

UCL Qatar

UCL Qatar is a three-way partnership between UCL, Qatar Foundation and Qatar Museums Authority, positioning Qatar as the centre of excellence in Museum Practice in the region and furthering the understanding of Arab and Islamic Archaeology. The UCL Qatar campus builds upon UCL's renowned strengths in Conservation, Museum studies, Librarianship and Archaeology. The arrival of UCL further establishes Qatar as an international centre of excellence in research in Archaeology, Conservation, Cultural Heritage and Museology.

UCL Qatar offers three taught Master's programmes:

- < MA Archaeology of the Arab & Islamic World
- < MA Museum & Gallery Practice
- < MSc Conservation Studies

In addition, UCL will launch two new programmes in 2013:

- < MA Library & Information Studies
- < Diploma in Academic Research & Methods (DARM)

UCL Qatar also provides a number of specialist training courses for staff and mid-career cultural-heritage professionals including Qatar Museums Authority staff.

UCL staff and students have a presence at Qatari museums, archaeological sites and conservation facilities. This distributed approach to UCL Qatar will ensure that its activities take place in the parts of Qatar's developing cultural resources where they can best serve the needs of heritage professionals, researchers and students.

As part of the UCL Qatar Outreach Programme, school children will benefit from cultural heritage teaching and discover more about archaeological and cultural heritage issues.

The UCL Public Lectures, delivering monthly public lectures that are open to all, is a means of engaging the general public in issues of concern related to cultural heritage in Qatar and the wider region.



Location

UCL Qatar is located in the Hamad bin Khalifa University campus at Education City on the outskirts of Doha. Education City is an initiative of Qatar Foundation for Education, Science and Community Development and houses Educational facilities from school age to research level, with branch campuses of some of the world's leading universities present, including: HEC Paris, Carnegie Mellon University, Georgetown University, Weill Cornell Medical College, Northwestern University, Texas A&M University and Virginia Commonwealth University, as well as the Qatar Faculty of Islamic Studies.

We at UCL are proud to be the first British University to open a campus in Qatar. Education City aims to be the centre of educational excellence in the region, instructing students in fields of critical importance to the region. It is also conceived as a forum where Universities share research and forge relationships with businesses and institutions in the public and private sectors.



Quick Facts about | YIYj "

- Qatar is a peninsula, located on the west coast of the Arabian Gulf. The terrain is flat and rocky, covered with sand flats and dunes and some exceptional low-rising limestone outcrops in the north.
- The country is among the states of the Gulf Cooperation Council (GCC), which include Saudi Arabia, Kuwait, Bahrain, the United Arab Emirates and Oman. Qatar has a rich history and was populated as early as 10,000-8,000 BCE. In the middle of the 1st century CE, Pliny the Elder referred to the nomads of the area as the "Catharrei" – an apparent reference to their constant search for water.
- Doha was made capital of the British protectorate of Qatar in 1916, and when the nation gained independence in 1971, Doha remained the capital. Currently, there are an impressive number of museums, forts and galleries which you will have the opportunity to explore during your studies.
- Qatar's economy today is focused on petroleum and natural gas and their related manufacturing and integrative industries. The focus of investment in the private sector is industrial development, education, health, sport and increasingly, tourism. Currently, it is the richest country in the Muslim world.
- The country's population is approximately 1,900,000. The official language is Arabic (although English is widely spoken) and the official religion is Islam. The Emir, His Highness Sheikh Tamim bin Hamad Al Thani, is the ruler of Qatar.

- Today Doha is where over 60% country's population resides and is the countries Economical and Administrative capital.
- Doha has a desert climate with hot summers and mild winters, high humidity levels – especially in the summer months – and sparse rainfall between October and May.
- Qatar has a rich history and the recent rise in tourist and visitor numbers has led to significant investment in creating world class cultural centres.



Pre-departure Information

When to arrive in Qatar

It is recommended that you arrive before the start of term and prior to induction week on 26 August. An ideal time is between 22 and 25 August. There will be a meet-and-greet service available at the airport for your arrival provided that you inform us of your flight number, arrival time and date in advance.

Immigration and Visa processes

Following the acceptance of your offer we will begin to apply for your residence visa. To enter the country initially, you must present a visa letter upon arrival at Doha International Airport (this letter will be sent to you by UCL in advance of your arrival). This will be sufficient for you to enter Qatar.

The second stage of obtaining your student residency visa happens after you have enrolled at UCL Qatar. The process is simple, but may take some time. For this reason, please avoid making travel arrangements in the initial period following your arrival to Qatar (6-8 weeks), as this can influence delays in processing. If you do need to travel urgently, while your residence permit is being processed, please inform us. In order to obtain your visa and have it stamped into your passport, you will be required to undergo a medical checkup which includes a chest x-ray and blood tests. This is compulsory for all Qatar resident permit applications.

Trips for Medical tests will be in groups, organized in conjunction with other Institutions in Qatar Foundation. You must attend and complete your Medical appointment, in order for your resident permit to be processed. We recommend that if possible, you bring documentation showing your blood group as this will speed up the visa process. If you do not know your blood group, it will be possible to obtain this information in Qatar as part of the medical process.

Immigration and Dependents / Visitors

Student's Immigration status does not allow you to bring dependents into Qatar through your visa.

Your family and friends may be able to enter Qatar on a visit / tourist visa, providing that they meet the country's immigration requirements. There are a number of nationalities who can purchase this visa on arrival, see <http://portal.www.gov.qa/wps/portal/homepage> and select 'Tourist Visa'. For nationalities not listed as able to purchase this visa on arrival, please contact the Qatar Embassy in your country of origin.



Financial Information

The currency in Qatar is the Qatari Riyal (QAR); 1 QAR = 100 Dirhams.

Living expenses per month vary according to one's preferences and lifestyle.

Useful Expenditure tips

- Qatar imports a large percentage of its food products, making some items more expensive, if you choose an imported product over its local equivalent. Local fruit, vegetable, fish and bread are quite cheap.
- Many well known clothing brands can be found in malls with high profile brands and labels being a lot more expensive.
- Buses are the main form of public transport and you can reduce your costs if you share rides.
- Electronics, stationery and most household items can be found cheaper in larger supermarkets in malls.
- Entertainment is dependent on individual preference. A large amount of dining choice means that dining out can vary between QAR 30-200.
- Do keep in mind that most cultural activities are free (except perhaps special exhibitions in galleries and museums).

A guide for living expenditure*

(*Please note that the below information is a guide and Living expenses per month can vary according to one's preferences and lifestyle and may be less or more than mentioned)

- Food/ month: QAR 500
- Household and Personal items/ month: QAR 300
- Entertainment/ month: QAR 500
- Transport/ month (by taxi): QAR 200

During Induction Week, presentations and Q&A sessions will provide you with further useful hints and tips; for example, which taxis are cheaper to catch, where to find inexpensive stationery, how to keep within your budget etc.

Mobile phones

It is easy to buy a SIM card with a Qatar number. You can choose to pay-as-you-go with top-up cards or get a monthly plan.

The two networks in Qatar are
Ooredoo: www.ooredoo.com/en
and Vodafone: www.vodafone.qa



Health & wellbeing

Qatar provides a National Healthcare Service for all residents of Qatar, including students. UCL Qatar will assist International students in obtaining a National Health Card which allows access to public emergency, primary and healthcare centres. There are health clinics close by in Education City. If you have specific Health conditions or concerns, please inform the Student Manager.

Health recommendations

- We suggest that all students visit their local Doctor for advice on immunisation requirements, prior to travel to Qatar and any other international travel.
- We also recommend drinking bottled water, which is very cheap and available in all shops in Qatar.

Emergency telephone numbers

- The number for emergencies – fire, police and ambulance in Qatar – is **999**.
- The Worldwide emergency number is **112** on your mobile phone and this will search for any existing network to establish an emergency service for you. This function will operate even if your phone has no SIM card or your keypad is locked.



Packing your suitcase for Qatar

Most regular items that you will require you can purchase in Doha.

Bed Linen will be provided in your accommodation. You can purchase more items from any of the large supermarkets in the malls. We will arrange for trips to the supermarket during the Induction week.

Clothing

In terms of clothing, we recommend that you pack according to the climate, however please note that during the winter months the temperature drops substantially, especially in the evening, but never below 7°C. Although Qatar has a hot climate, most places are air-conditioned so some of the time you may end up feeling quite cold!

Clothing and cultural customs

Visitors and expatriate residents should dress conservatively out of courtesy to the local population and avoid shorts and skirts above the knee or exposing the shoulders, cleavage and stomach. Tight or revealing clothing should be avoided.

Generally, we would advise that you pack the following items:

- Casual/ smart casual items:
Jeans, T-shirts / Shirts; Loose trousers;
Long / Knee length shorts, Skirts /
Dresses, Jumpers, Cardigans, a Light
Jacket
- Pyjamas / clothing for around the house
- Sportswear / Swimwear
- Formal:
Suit or Dress for any formal occasions
- Shoes:
sports, walking, sandals, casual, formal



Electricity

The standard voltage in Qatar is 240 Volts and the plugs accepted are usually the UK-style; three pins arranged in a triangle. If you plan to bring electrical goods with you, adaptor plugs or new plugs can be purchased if required.

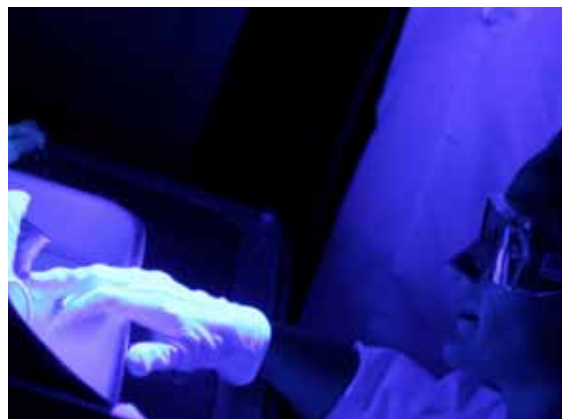
Doha customs

For information related to Qatar customs, please view the Qatar e-government website Hukoomi at: www.gov.qa

Driving License

If you have a valid driving license from your country of origin, you can drive a rental car for a period of 7 days for the period of your visit / tourist visa. Most driving licenses from country of origin may be exchanged for a temporary Qatar driving license, although not while your Residence Permit is being processed.

To obtain a temporary Qatar driving license, you will need to apply in person at the Madinat Khalifa Traffic Department. Please see the Student Manager for more information.



Life in Qatar: culture and customs

Qatar boasts being one of the safest places in the world and is very tolerant towards visitors and tourists.

As a show of respect towards the culture of Qatar, it is expected that visitors and expatriates are courteous and respectful of the rules and traditions of the state in return.

Dress should be conservative, especially during the holy month of Ramadan. Women are not required to cover their hair.

Public displays of affection between men and women are discouraged and behaviour that is considered immoral can result in prosecution.

The national population always wear traditional dress in public. For men this is the Thobe (known in some other parts of the region as a Dishdasha) – a white full length shirt style dress, usually worn with a white headdress called a gutra. The gutra is secured with a thick black cord / rope called an Agal. Women wear a black Abaya which is a loose, long black robe and a headscarf called a Hijab.

It is highly recommended that you exercise discretion when photographing nearby local residents and always ask for permission before doing so.

Alcohol consumption is tightly regulated in Qatar. Driving under the influence of alcohol is a serious offence that could lead to prosecution.

Alcohol is served only in limited places. You should never be drunk openly in public. There is a zero tolerance approach for illegal drugs.

You should always exercise caution on the roads, whether you are the driver, a passenger or a pedestrian. Road accidents are not unusual. Always wear a seatbelt and always check that the road is clear before crossing.

The working week in Qatar is Sunday to Thursday. Friday is the holy day for Muslims.

On Fridays most shops may open slightly later towards noon. Saturday is an additional day off for most people.



The two main religious public holidays are Eid al Fitr and Eid al Adha.

- Eid al Fitr marks the ending of the fasting month of Ramadan, which is the ninth month of the Islamic (Hijri) calendar, and is marked by a three-day celebration when all business is closed.

The Islamic calendar is based on the lunar months. Therefore, the holy month of Ramadan is not fixed and is confirmed with the sighting of the new moon. During this month, Muslims are required to abstain from food, drink, cigarettes and unclean thoughts from dawn until dusk. The breaking of the days fasting after sunset, is called 'Iftar'.

- Eid al Adha is the festival of the sacrifice, commemorating Ibrahim's willingness to sacrifice his son to God. It follows Eid al Fitr by approximately 70 days and is marked by a 4 day celebration. During this time, many Muslims carry out the Hajj – the pilgrimage to Mecca.

- Qatar's National Day is 18 December. A recently introduced holiday, National Sports Day, falls in the second week of February and nationals and residents alike are encouraged to participate in physical activity on this day, to celebrate sport and to create positive awareness about its health and social benefits



Getting started

Arriving in Doha

We will arrange for you to be met at the airport and taken to your accommodation. Please advise us of your arrival details including flight, date and time of arrival. Please also ensure that we have your mobile phone number so that we can get in touch if there are any problems.

Opening a bank account

Most students prefer to open an account with Qatar National Bank (QNB) because it is convenient. We will arrange for a QNB representative to assist you with opening an account here. The QNB campus branch is located in the Recreation Centre. Campus buses go to the Recreation Centre multiple times a day. QNB branches and a large number of ATM'S can also be found in all malls as well as various other places around Doha. To open a bank account you will need a copy of your passport and the entry stamp into Qatar.

Accommodation

There will be single room accommodation (usually in a shared flat with one other student) within the Halls of Residences on the Education City campus. Should there be any maintenance issues, you will be advised of the relevant contacts when you move in. Your accommodation will have a telephone, TV and internet access.

Transport

Buses on campus: There will be a free shuttle-bus to the campus from your accommodation and around the campus (and to the recreation centre) every day and at weekends. A schedule will be published to students when available.

Taxis: The Karwa teal coloured taxis which are very reasonable, meter based taxis and can be found easily around the city and at taxi ranks in malls.



Post

Letters from overseas can be sent to our UCL London office at the address opposite. This is an easy and fast way to receive mail. Post from London is normally delivered to UCL Qatar once a week.

You will be allocated a mailbox, which is in the Basement of the Georgetown Building (where UCL Qatar is based) and locker keys are distributed at the beginning of each Academic year. Locker keys must be returned at the end of your studies, before graduation.

Students are required to pay a deposit of QAR 50 for the key. This will be returned at the end of your degree if no replacement key was requested.

UCL London mail office address for overseas mail (letters only):

(Student Name)
(Name of degree programme) UCL QATAR
UCL Mailroom
Gower Street
London WC1E 6BT

Students can also post directly to UCL Qatar:

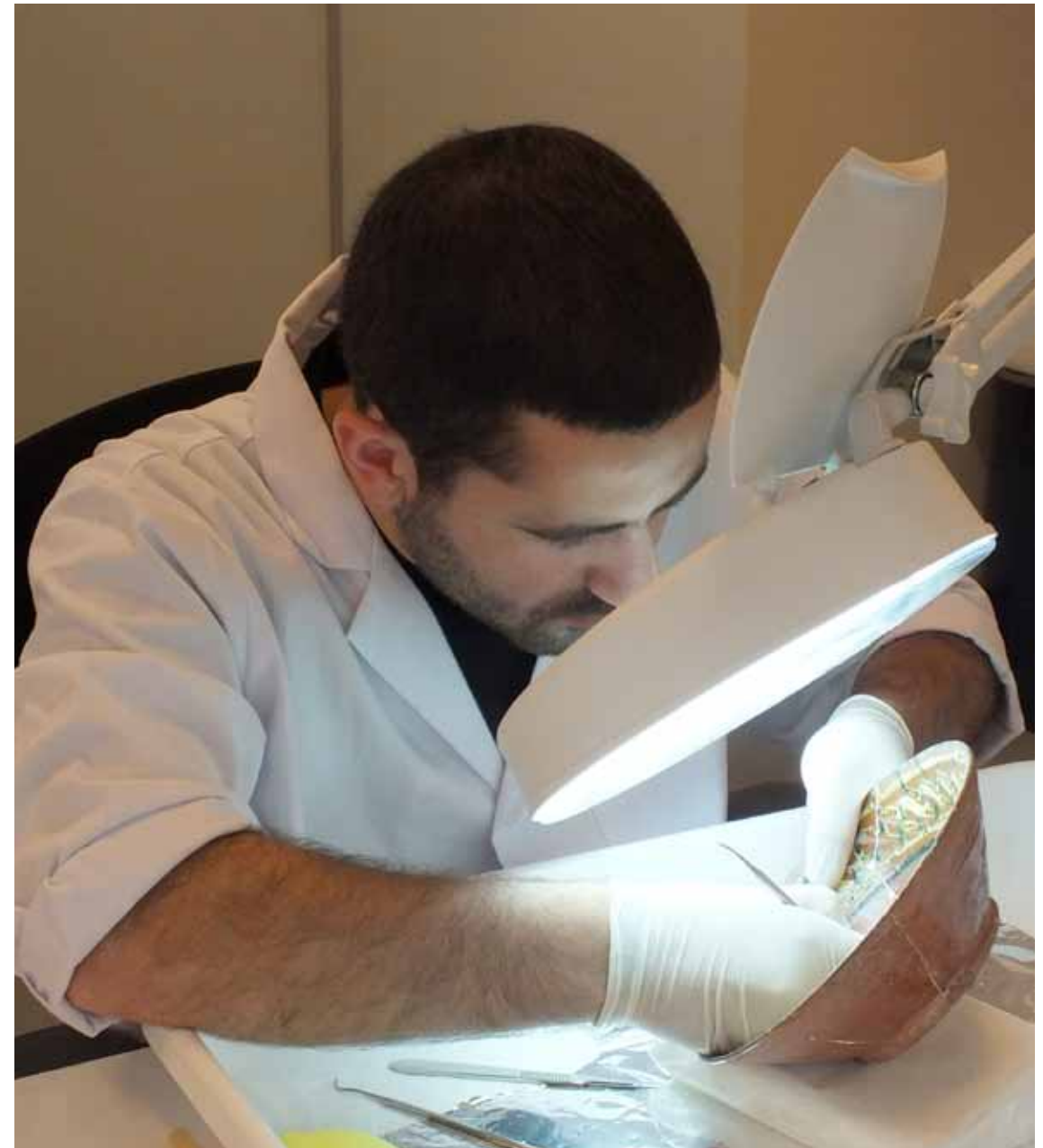
(Name)
Qatar Foundation
c/o UCL Qatar
P.O.Box 25256
Georgetown University Building Hamad bin
Khalifa University Doha, Qatar

Culture shock

Upon your arrival you may experience what is known as “culture shock”. This is generally described as the feelings one experiences after leaving their familiar, home culture to live in another cultural or social environment and is associated with homesickness and a degree of disorientation. This is quite common and perfectly normal, even for the most well travelled and culturally sensitive among us.

It is not something to worry about and you need to remember that it may take a while to adjust to your new environment. If you do feel that you are experiencing a degree of culture shock it is important that you do not keep it to yourself. Speak to your colleagues. Take advantage of the student facilities available in Education City, make friends, engage with the activities during Induction Week and remain in contact with family and friends back home.

Feel free to speak to the Student Manager about your worries and concerns.



Life on Education City campus

The HBKU (Hamad bin Khalifa University) Student Centre

The HBKU Student Centre is located a short walking distance away from where UCL Qatar is based. The Student Centre is the perfect place to meet fellow students from other universities in Education City but it also serves as a place to relax, play sport, hold meetings, dine, watch a film and so on. More details will be made available during Induction Week.

Working while studying

Your student visa prohibits you from working under this Immigration status.

However, you may work part time in casual posts for up to 20 hours per week on campus only. The Student Employment Service, based in the Student Centre, will be able to facilitate this for you. There is a demand for the jobs so securing one is not always a guarantee; however some of our students this year who wanted to work part-time have been successful in doing so. During induction week, we distribute the necessary information on finding a job.

Dining on campus

Education City has many dining options. The Georgetown cafeteria and The HBKU Student Centre alone has a number of cafeterias, coffee shops and restaurants catering for different cuisines. Cafeterias in other University buildings are also available. On average a meal will cost between QAR 15-QAR 25.



Study: Essential Information

Academic Calendar: Key dates

Semester 1	Monday 26 August 2013 –Thursday 12 December 2013
Semester 2	Sunday 12 January 2014 to Thursday 10 April 2014
Reading weeks	6–12 October in Semester 1
	16 –22 February 103 in Semester 2
Placements	27 April 2014–29 May 2014

Please note that a copy of the Academic Calendar will be available during Induction week and available on the MyUCL section of the UCL Qatar website.

Payment of tuition fees

In relation to the payment of tuition fees, please see below Tuition Fee Schedule and Student Finance Policy, UCL Qatar (2013)

UCL Qatar's annual tuition fee covers all elements of course, registration, examinations and reasonable costs associated with student placements. The invoices for tuition fees are provided to the students within the first week of each semester in which students are enrolled. All students are expected to sign the financial undertaking form at induction confirming their liability to pay their fees

Tuition fee payment schedule & structure

UCL Qatar accepts tuition fee payments either in one lump sum, payable at the beginning of the academic year, or in instalments as outlined in the table below:

Degree Program	Total Course Fee	Lump sum payment	Instalment 1	Instalment 2	Instalment 3	Instalment 4
MA Museum & Gallery Practice (full-time) Option 1	QAR 97,350	QAR 97,350 5 Sept 2013				
MA Museum & Gallery Practice (full-time) Option 2	QAR 97,350		QAR 48,675 5 Sept 2013	QAR 48,675 16 Jan 2014		
MA Museum & Gallery Practice (part-time) Option 1	QAR 97,350	QAR 97,350 5 Sept 2013	QAR 48,675 5 Sept 2013	QAR 48,675 4 Sept 2014		
MA Museum & Gallery Practice (part-time) Option 2	QAR 97,350		QAR 48,675 5 Sept 2013	QAR 48,675 4 Sept 2014		
MA Museum & Gallery Practice (part-time) Option 3	QAR 97,350		QAR 24,337.50 5 Sept 2013	QAR 24,337.50 16 Jan 2014	QAR 24,337.50 4 Sept 2014	QAR 24,337.50 15 Jan 2015
MA Archaeology of the Arab & Islamic World Option 1	QAR 123,900	QAR 123,900 5 Sept 2013				
MA Archaeology of the Arab & Islamic World Option 2	QAR 123,900		QAR 97,350 5 Sept 2013	QAR 26,550 4 Sept 2014		
MA Archaeology of the Arab & Islamic World Option 3	QAR 123,900		QAR 48,675 5 Sept 2013	QAR 48,675 16 Jan 2014	QAR 13,275 4 Sept 2014	QAR 13,275 15 Jan 2015

Degree Program	Total Course Fee	Lump sum payment	Instalment 1	Instalment 2	Instalment 3	Instalment 4
MSc Conservation Studies Option 1	QAR 123,900	QAR 123,900 5 Sept 2013				
MSc Conservation Studies Option 2	QAR 123,900		QAR 97,350 5 Sept 2013	QAR 26,550 4 Sept 2014		
MSc Conservation Studies Option 3	QAR 123,900		QAR 48,675 5 Sept 2013	QAR 48,675 16 Jan 2014	QAR 13,275 4 Sept 2014	QAR 13,275 15 Jan 2015



Fee payment

Students can pay by either bank transfer or cheque, payable to 'University College London'.

All payments must be made in Qatari Riyals. Bank transfer information can be obtained from Pooja D'souza, UCL Qatar Finance Accountant: pooja.d'souza@ucl.ac.uk.

Withdrawal Policy

Students will have a one week grace period from the payment due date within which, if they are to withdraw, they would not incur a fee. Any student with an official withdrawal or interruption date after 12 September 2013 within semester one, will be charged 25% of the full course fee due. Students withdrawing or interrupting after the start of semester two, 12 January 2013, will be charged 50% of the full course fee due.

Students withdrawing who are under sponsorship and visa status of Qatar Foundation will lose their student status and the resident permit will be cancelled with immediate effect. Confirmation of a student's withdrawal will also warrant immediate vacating from UCL student accommodation.

Late Payment

Students enrolling at the start of an academic year, who fail to pay either the full tuition fees or first installment by the end of the first week of semester one of classes (5 September) will be Time Limited Enrolled until 26 September. If the fees are not paid within this period all appropriate sanctions will be applied to the student. If a student defaults on any one installment deadline, the student is provided a one week grace period to settle the payment.

Students are required to settle their fee account promptly. If a student is unable to pay they must consult the Student Manager at the earliest opportunity. Extensions may be granted in exceptional circumstances. If a student fails to pay without having been granted an extension, the student is liable to have sanctions applied to deny access to specific services and facilities. Continued non-payment may result in the suspension of their UCL Qatar registration resulting in exclusion from attending classes and using all UCL Qatar facilities. Student visas may also be liable to cancellation. Reinstatement after suspension is not normally permitted during the session in which a student is suspended. If a reinstatement is authorised, however, the student may be liable for a reinstatement fee of QAR 885.

Sponsored Students (QMA or SEC)

Students sponsored by QMA or SEC are expected to provide a financial guarantee letter from their sponsor on or before 26 September in the year they are enrolling.

Disclaimer: The above policy document is applicable for the academic year of 2013-14 only.



Other useful information for students

Enrolment

Enrolment will take place during the Induction week.

Student IDs

All students will be issued with an ID card to be used on campus.

Library Services

Once you have enrolled you will be granted access to the UCL Qatar Library and will be able to obtain books and journals. A Library session is scheduled during the Induction week when you will be shown how to access the information.

IT and Internet Access

During the Induction week there are compulsory sessions on Information Services and specifically our student systems known as 'Portico' and 'Moodle'. You will be using these throughout your studies and it is therefore imperative that you attend these sessions. Once you have enrolled you will be issued with a UCL email address, which should be used for all UCL Qatar related matters. Email is used for communication throughout UCL. Academic and support staff will use your UCL email address and expect you to read and act promptly on all messages sent to you at this address.

Welfare Issues

We appreciate that being a student can be stressful with concerns about your studies and other non-academic related difficulties. The important thing is to keep proactive and seek advice from fellow students / Personal Tutor / Student Manager as early as you can. In addition, advice and guidance can be found on the UCL Student Support pages at www.ucl.ac.uk/support-pages. This page includes advice on various student issues, although some sources and phone numbers are for UK students only. There is also an online peer support group, open only to UCL students.

Academic matters and University Regulations

During Induction week you will be given an Introduction to the UCL Qatar Graduate Handbook, available on the UCL Qatar website.

The Handbook provides essential information regarding the structure of the Degrees, procedures for submitting your coursework, assessment methods, and important assessment regulations and administrative information. Crucially, students are expected to be familiar with the Graduate Handbook and refer to it for guidance on academic matters, in the first instance.

Useful Contact

Rachel Towers – Student Manager (For various student matters, including advice upon maintenance issues in University Accommodation)
 Email:- r.towers@ucl.ac.uk (Preferred method of communication)
 Telephone:- +974 4457 8680 (8am-4pm)
 UCL Qatar
 +974 4457 8680 (office hours)
 Emergency Services 999



UCL QATAR
PO Box 25256
Georgetown Building
Education City
Doha
Qatar
www.ucl.ac.uk/qatar