

Skoltech Students Academic Trips

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Frequent Q&A:

1) What is an academic trip?

An academic trip is a trip of a student outside of Moscow or the Moscow region for one or more working days, in order to fulfill tasks prescribed by his/her educational program or for mastering part of the educational program on the territory or by support of a third-party organization of higher education/ in a scientific organization / company.

All academic trips are arranged according to the current [Policy on Student Academic Trips](#). Please, review it thoroughly before you apply for any approval.

2) What types of the academic trips exist at Skoltech?

Detailed information is presented in the current [Policy on Student Academic Trips](#). Please, review it thoroughly before you apply for any approval.

a) **Short-term academic trip** - is a non-credit-related trip of a student outside of Moscow or the Moscow region for a period of 1 up to 29 calendar days to participate in a **scientific event*** (s) and fulfill the tasks prescribed by his/her educational program.

***Scientific event** – is a scientific conference, seminar, workshop, congress, symposium, school of young scientists, summer school, round table, conducting research, consultations on the thesis project.

b) **Long-term academic trip** – is a credit-related trip of a student outside of Moscow or the Moscow region for a period of 1 month up to 4 months (in exceptional cases, up to 1 academic year) to conduct research for the thesis project as part of the educational program in a third-party organization of higher education.

For MSc students, call for proposals for the long-term trips for the Fall Term usually comes in the spring of the previous Academic Year.

c) **Academic trips as part of the Industrial Internship¹** (for 1st Year MSc Students) are possible, but exceptional. ¹**Industrial Internship** is a compulsory element of the Curriculum. You can see [Rules and Timeline](#) for this project in SIS. Academic trips as part of this educational element are possible only if approved and recommended within the specified [rules and process](#).

3) Where can I find related documents, Policies and detailed Guidelines on academic trips?

- Policy on Student Academic Trips: SIS – Resources – Academic Mobility
- Guidelines and instructions on submitting application for an academic trip: SIS – Resources – Academic Mobility
- Guidelines and instructions on submitting reports on an academic trip: SIS – Resources – Academic Mobility
- Other related Policies and Regulations: SIS-Resources – Policies and Guidelines

4) What Policies should I keep in mind when applying for the academic trip?

- Policy on Students Academic Trips
- Scholarship Policy
- Policy on SKOLTECH STUDENT ATTENDANCE AND FULL-TIME STATUS REQUIREMENT
- Skoltech IP Policy

Please, review these documents thoroughly before you apply for any approval.

5) Where can I get financial support for the academic trip?

Detailed information is presented in the current [Policy on Student Academic Trips](#). Please, review it thoroughly before you apply for any approval.

a) **For MSc Students** for the approved academic trip: the Education Office covers the academic mobility stipend (only for long-term trips), visa expenses, as well as travel expenses **listed under point 6) of this document**. CREIs (or other sources) cover: Registration and Student activity fees for long-term trips, Registration fees and other costs related to participation in the proposed event for short-term trips.

b) **For PhD Students** for the approved academic trip, all the expenses are covered by CREI, Research Funds of the Professor, Grants (other sources). It is up to the students and his/her supervisor to decide on the budget source for every trip. The costs can be split between sources as well.

6) What expenses can be covered by Skoltech (paid in advance or reimbursed)?

Detailed information is presented in the current [Policy on Student Academic Trips](#). Please, review it thoroughly before you apply for any approval.

- **Tickets:** round-trip economy with standard baggage.
 - Can be bought by Skoltech after the student receives the visa (if any) within the budget and dates specified in the Student Assignment Form with the help of Skoltech travel services provider only.
 - Can be reimbursed after the academic trip.

[**Note:** if baggage is not included into the ticket price, the standard item can be reimbursed to the student after the academic trip].
- **Visa expenses:** you apply for a visa yourself, pay the necessary fee (s) and apply for reimbursement after the trip.
- **Transfer:** from the accommodation (hotel) to the place of event which is the purpose of the Academic trip, transfer between multiple purposes of Academic trip (if the assignment includes multiple tasks) airport (railway station) and back, in particular, expenses for using a suburban train (including aero express) or taxi (only if no public transportation option is available).
Skoltech can provide only Aeroexpress. Other transfer services can be only reimbursed after the trip
- **Accommodation:**
 - **For Short-term trips:**
 - Hotels can be booked by Skoltech within the budget and dates specified in the Student Assignment Form with the help of Skoltech travel services provider only.
 - Can be reimbursed after the academic trip.
 - **For Long-term trips** – is not covered, replaced by the academic mobility scholarship**.
****Academic mobility scholarship** - shall replace the basic and extra scholarship for Master's students as well as the scholarship for PhD students during the period for which it has been awarded. It is awarded based on the Letter of Financial Conditions from the (see Guidelines in SIS).
As per the Scholarship Policy (point 3.5, 3.6), it is paid on a monthly basis on or before the 5th day of the month, following the month in which the grounds for its awarding arose.
 - **For Academic trips as part of the Industrial Internship¹**– additional monthly stipend is paid based on the official rates for housing provided by the hosting side. Students need to report on the spent amount after returning from the academic trip.

[**Note:** If the actual student's expenses for housing are less than the overall money paid by Skoltech during this period, the student should return the difference to Skoltech].
- **Registration fees, Student activity fees for long-term trips.** Registration fees and other costs related to participation in the proposed event for short-term trips:
 - Pre-paid by Skoltech: send Invoice to Skoltech translated into Russian (if necessary).
 - Reimbursed after you get payment confirmation

7) How registration fees or student fees can be covered?

- Pre-paid by Skoltech: send Invoice to Skoltech translated into Russian (if necessary).
- Reimbursed after you get payment confirmation.

Guidelines and instructions on submitting reports on an academic trip: [SIS – Resources – Academic Mobility](#)

Detailed information is presented in the current [Policy on Student Academic Trips](#). Please, review it thoroughly before you apply for any approval.

8) When can payments (registration fee, tickets, accommodation) be made?

- Only after the Order on assignment of the student to the academic trip is signed.
- Tickets and accommodation can be booked only after the student gets visa (if necessary).

9) If I do not need financial support from Skoltech, should I submit any documents?
Even if you do not need financial support from Skoltech, **you must comply with the Skoltech Policy on [SKOLTECH STUDENT ATTENDANCE AND FULL-TIME STATUS REQUIREMENT](#)** (see SIS-Resources-Policies and Guidelines):

- **You must** get approval from the course instructors and your supervisor, as well as to inform Education Office, if your academic trip is planned for up to 5 working days.
- **You must apply for the academic trip and get the signed Order on assignment to the academic trip, for the trips of 6 days.** You must go through the application and approval process described in the Guidelines for the specific trip (see SIS-Resources-Academic Mobility): MS_ShortTermTrips_Application_Guidelines; MS_Long-Term Academic Mobility Guidelines-General; PhD_ResearchAbroad_Application Guidelines; PhD_ShortTermTrips_Guidelines_Application.

Detailed information is presented in the current [Policy on Student Academic Trips](#). Please, review it thoroughly before you apply for any approval.

10) Who can apply for the academic trip?

a) **Short-term trips and long-term trips:**

- All MS students who have passed Term 1, Term 2 and are in good academic standing (“B” average or better) are eligible to apply.
- All PhD students who are in good academic standing are eligible to apply.

b) **Academic trips as part of the Industrial Internship¹:**

- 1st Year MSc Students who have passed Term 1, Term 2, are in good academic standing (“B” average or better) and have confirmation from the Industrial Partnership Office (Ivan Bogdanov) and the research advisor are eligible to apply.

11) What are the deadlines? When should I apply to get the approval for my academic trip on time?

a) **Short-term trips: THREE WEEKS** prior to any deadline for fee payments (at least a 4-6 weeks prior for any trip involving visa processing)

b) **Long-Term trips:**

- MSc Students: **at least ONE MONTH PRIOR to the academic trip** prior to the expected start of the academic trip
- PhD Students: **FOUR WEEKS** prior to the start of the academic trip and any deadline for fees payments (at least a 4-6 weeks prior for any trip involving visa processing).

Guidelines and instructions on submitting application for an academic trip: [SIS – Resources – Academic Mobility](#).

Your application must comply with the Skoltech Policies(see: SIS-Resources – Policies and Guidelines)on:

- a) *Students Academic Trips*
- b) *Scholarship Policy*
- c) *Policy on SKOLTECH STUDENT ATTENDANCE AND FULL-TIME STATUS REQUIREMENT*
- d) *Skoltech IP Policy*

Please, review these documents thoroughly before you apply for any approval.

12) What is my first step if I want to go for an academic trip?

Regardless of the type of your academic trip***, you should:

- 1) Review guidelines and instructions on submitting application for an academic trip of the specific type
- 2) Review guidelines and instructions on submitting reports on the academic trip

3) Review the current Policies on Students Academic Trips, SKOLTECH STUDENT ATTENDANCE AND FULL-TIME STATUS REQUIREMENT, Scholarship Policy, Skoltech IP Policy

***Detailed information on the types of academic trips is presented in the current [Policy on Student Academic Trips](#). Please, get review it thoroughly before you apply for any approval.

13) How to apply, what documents do I need to apply.

Detailed information is presented in the current [Policy on Student Academic Trips and in Guidelines in SIS-Resources-Academic Mobility](#). Please, review these documents thoroughly before you apply for any approval.

a) **Short-term academic trip:**

➤ MSc Students:

- 1) MSc Student Short-term trip Assignment form.
- 2) Research advisor recommendation.
- 3) Letter of invitation/acceptance from host institution.
- 4) Information on the Event and/or Materials for Presentation: the paper/poster, accepted and going to be presented at the event, with affiliation to Skoltech; program of the scientific event.
- 5) Link to the event.

➤ PhD Students:

- 1) PhD Short-term Trip Assignment Form.
- 2) Letter of Invitation/Acceptance from Host Institution.
- 3) Information on the Event and/or Materials for Presentation.

b) **Long-term academic trip:**

➤ MSc Students:

- 1) MSc Student Long-term trip Assignment form. This DOC form is found in SIS-Resources-Academic Mobility.
- 2) MS thesis proposal (Outline can be found in SIS).
- 3) Research plan for the proposed time abroad.
- 4) Individual study plan (Template can be found in [SIS](#). Refer to [Curriculum Plans](#) for your educational program to fill in the Individual study plan).
- 5) Letter of invitation/acceptance from host institution.
- 6) Collaboration between Skoltech research advisor and host advisor (e-mail sufficient).
- 7) Official information on financial conditions from the host institution.

➤ PhD Students:

- 1) PhD Student Long-term trip Assignment form. This DOC form is found in SIS-Resources-Academic Mobility.
- 2) Signed Individual study plan.
- 3) Letter of invitation/acceptance from host institution.
- 4) Collaboration between Skoltech research advisor and host advisor (e-mail sufficient).
- 5) Official information on financial conditions from the host institution

14) What dates should I choose for the academic trip? Is it permitted to leave/come back earlier or later?

It is permitted to **arrive** to the place of the event **one day earlier than the start date of the event** and **depart one day later than the end date of the event**. If the dates of arrival and departure are more than what indicated before, please provide a written justification for that.

[Note: [Academic Calendar for PhD students](#) for 2017/2018 is approved by the President of Skoltech. The vacation days are clearly defined in the Academic Calendar.]

15) What do I do after I have submitted all the necessary documents? What are the steps in the approval process?

Detailed information is presented in [Guidelines in SIS-Resources-Academic Mobility](#). Please, review it thoroughly before you apply for any approval.

➤ **Once you have submitted the above listed documents, the following steps should be completed:**

[Step 1: Education Office reviews the documents and asks to make changes if necessary.]

Step 2: Research Advisor (for MSc students) / Supervisor (for PhD students) signs the Assignment form – **Student should get this signature.**

Step 3: Budget Holder signs the Assignment form – **Student should get this signature.**

[**Note:** If budgeted from Grant – Grant Manager should be added - **Student should get this signature**]

Step 4: Student brings the signed originals to the Education Office.

[Step X (for long-term academic trips): SKOLTECH AND A HOSTING INSTITUTION SIGN A COLLABORATION AGREEMENT

Step 5: Head of the Department of Education (for MSc students) / Head of PhD signs the Order.

Step 6: Advisor to the President for Science (for MSc students for short-term trips) approves the Order.

Step 7: Associate Provost, Dean of Education signs the Order.]

Step 8: Student signs the Order be busy with your visa processes.

- **It is important** that **your visa should be ready by the start date of the academic trip as per your application document** (Assignment Form).
- After it, you can ask Skoltech to buy tickets, book hotel, pay registration fees, etcetera.

16) How are fee payments travel support organized if they are paid directly by Skoltech (registration fees, tickets, accommodation, transfers).

All the payments can be made after the Order is signed (booking tickets is possible when submitting application).

- a) Registration fee: send Invoice to Skoltech translated into Russian (if necessary) to the responsible Specialist by e-mail.
- b) Tickets: send the flight details to the responsible Specialist by e-mail (airports names, dates and time for departure and landing, numbers of flights). These can be photos, print screens, web-links, and text.
- c) Accommodation: send the details to the responsible Specialist by e-mail (hotels names, addresses). These can be photos, print screens, web-links, and text.
- d) Transfers: send the details to the responsible Specialist by e-mail (if necessary).

[Detailed information is in point 6\) of this document.](#)

17) Can Skoltech cover per-diems and food?

As per the current **Policy on Student Academic Trips**, there are **no** per-diems for students. Skoltech does not cover food.

[**Note:** breakfast can be included into the room price as part of the accommodation costs if it is not itemized separately].

18) Should I pay for all the necessary expenses myself, or will Skoltech buy everything in advance?

- [See point 6\) of this document.](#)

19) What do I do after the trip?

All approved students are required to submit both educational (scientific results, certificates, posters, et cetera) and expense reports (guidelines can be found in the file “ACADEMIC MOBILITY EXPENSE REPORT – GUIDELINES” in SIS-Resources-Academic Mobility – Reporting – Expense Report) to the Education Office and Financial Department **within 5 days of returning**. Failure to do so will result in disciplinary action and possible cancellation of scholarship for limited period of time (to cover equivalent of expenses, rounded by month).

*Detailed information is presented in the current **Policy on Student Academic Trips**. Please, review it thoroughly before you apply for any approval.*

20) How can I get reimbursement of my expenses?

You submit the expense report (guidelines can be found in the file “ACADEMIC MOBILITY EXPENSE REPORT – GUIDELINES” in SIS-Resources-Academic Mobility – Reporting – Expense Report) to the Education Office and Financial Department:

- Visa and registration fees expenses can be reimbursed after you get payment confirmation and signed Order.
- Tickets, accommodation, transfer are reimbursed after your return after submitting the reports.

Detailed information is presented in the current [Policy on Student Academic Trips](#). Please, review it thoroughly before you apply for any approval.