PHD 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 PhD 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 research 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. All the associated costs and fees are covered by Skoltech CREI/Faculty Research Funds.

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 are recommended to get approval from the course instructors and your supervisor, 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).**

Logistics and Expenses: For approved trips, Skoltech CREI or Research Funds of the Skoltech's Supervisor will cover approved travel expenses (round-trip economy), approved reasonable accommodation expenses, visa-related costs (as per policy), as well as fees and/or other costs related to participation in the proposed event.

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

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) and no later than **TWO WEEKS before the start of the trip**.

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 "PhD-Short-Term Trip – (YOUR NAME) (NAME OF EVENT)" in the subject line):

1) **PhD 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) **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.).

3) **Information on the Event and/or Materials for Presentation.**
This can be:
- the paper/poster, accepted and going to be presented at the event, with affiliation to Skoltech;
- program of the scientific event;
- research plan, which is going to be conducted at the hosting institution.

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:** Head of PhD signs the Order.*

Step 6: Associate Provost, Dean of Education signs the Order.]

Step 7: Student signs the Order