must not exceed KD 500/-.
- No approved budget will be disbursed or settled unless the supervisor submits an Expenditure Request (AC/1FF), a Settlement Request (AC/2FF), and a settlement statement in Arabic.
- The thesis research budget shall be disbursed and settled in the name of the concerned supervisor, who shall be responsible for it.

Expenses that are allowed:

1. Scientific reference books not available at university libraries. When the research work is completed, the student should deliver such books to the college library.
2. Software. When the research work is completed, the software must be kept in the student's academic department.
3. Various consumables such as chemicals, animals, fish, plants, glassware, etc.
4. Hiring non-personal transportation means whenever the need arises (boats, etc).
5. Charges for chemical, medical, engineering, and other analyses.

Expenses that are not allowed* :

1. All types of equipment including computers, printers, and non-consumable accessories.
2. Salaries and wages of any person.
3. Subscriptions for scientific magazines.
4. Subscription for the INTERNET.
5. Stationery.
6. Photocopying.
7. Printing **.
8. Travel expenses.

*** Expenses for items that are not allowed will not be paid.**

****A student can request an allowance of K.D. 150 after the final bound copy of his/her thesis has been submitted to the CGS. The request should be made by completing the relevant form (AC/10).**

AC3 Form: Changing Supervisor or Research Track

Introduction

The **AC3 form** is used when a change is required in any of the following:

- Change in the supervisory committee.
- Change in the research track for Master's students (from a project to a thesis, or vice versa).

Overview of Submitting a Request to Change the Supervisory Committee or Research Track (AC3)

- **Requirements and Timeline**

Timeline

- A request to modify the supervisory committee or research track (**AC3 form**) can be submitted after the approval of the **AC1 form** and until the approval of the **AC4 form**.

- **Submission Procedure**

Clearly indicate whether you are requesting a change of the main supervisor or a change of the research track.

1. Change of Supervisory Committee:

- Enter the name of the proposed main supervisor if you wish to change the main supervisor. (Project students are not permitted to add a co-supervisor.)
- Please note that the College of Graduate Studies requires the Program Committee's meeting minutes and the approval for any change to the supervisory committee and the examination committee.

Changing the Research Proposal After Changing the Supervisory Committee:

- If you wish to change the research title, modify the research proposal content, or update the budget form, you must submit the **AC2 form** again after the approval of the **AC3 form**. You must ensure that the new supervisor approves and agrees to supervise your research.

2. Change of Research Track (Master's Students Only):

From Thesis to Project:

- You must pass the comprehensive examination.
- Your GPA must not be less than **3.00**.
- You must have at least two semesters remaining.

From Project to Thesis:

- You must complete all required credits for the thesis track, with a minimum GPA of **3.00**.
- You must have at least two semesters remaining.

The request will be approved by the supervisor and then reviewed and approved by the Program Director and the College of Graduate Studies. You will be notified of the decision through a notification sent to your university email. If your request is approved, the necessary changes will be made to reflect the updated supervisory arrangement or research track in your academic record.

Notes

- Changes in supervision or the project title may significantly affect your research journey; therefore, these changes should be carefully considered, with clear communication maintained among all involved parties.
- Submitting the **AC3 form** is not mandatory unless you wish to change the supervisor or modify the research track.

Next Step

- For any changes in supervision, meet with the new supervisor immediately to discuss the impact on your research proposal. If your research track or research topic changed, update your research proposal accordingly by resubmitting the **AC2 form**.
- You should begin preparing the complete project report in accordance with the **Graduate Studies Project Writing Guideline** and submit the final version by completing the **AC4 form**.

Graduate Studies Project Writing Guideline:

<https://cgs.ku.edu.kw/masters-project>

AC4 Form: Examination Committee Formation and Project Submission

Introduction

Submitting the **AC4 form** is an essential step for the approval of the project report and forming the examination committee. Upon approval of the AC4 form, the academic procedures for the research project begin, including the review and defense, which are fundamental steps preceding the official approval of the project.

Overview of Forming the Examination Committee and Submitting the Project Request (AC4)

Requirements and Timeline

The student must ensure that all prerequisites have been fulfilled:

- Completion and approval of the previous **AC forms (AC1–AC2)**.
- Coordination with the supervisor to ensure that the project report is ready for the review and defense.
- Preparation of the project report in accordance with the approved **Graduate Studies Project Writing Guideline**.

• Submission Procedure

1. The submission of the **AC4 form** must be initiated by the student through the Services System and attach a PDF copy of the project report. Upon successful submission, the system will forward the request to the project supervisor.
2. If the supervisor approves the request, it will be reviewed by the Program Director.
3. The Program Director, in coordination with the Program Committee, will appoint the examination committee (in accordance with the Graduate Studies requirements) to ensure a suitable and comprehensive review of the research topic.
4. After the supervisor's approval and the Program Director's review, the request will be forwarded to the proposed examination committee and then to the College of Graduate Studies. The request will be approved by the College of Graduate Studies after reviewing it and confirming that all approval requirements have been met (including compliance of the examination committee with the College of Graduate Studies requirements).

Notes

- The College of Graduate Studies provides a guide outlining the essential requirements for preparing, writing, and submitting Master's projects. The guide is organized into detailed sections, each designed to address the key aspects of the project writing process.

Graduate Studies Project Writing Guideline:

<https://cgs.ku.edu.kw/masters-project>

Next Step

- After approval of the **AC4 form**, the student must coordinate with the examination committee to schedule the defense by submitting the **AC6 form** through the Services System.

AC6 Form: Scheduling Defense Examination

Introduction

The defense stage is an essential step in evaluating the project. It begins by submitting the **AC6 form** through the **Services System** and setting the official project defense date. The request to schedule the defense (**AC6 Form**) must be submitted sufficiently in advance of the proposed defense date to ensure proper organization of the defense procedures.

Overview of Submitting a Request to Schedule the Defense (AC6)

Requirements and Timeline

- All previous forms must be completed.
- The supervisor must be consulted to determine a suitable date that is convenient for all members of the examination committee.
- **Submission Procedure**
 1. The student submits a request to schedule the defense (**AC6 form**) through the **Services System** (At least two weeks prior to the suggested defense date).
 2. The defense day, date, and time must be determined after agreement with the supervisor and examination committee. The request must be submitted sufficiently in advance of the scheduled defense date.
 3. You may select the option to request media coverage during the form submission if desired.
 4. Ensure that the defense will be conducted in person. If a remote defense is requested, a justification must be provided, and approval from the **College of Graduate Studies** must be obtained.
 5. The examination committee members and the Program Director will approve the scheduled date and ensure that it meets the program requirements.
 6. Upon approval, you will receive an official notification, and all relevant parties will be notified.

Notes

- **Defense Preparation:** Prepare the presentation, review the research project, and be ready to address questions.
- **Defense Day:** Present your work confidently and discuss your research with the examination committee.
- **Collaboration with the supervisor** is essential to complete any required revisions and approve the final version.
- Ensure compliance with the specified submission deadlines to avoid delays.
- The **Examination Committee Convenor** manages the defense process and coordinates with the committee members.

Next Step

- Once the defense date is approved, the student must prepare for the defense on the approved date and time.

AC7 Form: Defense Examination Report

Introduction

The **AC7 form** is an essential step in completing the research requirements for graduate students, as it documents the official result of the project defense. This form is submitted by the **Examination Committee Convenor** and includes the committee's comments, recommendations, and the approved final grade for the project course.

Overview of Submitting the Defense Result (AC7)

- **Role of the Committee Convenor:** After the completion of the defense, the Examination Committee Convenor initiates the submission of the **AC7 form** through the **Services System**, including the defense result, key comments, and any required recommendations within **10 working days** from the date of the defense.
- **Detailed Comments:** The members of the Examination Committee provide a report containing the main comments and recommendations.
- **Student Notification:** After the form is submitted, the student receives an official notification through the email indicating the final result.

Next Step

- **Reviewing Comments:**
 - The student must carefully review the committee's comments to understand the required revisions.
- **Grade Posting:**
 - The student's evaluation for the **Project Course (593)** is based on the defense outcome and the Examination Committee Members' assessment of the quality of the project report. The final course grade is assigned, based on the committee's recommendation, according to the approved grading scale.
 - If the student fails the defense on the first attempt, they are allowed to repeat the defense **once only**.

Electronic Services

College of Graduate Studies Website

<https://cgs.ku.edu.kw>

College of Graduate Studies Bylaws

<https://cgs.ku.edu.kw/cgs-by-laws>

Graduate Studies Services System

<https://services.cgs.ku.edu.kw>

Graduate Studies Project Writing Guideline

<https://cgs.ku.edu.kw/masters-project>

Inquiry System

<https://booking.cgs.ku.edu.kw/ar/assistance>