

# Student Travel Guide

Please read the information in this guide carefully. We wish to ensure safe, productive, and enjoyable trip during your travel. This is a general guide and can act as a checklist for your trip.

## 1. Getting started

Please bear in mind in making the right selection of students to participate in a trip abroad; we are selecting ambassadors to represent Qatar University and its values. Thus, conducts and values expected from the students within campus shall too be held abroad. The student will be selected on competitive basis and should:

- Be enrolled, active and registered at time of application for the trip
- Not be holding any academic or behavioral warning
- Have a cumulative GPA not less than 3

The College of Medicine will go through all the applications submitted online to study the student interest in a particular trip, please make sure you have your parents' permission to travel before applying (applicable for undergraduate students only).

- Please note that once you receive approval from the College Student Affairs Committee you may proceed with your trip application process. Proceeding without prior approval from the committee will not be accepted.

## 2. Cost Coverage

After the necessary approvals, a student presenting at a conference either a poster/ oral presentation will receive:

- Registration
- Flight ticket
- Accommodation

The students shall cover any other related travel expenses including visa fees.

### 3. Pre-Departure

#### A. Stay in touch



- Be in continuous communication with the trip supervisor and reply to emails promptly.
- Attend all meetings the trip supervisor might call for.

#### C. Be Alert



- Be fully informed about the trip's mission, the other participating students, accommodation details, flight details etc.



- Familiarize yourself with the city/area around your housing/hotel. Keep a note of the address where you are staying and how to reach it.



- It is always important to note down the address of Qatar's embassy/ your embassy in the country you are visiting in any case of emergency.

- If for any reason you wish to withdraw from the trip, please see section 5 of this guide.

#### D. Travel



- Students must travel and return on the same economy-class flight with other participating students if traveling in a group. Students are not allowed to upgrade their tickets or change the route/ dates

#### B. Sort out Documents



- All your documents must be submitted at least 8 weeks before the date of your trip.
- Submit a copy of a valid passport with minimum 6 months validity, emergency contacts in Qatar, and all required documents on time to [Doc.student@qu.edu.qa](mailto:Doc.student@qu.edu.qa)
- Issue your own visa and update the trip supervisor with the visa issuance only when you receive the visa and not while still under process.
- All the expenses that result from false confirmation of visa approval are to be covered by the student.
- You are responsible for getting your exit permit. Any failure to get the exit permit will hold you liable to bear any trip related expenses that have been incurred. Check Section 6.
- Make photocopies of your passport, ATM cards and other valuable documents. If your documents are lost or stolen, having these photocopies will make the process of getting replacements much easier.

#### E. Family Communication



- Develop a plan with your parents for regular communication; in case of emergency, you will already have a mode of contact established.
- Make sure you have enough mobile credit for the trip. Check how you can activate your phone abroad with your service provider

## 4. During the Trip

### A. Team



- Approach and update your trip advisor for any problem or emergency cases.
- Abide by guidance and decisions made by the trip supervisor.
- Stay with your group in all the activities. If for any reason you were not able to join, always let the trip supervisor aware.
  - In case of free time, always be in groups of two or more and always agree with the other participating students on a meeting point and time.
  - Be always in contact with your trip supervisor. If for any reason, you lost contact with your trip supervisor, directly contact the Assistant Dean of Student Affairs office.

### B. Accommodation



- You must stay in the same accommodation reserved for you by QU.
- You are not allowed to change the accommodation.
- You are not allowed to change the dates of your stay.

### C. Report



Write a day-to-day report on the trip to provide the Assistant Dean for Student Affairs office with a short report upon arrival.

### D. Passport



Keep your original passport in a safe place in your hotel. And only carry the copy with you during your activities.

### E. Schedule



- Be punctual and attend all the events of the trip.
- Stay with the group and abide by the daily schedule.

## 5. Post Arrival

### Report Feedback



- Provide feedback on the trip's strengths and challenges.
- Provide feedback on the trip supervisor's performance.
- You must attend a meeting arranged by the Assistant Dean for Student Affairs office with the Dean to discuss the outcome of the trip.
- Submit your report to the Assistant Dean for Student Affairs office and the information required by the Marketing team within one week after arrival.
- Submit all original receipts of the expenses of your trip to [Doc.student@qu.edu.qa](mailto:Doc.student@qu.edu.qa)

### Share Experience



When asked for, give a presentation, and share your travel experience with other students and faculty.

## 6. Withdrawing from the Trip

- Students who apply for a trip should not withdraw from participating in the trip unless for an emergency cause.
- In case there is no urgent cause, and the student decided not to take part in the trip, a notice should be sent to the Assistant Dean for Student Affairs at least three weeks before the date of the trip and before any trip-related costs have been incurred.
- A written withdrawal notification shall be made by the student directly to the Assistant Dean for Student Affairs office and the trip supervisor.
- In case the withdrawal notification is communicated after any expense is incurred, the student shall bear the amount expensed.

## 7. Exit Permit

- Students who are under the sponsorship of Qatar University, under the sponsorship of their families, or under any other form of sponsorship will have to get a necessary exit permit to travel outside Qatar.
- It is the responsibility of the traveling students to get their own exit permits before their travel date. It is recommended that exit permits be issued at least three days before departure.
- International Students who are under Qatar University's sponsorship must forward their "Exit Permit Request" email to the International Students Section: [internationalstudents@qu.edu.qa](mailto:internationalstudents@qu.edu.qa) one week prior to the travel date.