

## Student Exchange Section

### Terms & Responsibilities for chaperons and chaperons in charge of Student International Travels

The chaperon in charge is the supervisor of the students' trip which will be responsible for the communication with the focal point and the Global Education and Student Exchange (GESE) Programs. Before, during and after the completion of the trip.

A chaperon could be a faculty member of a staff member on a regular employment contract with Qatar University.

#### Responsibilities:

1. Chaperons must:

- **Be** in direct contact with the department/college focal point and GESE Section via email or phone.
  - **Be** in direct contact with the students and keep the Health form with them in case of emergency
  - **Meet** with the students and other chaperons to inform them about the trip logistics.
  - **Be** fully knowledgeable about the trip; mission, participating students, accommodation, duration and all the parties involved in making the trip happen.
  - **Assist** the students in online registration for conferences, seminars, etc. when applicable.
  - **Insure** that all students should travel and return to Doha on the same flight. Unless students have prior approval from their guardian (letter of responsibility), to stay behind and the (GESE) section must be notified as well as college/department (IR) before travel.
  - **Update** the college/department and GESE Section with the arrival to destination and when return to Doha.
  - **Assign** rooms to students and make sure students are settled as per assignment.
  - **Be** accommodated in a separate room at the same accommodation as the students.
- **Take** the immediate appropriate actions in cases of emergency and update (GESE) Section with that.
  - **Keep** track of the all student's daily schedules and organize with the students for meeting points and meeting times.
  - **Accompany** the traveling students on the same flight, and agree on a meeting point and time before departure.
  - **Submit** to the GESE Section all the receipts for the expenses related to the advance payment that he/she received incurred during the trip when applicable. Chaperon should be aware of necessary procedure ( contacted the GESE before travel)
2. All air-tickets provided are through a letter of Purchase (LPO) issued by the HR department. The LPO will be used to do the final booking of the tickets through traveling agency or airlines.
  3. Tickets purchased by students or chaperons without the LPO cannot be reimbursed.
  4. Upgrading of the economic class ticket is not supported by Qatar University.
  5. Chaperon should attend a closing session with the department to evaluate the trip and provide feedback.
  6. All of the above rules are abiding, and any failure to abide by them subjects the chaperon to Qatar University legal procedures.

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**By signing & submitting this document I have read and fully understood the terms stated above.**

**Date:**

**Name:**

**Signature:**