

Student participants in the international student travel at Qatar University

Please read and sign below Rules and responsibilities:

Student must:

1. Provide all requested documents, after being chosen to participate, to the supervisor of the trip or responsible individual R.I
 - a. Copy of Passport (valid for at least six months before the stated deadline)
 - b. Copy if Qatari ID
 - c. Guardian consent
 - d. Health Form.
1. Be in direct communication with the trip supervisors and reply the emails immediately.
2. Inform the trip supervisor if there will be a family member accompanying you (on their own expense).
3. Attend all trainings and meetings when called for by the trip supervisors, focal point or the section of Global Education and Student Exchange (GESE) Programs.
4. Not buy the trip's tickets, bought tickets will not be reimbursed without consultation with the section of GESE programs.
5. Be knowledgeable about trip details; its mission, participants, flight tickets and accommodation through the trip supervisor or the focal point.
6. Issue and pay for the visa (if needed). And inform the trip supervisor by email.
7. Inform the trip supervisor, focal point or the Section of GESE programs in case of cancellation the trip at least two weeks before the travel time. Any cancellation penalty will be the student responsibility unless otherwise justified.
8. Provide necessary receipts to the trip supervisor to be reimbursed when applicable.
9. Attend all events that are organized during the trip and commit to the daily schedule.
10. Stay in the same assigned room by the supervisor. In case of crisis or emergency seek the assistance from the supervisor first.
11. Inform the accompanying chaperon when leaving the hotel or event.
12. Commit to the same ticket (departure/return) with the same dates and time as well as the accommodation, In case the trip is without a chaperon. In case of emergencies that might need a change, you are requested to inform GESE before taking any action.
13. After returning from the trip you must provide the section of GESE programs with your feedback or report about the trip.

By signing this document, I commit to the rules and responsibility mentioned above

Name:

Date:

Signature

Trip title and Dates of travel: