MS STUDENTS – ACADEMIC MOBILITY TRIPS (LONG-TERM TRIPS)

The Education Office is pleased to announce **a grant competition for international long-term academic mobility trips** for MSc students, as part of the educational program at Skoltech.

As a component of the application process, students must develop a comprehensive research plan jointly with their research advisor clearly stating research tasks, objectives and timeline for the proposed time abroad, clear justification for doing the proposed research plan (and any courses) at the host institution and how this fits into the students overall MS Thesis research and education plan.

IT IS EXTREMELY IMPORTANT: Even if you do not need financial support from Skoltech, you have to comply with the Skoltech Policy on SKOLTECH STUDENT ATTENDANCE AND FULL-TIME STATUS REQUIREMENT **and Policy on Students Academic Trips (see SIS-Resources-Policies and Guidelines):**

Eligibility:

1) All students who are in good academic standing ("B" average or better) are eligible to apply.
    a. **1ˢᵗ Year students** can apply for a long term trip starting in Fall of the 2ⁿᵈ year of their MSc program (and later*****). The deadline for submitting applications is **at least ONE MONTH PRIOR to the academic trip.**
    b. **2ⁿᵈ Year students** can apply for a long term trip and submit their applications **at least ONE MONTH PRIOR to the academic trip***
        *NOTE: Regardless of the start date, all students must return to Skoltech by the end of April of the final term.

2) Students will be required to have a Skoltech research (thesis) advisor and approved MS thesis project.
3) Students must go for a minimum of one term (2 months), but can be abroad up to two terms (4 months). Anything longer is highly exceptional and there must be overwhelming justification.
4) Students should primarily be engaged in research (although courses can also be proposed) at a global top university.
5) The amount of credits for transfer and accumulation should be equivalent to the amount specified by the curriculum in accordance with the Skoltech's educational program.
6) Students can apply for study or research at the world's top universities (Top List of 200 Institutions of the World University Ranking can be found here) and Memorandum of Understanding signed Universities. It is up to the students and their research advisors to identify a host institution. If an advisor has an established collaboration with a lab/university not in this list, this option can also be considered, but should be addressed in the advisor's recommendation.
7) Students are only funded once for international long-term academic mobility trips.

Logistics and Expenses: [**Note:** the below process describes any trips that involves Education funds. If a student is funded by the CREI entirely, then they determine their own ways of funding.]

For all approved students, EDU will cover visa-related expenses, additional insurance costs (if required), flight expenses (1 round-trip economy ticket) and any necessary academic mobility scholarship (if necessary documentation is provided) for the duration of the approved program overseas. The budget for travel expenses should not exceed the limit estimated by the Policy on Students' Academic Trips.
CREI or Research Funds should cover any associated bench/tuition/participation fees.

Process: The selection process for long-term academic mobility trips is competitive and the number of slots is limited. The Education Office will process and make final determinations on approval, in consultation with program coordinators. Depending upon the outcome of this wave of applicants, there may or may not be a subsequent round (also dependent upon funding).

Timeline: Students should submit initial applications for long-term academic mobility (Part 1) to education@skoltech.ru (with "with "Long-Term Academic Mobility - 2018 (YOUR NAME)" in the subject line). Selection is usually to be finalized within THREE WEEKS after receiving the application. Selected students will be then requested to submit their full applications (Part 2). The finalists will be awarded Skoltech grants to support their long-term academic mobility trips.
Note: Take into account that **visa processing** can take from FOUR weeks up to SEVERAL MONTHS.

Reporting: All approved students are required to submit both **Academic** (scientific results, certificates, posters, et cetera) and **Expense reports** (guidelines can be found in the file "Academic Mobility Expense Report – Guidelines") to the Education Office and Financial Department **within 5 days of returning**. Failure to do so will result in disciplinary action upon a decision of the Disciplinary Board for violation of the Skoltech Policy on Student Academic Trips.

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It is important: the factual dates of your academic trip and related expenses should match the dates and budget limits specified in the Order.

Review the following documents in SIS thoroughly before you apply for any approval:

1) MS_Long-Term Academic Mobility Guidelines-General
2) Academic Mobility Q+A and Academic Mobility Expense Report – Guidelines
3) Policy on Students Academic Trips
4) Scholarship Policy

In order to apply, a student must submit the following (in full):

PART 1:

1. **MS thesis proposal and the detailed research plan and timeline**.
   a) The proposal (requirements are described here) should include the long-term academic mobility trip and make the case of why it is essential to the overall project.
   b) In addition, develop a **comprehensive research plan** jointly with the research advisor clearly stating research tasks and objectives **for the proposed time abroad**, <u>clear justification for doing the proposed research plan (and any courses) at the host institution and how this fits into the students overall MS Thesis research and education plan</u>.
2. **Individual study plan**. Complete the study plan, showing how the degree requirements will be satisfied, including the long-term academic mobility period. (Template can be found in SIS. Refer to Curriculum Plans for your educational program to fill in the Individual study plan). This plan needs to be confirmed by the student's research (thesis) advisor.
3. **Letter of invitation/acceptance from host institution**. This should be from the inviting faculty member (or lab), specifically referencing the invited student and the terms of the invitation (dates, what is provided, etc.).
4. **Collaboration between Skoltech research advisor and host advisor**. An email/letter from the Skoltech research advisor, which briefly confirms what level of collaboration and regular communication there is/will be between the advisors, as well as with the student.

PART 2:

1. **MSc Student Long-term trip Assignment form.** This DOC form is found in SIS-Resources-Academic Mobility. It should be filled in and sent to the Education Office in DOC format.

2. **Official information on financial conditions**. The academic mobility scholarship is the average monthly cost for a graduate student at the host institution. It is necessary to obtain an official letter from the host university's International Student Office (or equivalent) showing a line item breakdown of average costs (rent, living, etc., but not fees). This information is often found on the website of the host institution, but it must be submitted in an official letter (on letterhead, with signature and ideally with stamp). This can be provided by the ISO (or equivalent) or by the host faculty/lab. The letter should be submitted with all the other documents as part of the application.

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

*[**Step 1**: Education Office reviews the documents and informs you about the decision asking to make changes if necessary.]*
Step 2: Research Advisor 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 5**: SKOLTECH AND A HOSTING INSTITUTION SIGN A COLLABORATION AGREEMENT*
***Step 6:** Head of the Department of Education signs the Order.*
***Step 7:** Associate Provost, Dean of Education signs the Order.]*
Step 8: Student signs the Order