

MS STUDENTS – SHORT-TERM (NON-CREDIT) TRIPS (CONFERENCES, ETC.)

Skoltech is pleased to support and enable short-term educational opportunities as part of the educational experience for Master's students. Skoltech can support international activities of students at the world's top conferences/congresses, symposiums, scientific seminars, workshops, schools of "young scientists," et cetera. It is up to the students and their supervising research advisors to identify the opportunity (and host institution/organization), as well as obtain the necessary approval on the host side, including an official letter of invitation (as well as cover any associated participation/other fees).

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](#) (see [SIS-Resources-Policies and Guidelines](#)):

- **If your academic trip is planned for up to 5 working days, you must get approval from [the course instructors and your research advisor](#), as well as to inform Education Office.**
- **[For longer trips, you have to go through the full process described below and submit your application at least ONE WEEK PRIOR to the academic trip \(see \[Timeline\]\(#\) below\).](#)**

Eligibility:

- 1) All MS students who have passed Term 1, Term 2 and are in good academic standing ("B" average or better) are eligible to apply.
- 2) Students will be required to have a Skoltech research (thesis) advisor and his/her approval.
- 3) **The student should be an active and contributing participant of the event/opportunity. Participation in scientific events requires a full-time presentation with a paper or a poster.** The event/opportunity should be at a high level. Contributed materials should be considered by the world's reputable publishing databases (Scopus, Web of Science, etc.) or it should be held at the one of the world's leading institutions (Top List of 200 Institutions of the World University Ranking can be found [here](#)) or otherwise be considered a major event. If the 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.
- 4) Overall funding is limited. Not every application will be accepted.

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 approved trips, EDU will cover: approved travel expenses (round-trip economy), approved reasonable accommodation expenses, as well as any visa-related costs (as per policy). CREI or Research Funds should cover: fees or other costs related to participation in the proposed event.

It is important: [Tickets can be bought only after you get visa \(if necessary\).](#)

Process: The selection process for this opportunity 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.

Timeline: Students should submit applications for these short-term opportunities **no later than THREE WEEKS prior to any deadline for fees payments** (at least a **4-6 weeks prior for any trip involving visa processing**).

All the payments including travel and visa expenses, as well as fee payments can be made after the Order is signed.

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.

It is important: [The factual dates of your academic trip and related expenses should be within the frames and limits specified in the Order.](#)

Please, review the following documents thoroughly before you apply for any approval:

- 1) [Policy on Students Academic Trips](#)
- 2) [Scholarship Policy](#)
- 3) [SKOLTECH STUDENT ATTENDANCE AND FULL-TIME STATUS REQUIREMENT](#)
- 4) [ACADEMIC MOBILITY EXPENSE REPORT – GUIDELINES](#)

In order to apply, a student must submit the following (in full) to education@skoltech.ru (with “Short-Term Trip – (YOUR NAME) (NAME OF EVENT)” in the subject line):

- 1) **MSc Student Short-term trip Assignment form.** This DOC form is found in SIS-Resources-Academic Mobility. Please note that the form requires a motivation/justification statement, explaining how this proposed opportunity specifically contributes to the student’s overall educational experience and path. This is not optional.
- 2) **Research advisor recommendation.** The research (thesis) advisor should write a recommendation email specifically referencing the proposed activity and how it specifically benefits the student’s educational path.
- 3) **Letter of invitation/acceptance from host institution.** This should be from the inviting institution/organization specifically referencing the invited student and the terms of the invitation (dates, what is provided, etc.).
- 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.**

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 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: Head of the Department of Education signs the Order.

Step 6: Advisor to the President for Science approves the Order.

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

Step 8: Student signs the Order