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

Skoltech is pleased to support and enable **international long-term academic mobility trips**, as part of the educational program at Skoltech for PhD students.

It is up to the students and their supervisors 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, official information on financial conditions.

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 have an approved research plan are eligible to apply and can submit their applications **at least ONE MONTH PRIOR to the academic trip***

   * NOTE: despite the start of the academic trip, all graduating students must be at Skoltech through May-June and September-October of the final Academic Year.

2) Students must go for a minimum of one month but can be abroad up to 12 months. Anything longer is highly exceptional and there must be overwhelming justification.
3) Students should primarily be engaged in research (although courses can also be proposed) at a global top university.
4) The amount of credits for transfer and accumulation should be equivalent to the amount specified by the Skoltech's educational program.
5) 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 a supervisor has an established collaboration with a lab/university not in this list, this option can also be considered, but should be addressed in the supervisor's recommendation.

Logistics and Expenses: For approved trips, Skoltech CREI / Research Funds of the Skoltech's Supervisor / other sources will cover approved travel expenses (round-trip economy), visa-related expenses, flight expenses (1 round-trip economy ticket), any associated bench/tuition/participation fees 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.

Timeline: Students should submit initial applications for long-term academic mobility (Part 1) to education@skoltech.ru (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 financial support for 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.
It is important: The factual dates of your academic trip and related expenses should match with the dates 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

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

PART 1:

1. **Individual study plan**. Complete the study plan, showing how the degree requirements will be satisfied, including the long-term academic mobility trip period. This plan needs to be confirmed by the student's supervisor and accepted by the Head of PhD.
2. **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.).
3. **Collaboration between Skoltech supervisor and host supervisor**. An email/letter from the Skoltech supervisor, which briefly confirms what level of collaboration and regular communication there is/will be between the supervisors, as well as with the student.

PART 2:

1. **PhD Student Long-term trip Assignment form.** This DOC form is found in SIS-Resources-Academic Mobility.
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. Please, see the example attached. 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: Supervisor 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 PhD signs the Order.

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

Step 8: Student signs the Order

Step 9: Student confirms that he/she is acknowledged with the Collaboration Agreement