

Programs on Student Mobility

The higher education ecosystem of Qatar Foundation (QF) is designed to be collaborative and innovative in order to equip students with the necessary skills that they need to succeed in their future careers. The Student Mobility Initiative will be a driving force that aims at providing students with the necessary high impact experiences to achieve this vision, not only through programs between Texas A&M University at Qatar and the main campus, but also in collaboration with other Partner Universities (PU) in Education City (EC). This document presents various programs where faculty can participate in the Student Mobility Initiative, which is one of the High-Five Strategic Initiatives of TAMUQ.

1. Study Abroad faculty-led program:

- a. Objective: the objective of this program is to provide our students with the opportunity to have study abroad experiences led by a TAMUQ faculty (or a TAMUQ faculty in collaboration with a faculty member from other Education City Partner Universities).
- b. Study Abroad Site: the study abroad site should be TAMU main campus if the program is led solely by a TAMUQ faculty, or up to two sites (TAMU main campus and the main campus of the other EC PU participating in this program), where the students should spend at least one week at TAMU main campus.
- c. Duration: the duration of the program is 3-4 weeks in summer or winter (between fall and spring semesters).
- d. Minimum enrollment: a minimum of 5 TAMUQ students need to register for the course, in addition to students from other EC PU (if applicable.)
- e. Number of programs: a maximum of 1 faculty-led program per academic program per calendar year.
- f. Eligibility:
 - i. Faculty: all faculty TAMUQ members are eligible to participate in this program. A maximum of 1 TAMUQ faculty member or one TAMUQ faculty member plus one EC PU faculty collaborator per academic program.
 - ii. Students: students who completed at least one year at TAMUQ with good standing and minimum GPA of 2.25 are eligible to enroll in this program.
- g. Faculty Teaching Load: faculty who participate in this program during summer will receive full teaching credit for a summer course, and faculty who participate in this program during winter will receive full teaching credit for a fall or spring course.
- h. Costs:
 - i. Students: Program Fee (inclusive of airfare, transportation, housing, insurance, excursions and partial faculty cost for TAMUQ faculty member only.)
 - ii. Faculty: None
 - iii. TAMUQ Subsidy: Airfare for TAMUQ students and cost difference between economy and business class ticket for TAMUQ faculty.
- i. Review and Approval Process:
 - i. Associate Dean for Academic and Student Services sends proposal announcement to TAMUQ faculty.

Deadline: August 1 (summer) or January 1 (winter)

- ii. Online proposals, utilizing Engage software, are submitted to DSA (the link to the online form will be shared later.)
Deadline: September 15 (summer) or March 15 (winter)
 - iii. DSA reviews proposals, sets meetings with interested faculty member(s), other EC PU (if applicable), and prices program fee based on a minimum 5 student participation. The deadline below is the cut-off date for the minimum number of students for the program to run.
Deadline: October 15 (summer) or April 15 (winter)
 - iv. DSA provides proposals to each PC. The PC selects up to one proposal (and all required documents) to Associate Dean for Academic and Student Services.
Deadline: November 15 (summer) or May 15 (winter)
 - v. A committee composed of the Associate Dean for Academic and Student Services, Senior Associate Dean for Academic Affairs and Executive Director of Academic Services to review and select the accepted proposals.
Deadline: December 1 (summer) or June 1 (winter)
- j. Roles and Responsibilities:
- i. Faculty
 1. Recruit students to participate in their program.
 2. Coordinate with other EC PU faculty to teach course, if applicable.
 3. Serve as primary chaperone for the program and faculty of record for the course.
 4. Accompany students on all outbound flights to ensure safe arrival to destination.
 5. Lead all local excursions and trouble shoot as needed.
 6. Serve as focal emergency contact for students on the program.
 7. Faculty can elect to extend their stay beyond the program end date with approval from their program chair.
 - ii. DSA
 1. Assist faculty member in the recruitment of students.
 2. House all program applications (program specific and student applicants).
 3. Price the cost of the program based on faculty proposal.
 4. Review student applicants to ensure they meet eligibility requirements.
 5. Booking of flights and all program related logistics.
 6. Collection of program fee from TAMUQ students.
 7. Assist students in providing information on the visa application process.
 8. Co-host information session with TAMUQ faculty member for selected TAMUQ students.
 - iii. Program Chairs
 1. Review and select recommended program.
 2. Determine faculty course load responsibilities.
 3. Coordinate with the Office of Records for course scheduling and classroom/lab space at selected destination site(s).
 4. Coordinate other faculty related personnel matters.

2. Capstone Course Travel Program:

- a. Objective: the objective of this program is to provide our students with the opportunity to travel to main campus with their capstone instructor to present the outcomes of their capstone project to students and faculty on main campus during spring or fall break.
- b. Duration: the duration of the program is one week during spring or fall break.
- c. Costs:
 - i. Students: Program Fee (hotel, transportation, and airfare.)
 - ii. Faculty: None.
 - iii. TAMUQ Subsidy: Airfare for students (who have not traveled on a study abroad, SLEP, ASLE, or TSRE program.)
- d. Review and Approval Process:
 - i. Program Chairs send proposal announcement to TAMUQ faculty.
Deadline: August 1 (fall break) or January 1 (spring break)
 - ii. Faculty announces opportunity to students in their courses.
Deadline: First week of classes (fall and spring break)
 - iii. Faculty provides roster to DSA.
Deadline: 15 September (fall break) and 1 February (spring break)
- e. Roles and Responsibilities:
 - i. Faculty
 1. Recruit students to travel to College Station and provide final roster to DSA.
 2. Liaise with main campus faculty for presentations and logistics.
 3. Serve as primary chaperone for the program and faculty of record for the course.
 4. Accompany students on all outbound flights to ensure safe arrival to destination.
 5. Lead all local excursions and trouble shoot as needed.
 6. Serve as focal emergency contact for students on the program.
 - ii. DSA
 1. Booking of flights, hotel, and transportation between Houston and College Station.
 2. Collection of program fee from TAMUQ students.
 3. Assist students in providing information on the visa application process.
 - iii. Program Chairs
 1. Assist with main campus coordination.
 2. Coordinate other faculty related personnel matters.
 3. Assign faculty members who will lead program.

3. Texas Summer Research Experience Program (TSRE), formerly called REU:

Qatar to Texas

- a. Objective: the objective of this program is to encourage TAMUQ students participate in the TSRE program at main campus.
- b. Duration: 8-10 weeks during summer.
- c. Eligibility:

- i. Students: students who completed at least one year at TAMUQ with good standing and minimum GPA of 2.5 are eligible to enroll in this program.
 - d. Costs:
 - i. Students – visa and reciprocity fees.
 - ii. TAMUQ Subsidy – airfare, housing, utilities, health insurance, and ISFS fee for all accepted and matched students.
 - e. Review and Approval Process:
 - i. DSA sends announcement to TAMUQ students about program.
Deadline: 15 September
 - ii. DSA confirms eligibility and students submit required documents.
Deadline: 15 October
 - iii. DSA provides rosters to PCs.
Deadline: 31 October
 - iv. PCs work with main campus for matching of students.
Deadline: 30 November
 - v. DSA and TSO work with students for remainder of process.
 - f. Roles and Responsibilities:
 - i. Students
 - 1. Submit TSRE Application with accompanying documents (i.e. resume/CV, essays, etc.).
 - ii. DSA
 - 1. Recruit students for program.
 - 2. House all program applications.
 - 3. Maintain and provide roster to PCs and main campus.
 - 4. Booking of flights, hotel, and transportation between Houston and College Station.
 - 5. Provide documents and information to students for their visa applications.
 - iii. Program Chairs
 - 1. Work with main campus to match students with main campus faculty members.

Texas to Qatar

- a. Objective: the objective of this program is to encourage TAMU main campus students participate in a research internship at TAMUQ.
- b. Duration: 8-10 weeks during summer.
- c. Eligibility:
 - i. Determined by College of Engineering/Global Programs.
- d. Costs:
 - i. Students – airfare, Global Program Fee (\$500.00), and personal expenses.
 - ii. TAMUQ Subsidy – housing for all matched and accepted students; \$1,000 for TAMUQ faculty FRA for each student hosted from main campus.
- e. Review and Approval Process
 - i. Global Programs announces opportunity to TAMU students.
 - ii. Global Programs submits completed applications to TSO.
 - iii. TSO sends application packets to DSA.

- iv. DSA recruits faculty members to serve as program hosts.
- v. DSA contacts TAMUQ faculty or Program Chair for matching of students.
- vi. DSA and TSO work with students for remainder of process.
- f. Roles and Responsibilities
 - i. Students
 - 1. Submit application, fee, and accompanying documents to Global Programs.
 - ii. Faculty
 - 1. Submit online request for Faculty Request for Summer Research Intern to DSA (the link to the online form will be shared later.)
 - 2. Work with and mentor student matched during the length of the program (8-10 weeks.)
 - iii. DSA
 - 1. Recruit faculty members to serve as hosts for the program.
 - 2. Match main campus students with TAMUQ faculty for the program.
 - 3. Processing of visa and entry requirements to Qatar.
 - 4. Booking of transportation (from airport to EC) and housing for students.
 - 5. Provide welcome orientation for students upon arrival to Qatar and introduce them to their matched TAMUQ faculty member.

4. Undergraduate Research Scholar (URS) Program:

- a. Objective: the objective of this program is to encourage TAMUQ students to participate in undergraduate research as part of the URS Program. Participating TAMUQ students will be eligible to travel to main campus to attend the Undergraduate Research Scholars Symposium in February/March to present their research outcomes.
- b. Duration: the program lasts for two major semesters. The students will have the opportunity to travel to main campus for one week to attend the Undergraduate Research Scholars Symposium in February/March to present their research outcomes.
- c. Costs:
 - i. Students: Program Fee (hotel, transportation, and airfare.)
 - ii. TAMUQ Subsidy: Airfare for students (who have not traveled on a study abroad, SLEP, ASLE, or TSRE program); \$1,000 for TAMUQ faculty FRA for each student paired by LAUNCH Office.
- d. Review and Approval Process:
 - i. DSA Announces opportunity to TAMUQ students
Deadline: August/September
 - ii. LAUNCH Office collects student information
Deadline: mid-September
 - iii. Faculty/Student Mentoring
Ongoing: Fall/Spring Semesters
 - iv. URS Symposium
Deadline: Late February
- e. Roles and Responsibilities
 - i. LAUNCH Office

1. Recruit students for program.
 2. Houses all program applications.
 3. Work with ASO to determine accepted students.
 4. Matches students with TAMUQ faculty.
 5. Maintains and provides roster of students for DSA and/or TAMUQ.
- ii. DSA
1. Assist in recruiting students for program.
 2. Booking of flights, hotel, and transportation between Houston and College Station for URS Symposium.
 3. Collection of program fee from TAMUQ students.
 4. Provide documents and information to students for their visa applications.
- iii. Faculty
1. Mentor students they are matched with by the LAUNCH Office.