

جامعة قطر
QATAR UNIVERSITY

Welcome Package

By Human Resources Department

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 <p>جامعة قطر QATAR UNIVERSITY</p>	Qatar University
	Joining Qatar University
	Settling In

Qatar University

History

In 1973, having foreseen education as a principle contribution to its expanding society, the Emir of Qatar issued a decree proclaiming the establishment of Qatar's first national College of Education. Among a small population, the college admitted a respectable 57 male and 93 female students in its first year.

After several semesters, rapid development of the country made it necessary to expand upon the College of Education to accommodate new areas of specialization. In 1977, Qatar University was founded with four colleges: Education; Humanities & Social Sciences; Sharia, Law, & Islamic Studies; and Science. In 1980, the College of Engineering was established, followed by the College of Business & Economics in 1985.

At present, Qatar University is comprised of seven colleges:

1. College of Education (COE)
2. College of Arts and Sciences (CAS)
3. College of Sharia and Islamic Studies (Sharia)
4. College of Engineering (Eng)
5. College of Law (Law)
6. College of Business and Economics (COB)
7. College of Pharmacy (COP)

Special departments such as Environmental Sciences are now being added as individual or joint responsibilities between the colleges, allowing for new and important specializations.

Our Vision and Mission

Qatar University is an intellectual and scholarly community characterized by open discussion, the free exchange of ideas, respectful debate, and a commitment to rigorous inquiry.

All members of the University - faculty, staff, and students - are expected to advance the scholarly and social values embodied by the university.

Vision

Qatar University shall be a model national university in the region, recognized for high-quality education and research and for being a leader of economic and social development.

Mission

Qatar University is the national institution of higher education in Qatar. It provides high quality undergraduate and graduate programs that prepare competent graduates, destined to shape the future of Qatar. The university community has diverse and committed faculty who teach and conduct research, which address relevant local and regional challenges, advance knowledge, and contribute actively to the needs and aspirations of society.

Key Performance Areas:

- Prepare competent graduates by providing high quality education
- Conduct quality research that addresses contemporary challenges and advances knowledge
- Identify and meet the needs and aspirations of society
- Provide effective and efficient support and facilities to academic missions and maintain a supportive environment for the university community

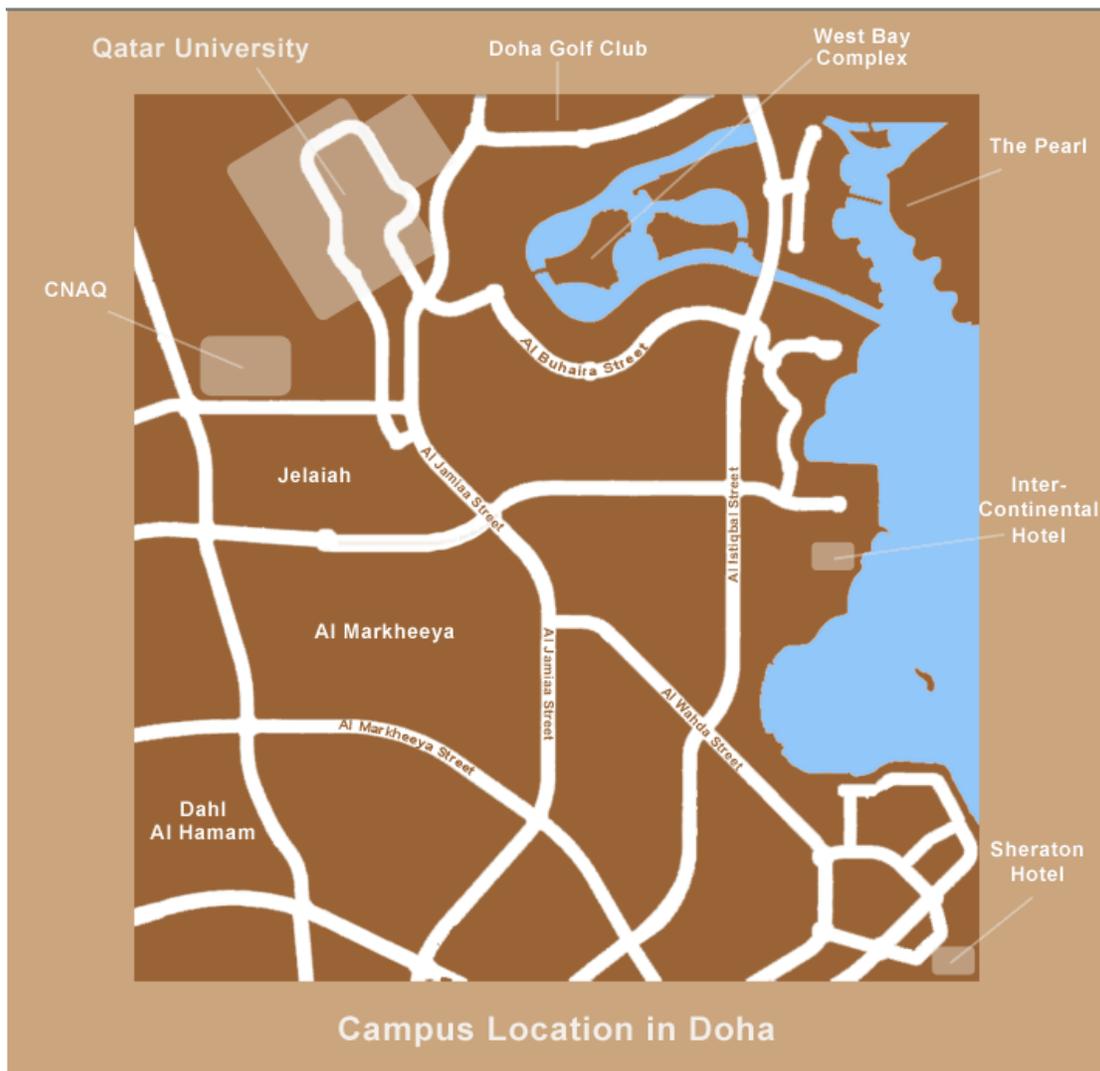
Our Campus

Qatar University is situated on the northern edge of Doha, approximately 16 kilometers from the city center. The location is excellent, and overlooks the coast, the Doha Golf Course and the West Bay Lagoon housing complex on the eastern side. In addition to the main campus, the University has an experimental farm located 65 km north of Doha.

QU's main campus is built on a total area of about 8 square kilometers, with architecture that is distinguished and modern, while reflecting the ideals of traditional Islamic design.

The campus is divided into two adjacent sections, for male and female students. Both the men's and women's campuses have their own lecture halls, laboratories, and learning-support facilities.

QU Map





Qatar University

Joining Qatar University

Settling In

Joining Qatar University

We will make every efforts to ensure that your joining Qatar University to go as smooth as possible. All new joiners which includes local hires or recruited from outside of Qatar will have to go through number of formalities.

Pre-Joining Requirements

HR representative will contact you to facilitate your move to QU. For any clarification, please contact the HR Advisory team.

Medical Examination

All candidates who accepted an offer for employment will undergo a general medical examination to the standards established by QU. QU will bear the cost of this medical examination.

Immigration laws require that anyone seeking residency in Qatar are screened for tuberculosis, HIV and hepatitis B and C. Positive results will disqualify you or any of your family members from residing in Qatar. If you declared medically unfit, your joining will be delayed until you are declared fit, or cancelled, if this does not occur.

Local hired candidates are required to do the same examination after obtaining a letter from QU addressed to the Health Authority in Qatar.

Central Investigation Department (CID) and Police Clearance Certificates (PCC)

The Central Investigation Department and the Police Clearance Certificates are certificates of good conduct. Whether you are local hires or from overseas, these documents are mandatory for the government of Qatar to ensure that those employed do not have criminal record.

Local hires requesting sponsorship transfer to QU should obtain a PCC from their Embassy and from the Central Investigation Department (CID) in Qatar and it is attested by the Ministry of Foreign Affairs in Qatar.

Reference Check

All candidates will undergo reference check as a condition of their employment with QU. Failing to pass this will result in cancellation of the employment offer.

Visas

QU will arrange all visas required for you and your dependants. You will need to inform HR Advisory team whether you will have family with you or not. Those employees entering Qatar on a residency visa who has a residence permit from any of GCC country are advised to cancel prior to your arrival. According to Qatar Immigration law, it is not allowed to maintain dual GCC residence permit.

In order to process your residence visa, the HR Advisory team will need the following documents. You may scanned copies these documents prior to your move but we advise that you bring original copies with you as well.

- A copy of your passport and your dependants' passports, if you are accompanied by your family. All passports must be valid for at least six months and contain at least five blank pages.
- Proof of your highest education qualification
- Police clearance certificate from your home country or any country you have lived in for the past 10 years
- Marriage certificate if accompanied by your family
- Children's birth certificates if accompanied by your family

Travel Arrangements

QU will make flight reservations, on the most direct flight from where you are currently residing to Doha. HR Representative will forward you a copy of e-ticket itinerary and entry visa and ask you to confirm receipt.

Shipping of Personal Effects from Outside Qatar

You will be entitled to reimbursement of un-accompanied air freight shipment of personal effects from your point of origin to Doha, up to the weight specified in your offer of employment. If you need any clarification, please contact the HR Advisory team.

Import Restrictions

All shipments entering Qatar are liable to inspection by customs officials. Certain items are not allowed to be imported into Qatar and will be confiscated if found in any shipments or in accompanied baggage. Depending on the seriousness of the offence, prosecution may also be made. QU will not be responsible for the loss of contraband items, these include:

- Any narcotics
- Alcoholic beverages and food containing alcohol
- Pornographic materials of any kind
- Weapons of any kind of whether real or ornamental
- Radio transmitters of any kind including amplifiers and walkie-talkies
- Statues, figures, objects or images contrary to Islamic codes
- Chemical compounds without formal advance declaration to customs
- Pork or pork products

Pets

If you are planning to bring your pets to Qatar, please inform the HR Advisory team in advance before your arrival. We will require the following documents:

- A copy of your passport
- Expected date of arrival
- Details of pet: species (animal), breed, color, sex, weight, country of origin
- Your animal vaccination record against distemper, hepatitis/adenovirus, parainfluenza, parvovirus and rabies
- A health certificate issued by a reputable vet in your place of origin

On arrival, you are required to present a valid health certificate of your animal to Qatar Customs. Although QU will assist with import of your pets, you will bear all associated costs.

Good veterinary facilities are available in Qatar.

Others

- To drive in Qatar, you will need to bring a valid driver license from your home country, or wherever you are residing
- Once your arrival date has confirmed, a workplace, a telephone, an email and other facilities will be prepared
- Qatar operates a GSM mobile telephone system. If you have a GSM phone, you will be able to use it in Qatar with the appropriate SIM card. Prepaid mobile service through Vodafone and Q-tel are available in Qatar. You can obtain one shortly after your arrival, you only need to provide a copy of your passport and fill in the appropriate form at Vodafone or Q-tel.
- If Qatari currency is available in your country, we advise that you bring about QR 500 (about US\$ 135), if not, you can get cash on your arrival at Doha International Airport
- Once your residence permit has been completed, you will be provided a salary certificate letter to open a bank account. You will need to specify which bank you preferred to use. If you have any questions, please feel free to consult with the HR Advisory team.



Qatar University

Joining Qatar University

Settling In

Settling In

Doha is relatively small and compact city but are growing rapidly. There are wealth of information at QU website. We would like to share with you some information that you can expect in living in Qatar. We hope that you will find this information most useful.

Health Insurance

QU has comprehensive health insurance. After you obtaining your residence permit, you and your eligible family dependants will be provided with an insurance card. On presentation of the card, you can receive treatment at the hospitals and clinics listed in the medical insurance pack. If your family members arrive at a later date, please inform the HR Advisory team so they can obtain health insurance cards for you.

Children Education in Qatar

There are number of good schools in Qatar. Qatar hosts a wide range of community schools including American, French, Indian, Pakistani, Bangladeshi, Norwegian, Filipino, Lebanese, Egyptian, Jordanian, British and Iranian as well as specialist schools, including Choueifat and Montessori.

Nurseries and Pre-Schools

Most schools in Qatar provide a range of nurseries, pre-schools, primary and secondary education. Nurseries accept children from various ages. We suggested that you visit the schools to ensure its meeting your expectations.

Primary and Secondary Schools

Since there is a high demand for good education, you may experience a waiting list for some schools. We suggested that you contact as many schools as possible to get your child's application in before you move to Qatar.

Some schools may require your child to pass an entrance exam; this usually applies to applicants from year six and above.

The exams sat by the children are in an accordance with curriculum which the school follows – GCSEs and A Level (or equivalent exams for the various curriculums).

Higher Education

Qatar invests immensely in higher education. Qatar is the host of internationally recognized colleges and universities. Qatari and non-Qatari students can study at Qatar University and the universities at Education City, they offers a full range of majors. A branch campus of the College of North Atlantic offers certificate and diploma programs in Business, Health Science, Information Technology Engineering. CHN University offers bachelor degrees in Hospitality Management and Tourism Management.

Special Needs Education

Some schools may not accept children with major learning difficulties because their facilities are unable to accommodate special needs. Cedar Tutoring Center is a licensed British curriculum tutoring centre helping primary and secondary school children with special needs.

Currency and Banking

The Qatari Riyal has a fixed exchange rate against the US Dollar. The rate is 3.65 Riyals to a US Dollar. Riyals come in 1, 5, 10, 50, 100 and 500 notes with 25 dirham (quarter of a Riyal) and 50 dirham (half a Riyal) coins.

Doha has a wide range of banks that provide good services such as QNB, Doha Bank, Commercial Bank, HSBC and Standard Chartered. The normal business hours are from 0700 to 1300, Sunday through Thursday. Some banks open in evening and those that have the branches in the major shopping malls also open on Saturday and sometime Friday.

When deciding which bank to join, it is best to visit the branch and ask about their products and services. All local banks will deal with other banks outside of Qatar. Some banks have only a few branches and their locations may not be as convenient to you or it may be difficult to find parking space. ATMs are available in many places including shopping malls, supermarkets and petrol filling stations. Banks will be anxious to provide you with credit cards and ATM cards.

Once you received your residence permit, you will need to open a bank account. We suggest that you carefully review your requirements and make comparison among the banks to ensure it best fits your needs. Once you have chosen, HR Advisory team will provide you with a salary certificate confirming your employment and salary. You will need this letter along with a copy of your passport and/or Qatar ID are required to open an account.

Electricity and Water

Electricity and water are provided by the state operated corporation, 'Kahramaa'. The electric supply operates at 240 volts and 50 Hz. Outlets in Qatar generally accept a plug of three parallel flat pins. To open the Kahramaa account, you will need to make a refundable deposit of QR 2,000 and Qatar ID.

Tap water is safe to drink, but most expatriates drink from the bottled water which you can purchase from the supermarket or have them delivered to your residence in five gallon bottles.

Driving License

Some nationalities can directly exchange their current valid driver license from their home country to Qatar driver license. A temporary driver license may be issued which is valid for three months while waiting for your residence permit. A temporary license can be converted to a full driver license once your residence permit formalities have been completed.

To obtain a temporary driver license, the following documents are required by the employee:

- 4 passport photographs (wearing eye glasses if you need to wear them for driving)
- Your original home country license
- Your original passport for authentication purposes
- QR 150/- temporary driver license application fees

Female drivers will require a letter from their husband (or sponsor) stating that there is no objection for them to drive. QU Immigration will assist you with driver license formalities.

Some nationalities can drive a rental car for a period of seven days if they have a valid driver license from their home country. Before the seven day period is up, you will need to get a temporary driver license that is valid for a period of your visa. Not all nationalities may exchange their country of origin's license. If you come from a country that is not allowed to automatically exchange licenses, you will have to undergo a driving test and a road test. The test is conducted in manual transmission cars and there may be up to four people in the car taking the test with you, each one taking turns to drive.

Driving and Traffic Regulations

Driving is on the right side. The driver and front seat passenger must wear a seatbelt. Qatar has a good traffic system, however, the traffic volume is very high. Doha is fairly small and compact city. You can't really get lost because you will run into desert or sea. However, it may be still difficult to find places that you are looking for.

Doha has a series of ring roads (A, B, C, D and E) and main arterial roads. Once you learn to recognize these, you will find navigations are quite easy. If in doubt, pull over and ask someone. Beware of speed bumps and potholes.

Some advice:

- It is illegal to drive under the influence of alcohol

- It is mandatory to wear seatbelts and not to use mobile phones while driving
- Most roads are covered by speed cameras and limits are strictly adhered to with fines. Roads will have limits posted, if not, assume it is 60km/hr in built areas and 80km/hr otherwise
- Illegal, dangerous parking and jumping red lights will be penalized with fines. Parking tickets should be settled as soon as possible, this can be done through Qatar's e-government website (www.moi.gov.qa).
- While driving, maintain lane discipline, especially at roundabouts, but be aware that others may not do this so you need to constantly check mirrors and blind spots
- Keep all documents – registration card and insurance in the car and always carry your driver license with you

Purchase a Vehicle

If you are planning to purchase a vehicle, you will need to wait until your residence visa is issued. There are lots of second hand cars for sale at qatarliving.com. If you decided to purchase a second hand car, we suggested that you do a car inspection to ensure there won't be any surprises on the car conditions.

It is mandatory to have your vehicle covered by insurance. There are two types of vehicle insurance: third party and comprehensive insurance. A third party insurance covers property damage and injuries to a third party. A comprehensive insurance may cover vehicle, passenger, off-road, dune and outside Qatar driving. You can find a list of insurance companies at Q-tel yellow pages, www.qtel.qa

Purchasing a vehicle in Qatar is a simple process. If you want to purchase from an individual, you will need to do the registration process yourself by going to the Traffic Police Department. The seller and buyer will need to be at the Traffic Police Department. The seller will need to sign a transfer form and there may be outstanding fines to pay.

Vehicle Registration

Your vehicle registration will need to renewed each year. If a vehicle is more than three years old, it will need to go through roadworthiness test or technical inspection test. The test normally take about 20 minutes but there is usually a long wait. If your vehicle does not pass the test, you will be given a certificate specifying the problem(s). You will need to have it fix and bring the vehicle back for free re-test.

Once you have your certificate of roadworthiness, you will go to the Traffic Police Department taking the certificate of roadworthiness, original insurance and the existing registration card. Two things to be aware of: you will pay by ecash card or by the local bank card (no cash accepted) and you will have to pay for any outstanding violations.

Car Accidents

If you are involved in a car accident, the first thing you do is write down the license plate number. Take the pictures of the accidents. Do not move the vehicles. You must call the police on 999 advising them of where the accident occurred and if there are any injuries. The police will arrange for an ambulance, if necessary. You must wait for the police to arrive. The police will assess the situation and make a report. If there is a damage, whether the accident was your fault or not, you will be asked to go to a designated police station where you will need to show your insurance and registration documents. If the accident was your fault, you will have to pay a small fine and, if your car is damaged, you will be given a police report to take it to your insurance company.

Drinking and Driving

Qatar has a strict zero tolerance policy when it comes to drinking and driving. The penalties for drink-driving can include a hefty fine, a jail term and even deportation. If you are involved in an accident and are found to have been drinking, your insurance will be invalidated. If you have had anything at all to drink then get a taxi or a lift: don't take the risk, it just isn't worth it.

Telecommunication

Telecommunication in Qatar are operated by Q-tel and Vodafone. Local and international rates are fairly competitive. Local calls from landline both business and residential are free while long distance and mobile calls from a landline phone are charged. Public pay-phones are not common.

Q-tel regulates all internet traffic and you may find access to certain sites is blocked. The Qatari domain is 'qa' prefixed primarily by the 'com' domain. Q-tel offers a number of packages giving internet access, with subscription dial up, dial up without subscription and the super fast ADSL. Internet Cafes are available around town and pre-paid Internet cards can be bought.

Media

The media is owned by the State of Qatar. Qatar Television Services' main channels are the Koranic channel, and the English channel. Qatar is also the home of Al-Jazeera TV. Launched in 1997, al Jazeera is primarily a news channel, which addresses sensitive issues in the Middle East. In November 2006, the English language, Al Jazeera International was launched.

Qatar runs a local radio service called Qatar Broadcasting Services (QBS) and has programs in English and French. BBC Arabic, Radio France Internationale, Radio Monte Carlo, UAE-based MBC and US-backed Radio Sawa are available on FM in Doha.

There are a number of local newspapers published daily in Arabic (Al-Watan, Al-Rayah, and Al-sharq) and English newspapers (Gulf Times, The Peninsula and Qatar Tribune).

Satellite TV is available in Qatar, you can ask around if you would like to buy your own satellite dish and receiver. Orbit, Show time and ART provide a selection of channels that suit the whole family.

Birth Certificates and Registration

Women must be married to have a baby in Qatar. An unmarried woman trying to deliver in any of the hospitals would run into serious trouble with the authorities. Do not panic, it is possible to get married in Qatar – contact your embassy or consulate for details. New born babies must have their residence visas processed within two months, failure to do so will result in QR 10 per day fine until the visa is issued. The hospital will issue you with the paperwork to obtain a birth certificate, but it is the parent's responsibility to register the birth child with your country's embassy or consulate.

Children

Doha offers plenty to keep children amused; most hotels, shopping malls, restaurants and visitor attractions are safe and child-friendly. It is also easy to find someone to help with childcare, especially if you are living in a compound.

Moving Services

There are several moving companies available in Doha but prices do varies. In this area, the old saying is true: you get what you are paying for. Your best bet is to get a couple of quotes before deciding on a company.

Domestic Help

This is one of the advantages when living in the Middle East to have someone to help you with your household chores. Most of the expat has domestic help. There are agencies that can assist you to find a live-in house made but you need to obtain a no objection letter from your sponsor. The Immigration team can assist you with this.

The advantage of using an agency is that if things do not work out with your maid, the agency will send her back to her home country and provide you with a replacement at no extra cost, as long as this occurs within six weeks of the maid start date. Agencies also arrange all of the visa procedures, which can be daunting if you try to do it on your own.

Tips

Tipping is not as regimented in this part of the world as it has become in Europe and U.S.A. tips are most common in restaurants, averaging 10%, although some establishments automatically add a 10% service charge but this should be stated on the menu.

Getting Around

Driving your own car is the easiest and quickest way of getting around in Doha. If you preferred not to drive, taxis are safe, readily available and relatively inexpensive. The newer blue cars are run by the private taxi service; Karwa which was launched in 2004. The minimum charge is QR 3 and QR 1 per kilometer. Taxis can be hailed or ordered by phone on 44588888. Limousines can also be booked by the hour or for specific journeys.

Bus services are available for most parts of Doha and major towns for a fixed fare rate of QR 2. Buses are air-conditioned and comfortable. They don't always take the most direct route so some journeys can take time but if you don't want the headache of driving, they are a good alternative.

Cars can be rented for short periods or leased for longer periods. Leasing is a good option as you don't have to worry about finding a replacement when it needs serve or going through the annual registration procedure.

Shopping

Doha is a shopper's paradise. Whether you are looking for your everyday needs or for something for a special occasion, you will be spoilt of choices.

Doha has 6 large shopping malls and a number of Hypermarkets:

- **City Centre** is the largest mall with 4 levels of shops, coffee shops, cinemas, bowling, ice skating, entertainment complexes and a supermarket. 'Big name' occupants include Debenhams, Carrefour, Next and many well known regional shops.
- **Landmark Mall** has similar facilities on a single level. Marks & Spencer, BHS and Benetton are some of the internationally recognized brands. For more information, please visit www.landmarkdoha.com
- **Hyatt Plaza** mall includes Starbucks, Jungle Zone, a mini indoor them park for children and many more. For more information, please visit www.hyattplaza.com
- **Villagio**, Qatar's newest shopping mall, gives you the feeling of walking through an Italian village. Located next to Hyatte Plaza, it is a single level mall with a wide selection of brands like Louis Vuitton, Burberry, Gucci, Virgin Mega Store, Boots, cinema, restaurants, Starbucks and many more
- **Royal Plaza** is a stylish shopping mall located in Al Saad and offers 105 boutiques on three retail levels
- **The Mall** is Qatar's first shopping center, has a variety of shops, food store, cinema, restaurants and cafes

All malls have food outlets and ample parking space.

For those that preferred more traditional shopping, Doha has a wonderful traditional Arabic souq. Souq Waqif has traditional shops selling spices, cloth, dates, sweets, antiques, musical instruments and general provisions as well as souvenirs of Qatar and Arabia.

Do's and Don'ts

- **Do** make sure that you drink plenty of water while you are doing any outdoor activities. The effects of dehydration such as dizziness and severe headache can arise quickly
- **Do** dress modestly. Local customs should be respected always covering the knees and shoulders. Swimwear and shorts are fine for the beach or pool but should not be worn in public places. Ladies should avoid uncovered arms and low necklines
- **Do** be aware that most places such as shopping malls, restaurants and cinemas are air-conditioned so even on the hottest day, you may need a jacket and sweater if you are likely to be sitting for a period of time
- **Do** ask permission before take pictures, especially of people. Many people, especially ladies do not like to be photographed. You should not take pictures of policemen or members of the armed forces
- **Do** greet first when entering a gathering or a store by saying 'AsSalaam Alaay kum' which means 'Peace be upon you'
- **Don't** sit in a way that shows the soles of your feet or shoes. This is considered disrespectful.
- **Don't** be afraid to go out at night. Qatar is one of the safest places in the world.
- **Don't** hand over or receive items with your left hand. Only use your right hand
- **Don't** accept the first price you are asked to pay for items you buy in the Souq (market). You should bargain to get the best price
- **Don't** show affection or intimacy (hugging, kissing...etc) in public places between men and women. It is frowned upon
- **Don't** shake hands with the nationals form opposite sex. It is generally viewed unfavorable whether in a business or a social context, unless he/she extends hands first

Useful Telephone Numbers

Airport – general enquires	44656666
Karwa Taxi	44588888
Directory Assistance	180
Police, Fire, Ambulance	999
Speaking Clock	140

Government Hospitals

Hamad Hospital	44392111
Women’s Hospital	44396666
Al Amal Oncology	44397830

Private Hospitals

Al Ahli Hospital	44898888
Al Emadi Hospital	44666009
American Hospital	44421999
Doha Clinic Hospital	44384333

Special Needs Education

The Learning Centre (TLC)	44927888
Cedars Tutoring Centre	44688192
The Qatar Society for Rehabilitation of Special Needs	44663232

Water Suppliers

Al Manhal	44603332
Rayyan Mineral Water Co.	44877664

Useful Arabic Words and Phrases

Phrase in English	Equivalent in Arabic
Peace be upon you (Greetings)	AsSalaam alay kum
And with you be peace (Reply)	Waa lay kum asSalaam
Hello	Marhaba
Hello to you	Hala wallah
Good morning	Sabah al khair
Good morning (Reply)	Sabah al noor
Good evening	Masa al khair
Good evening (Reply)	Masa al noor
By God’s grace	Al hamdulliah
Thank you	Shukran
You’re welcome	Afwan
Goodbye	Ma as salamah
God willing	Insha’ Allah

Special Notes

We hope the information in this document is useful to you. Continuous improvement is very important to us, so please feel free to contact Tia Prang, HR Advisory Manager at +974 4403 3157 on your comments about this document.

We wish you many success in your new job and once again, “Welcome to Qatar University”.