PhD Student Handbook

2021

Skoltech

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About the Handbook

This handbook provides an overview of the most important information regarding the regulations and practical aspects of doctoral education at Skoltech.
The handbook is intended as a tool to navigate PhD students within the doctoral study process, from the very beginning of the study to the public defense. For detailed guidance please turn to the official policies and regulations, adopted by the Institute.
The handbook is not aimed to reproduce the contents of official documents.

Doctoral Programs Overview

Skoltech Doctor of Philosophy (PhD) degree programs include a set of learning objectives, general principles, and mandatory components that are common across all academic fields of doctoral study at the Institute, together with flexibility to accommodate the distinctive characteristics and requirements of each of Skoltech doctoral programs.

The design of the Skoltech doctoral program takes into consideration the Federal requirements and combines Skoltech Learning Outcomes Framework.

Skoltech allows its PhD students studying full-time for 4 years to earn a PhD degree by completing a Skoltech doctoral program and defending a PhD thesis.

The Skoltech PhD degree is conferred based on the PhD Defense Jury's decision and follows the candidate`s PhD thesis defense. The degrees are awarded in the fields of knowledge determined by Skoltech and are directly linked to the relevant doctoral programs. There are currently seven doctoral programs available at Skoltech.
All have state license and accreditation. Nevertheless, the Skoltech PhD degree is not equal to Russian candidate of science.

Computational and Data Science and Engineering

Engineering Systems

Life Sciences

Materials Science and Engineering

Mathematics and Mechanics

Petroleum Engineering

Physics

International Accreditation of Doctoral Programs

The following Skoltech PhD programs have received full five-year accreditation in accordance with European Standards and Guidelines and official international recognition:

- Life Sciences
- Materials Science and Engineering
- Computational and Data Science and Engineering

It is planed that the other Skoltech PhD programs will also get international accreditation.

The accreditation certificates were issued by the High Council for Evaluation of Research and Higher Education (Hcéres), a French educational evaluator with global recognition. It is an independent educational authority tasked with evaluation of higher education institutions and research bodies.

Useful links

About PhD
PhD Programs
Skoltech Learning Outcomes Framework

Double PhD Degree

One of the opportunities offered to Skoltech doctoral students is a Double PhD Degree. This form of collaboration is designed to let a PhD student conduct research, get co-supervision and finally receive two degrees from both Skoltech and a partner university, preparing and defending only one thesis. Each case of a Double PhD Degree is discussed individually and formalized as a joint supervision agreement, also known as a Cotutelle.

Key advantages:

+ two degrees as the result of a joint research project and one PhD thesis
+ partner's expertise and access to research facilities
+ shared funding

Any Skoltech PhD student who meets the general requirements described on the web page ↗ and whose research project is supported by the co-supervisors at Skoltech and a partner university can benefit from a Double PhD Degree program.

It is recommended to initiate the discussion of a Cotutelle before the start of the program or in its early stage and have the agreement finalized within the first year of PhD studies. Main steps are described in the Double PhD Degree (Cotutelle) Guideline ↗.

Useful links

Double PhD Degree Page
Double PhD Degree (Cotutelle) Guideline

Regulations & Policies

The Skoltech PhD students are responsible for understanding and following the policies and procedures:

- Skoltech Policy on PhD Program
- Skoltech PhD Thesis Defense Policy
- Policy on Graduate Educational Programs of the Skolkovo Institute of Science and Technology
- Skoltech Learning Outcomes Framework
- Student Internal Regulations of the Skolkovo Institute of Science and Technology
- Regulations on Skoltech Student Attendance and Full-Time Status Requirement
- Regulations on Academic Performance of Students Regulations on Ongoing and Final Discipline Assessment
- Grading and ECTS Credit System Regulations
- Student Academic Integrity Regulations
- Code of Ethics
- Policy on Disciplinary Board of the Skolkovo Institute of Science and Technology: Composition and Regulations
- Policy on Student Scholarships and other Benefits
- Other policies (available at the link below)

Useful links

Skoltech Policy on PhD Program
Skoltech PhD Thesis Defense Policy
Other Policies and Regulations

Degree Requirements

The doctoral program has a scope of 4 years full-time study and includes compulsory coursework and research work with a scope of 240 ECTS credits (credits) minimum.
The PhD student may, however, complete the program earlier than the nominally expected duration of 4 years, so long as all requirements set by the particular doctoral program are satisfied.

The research work constitutes the largest part of the doctoral study and comprises 192 credits. It is expected that the PhD student starts his/her thesis research at Skoltech immediately after the start of the program and devotes to it most of his/her time within the doctoral study.

Skoltech provides a lot of opportunities, having more than 40 laboratories with state-of-the-art equipment for research and educational activities. Skoltech also gives a unique opportunity for conducting scientific laboratory experiments and research at the Skoltech Research Facilities Center which includes several core facilities:

+ Advanced Imaging core facility
+ Advanced Mass Spectrometry core facility
+ BioImaging and Spectroscopy core facility
+ FabLab and Machine Shop shared facility
+ Genomic core facility

The research results are probed in publications and conference presentations. The research progress is reported during the Annual Progress Review. The research work during the doctoral studies results in a PhD thesis.

Useful links

Skoltech Policy on PhD Program
Research at Skoltech

Publications and Conferences Requirements

A PhD student is expected to meet the publication and conference requirements as set in the "Skoltech PhD Thesis Defense Policy".

The recommended Skoltech-wide minimum publication and conference requirements toward PhD degree include:

+ at least 2 papers affiliated with Skoltech in journals indexed in Web of Science/ Scopus
+ at least 2 conference presentations

The current publication requirements set by each doctoral program are described in Table 1.

Useful links

Skoltech PhD Thesis Defense Policy
Publication and Conference Requirements on Skoltech Website

Table 1. Publication and conference requirements

Doctoral program	Publications	Presentations at Reputable Conferences
Mathematics and Mechanics	2 papers in WoS indexed journals	2
Physics	2 papers in WoS indexed journals	2
Materials Science and Engineering	2 papers in WoS indexed journals	2
Life Sciences	2 papers in WoS indexed journals; Impact Factor (IF) > 2; at least one first/shared first/corresponding author publication. No review papers.	2
Computational and Data Science and Engineering	3 peer-reviewed publications, of which two appear in WoS Scopus indexed journals/conference proceedings. At least two publications in: (i) Q1/ Q2 journals (in Scimago) in the corresponding fields or journals with IF > 2, or (ii) conference proceedings having a CORE rating of A/A*; one (out of two) first/shared first/ corresponding author publication.	2
Engineering Systems	3 peer-reviewed publications in WoS/Scopus indexed journals/ conference proceedings of which at least 2 as first author in the corresponding fields: one publication in Q1/Q2 journals (in Scimago); one publication in conference proceedings with H>=10 (in Scimago) or in journal; one publication in journal or in conference proceedings, or patent.	2
Petroleum Engineering	3 papers in WoS/Scopus indexed journals or 2 papers in WoS/Scopus indexed journals and 1 patent; at least 2 papers in Q1/Q2 journals (in Scimago) in the field.	2

Coursework Requirements (1/2)

The PhD student takes courses at the doctoral level at Skoltech to meet the coursework requirements. A plan for coursework should be developed in consultation with the supervisor following a particular PhD program curriculum ↗. The PhD student describes coursework in the Individual Study Plan. All credit requirements have to be met before the Thesis Final Review.

Table 1.Structure of the doctoral program

Streams	ECTS Credits
1. General Doctoral courses	18
History and Philosophy of Science	6
Research Methodology (from the list)*	3
Pedagogy (from the list)*	3
Entrepreneurship & Innovation (from the list)*	6
2. Advanced Major-Field courses (from the list)*	12
3. Pedagogical Experience	3
4. Thesis Research & Development	201
Thesis Proposal Defense	6
Qualifying Exam	3
Thesis Research	192
5. Thesis Defense	6
Thesis Final Review & Public PhD Thesis Defense	6
Doctoral program	240 (minimum)
Optional courses	up to 60

* Choose relevant courses from the particular PhD program curriculum.

Coursework Requirements (2/2)

The Skoltech doctoral program includes different categories of courses, as follows:

General Doctoral courses – 18 ECTS credits that all Skoltech PhD students have to take:

+ Philosophy course (6 ECTS credits)
+ Research Methodology course (3 ECTS credits)
+ Pedagogy course (3 ECTS credits)
+ Entrepreneurship & Innovation course (6 ECTS credits)

The PhD student chooses all General Doctoral courses from his/her particular PhD program curriculum.

Advanced Major-Field courses – minimum 12 ECTS credits. The PhD student together with the supervisor should decide on the list of the Advanced Major-Field courses from the PhD program curriculum that she/he will take and in accordance with his/her scientific interest.

Optional courses – minimum 0 ECTS credits, up to 60 ECTS credits. In most cases, these courses can be equivalent to Masters courses in the particular academic field. Optional courses could also include courses outside of the specialized field of study.
English courses including Preparatory English for PhD Exam are also considered as optional.

Skoltech uses A-F grading scale.

- A-E are the passing grades. The PhD students receive the full number of credits;
- F is a failing grade.
  The PhD students receive 0 credits;

Alternative scale – Pass/Fail.

Useful links

PhD Curriculum for Each Doctoral Program
Skoltech Policy on PhD Program
Grading and ECTS Credit System Regulations

Supervision

Supervisor

Supervisor is Skoltech faculty who holds the primary responsibility for supervising a Skoltech doctoral student and his/her work, possessing proper expertise to supervise students within the particular doctoral program. The supervisor role is to guide the PhD student in research and warrant coherent progress towards the thesis defense.
The supervisor is finally assigned after the approval of the Individual Study Plan that is submitted within 3 months after admission to the program.
In case of interdisciplinary research projects, suitably qualified co-supervisors may be appointed.

Individual Doctoral Committee

Individual Doctoral Committee is a collegial body responsible for a particular PhD student mentorship, including regular monitoring of the PhD student progress, and the PhD thesis draft approval for the Thesis Final Review.
The Committee shall consist of at least three members, including the supervisor (co-supervisor, if applicable) and experts in a particular research area.
The additional function is to mediate conflicts between the PhD student and the supervisor, if or when they occur. All Individual Doctoral Committee members should be experts in the area of student research work but also in complementary field and could be faculty, researcher from Skoltech or other university, and a senior expert from industry.
The Individual Doctoral Committee is finally appointed after the approval of the Individual Study Plan.

Useful links

Skoltech Policy on PhD Program

Academic Integrity

Academic integrity is a fundamental institute value. Through the honest completion of academic work, the PhD students sustain the integrity of the Institute while facilitating the Institute's imperative for the transmission of knowledge and culture based upon the generation of new and innovative ideas. Both PhD students and faculty are responsible for ensuring the academic integrity of Skoltech. In accordance with "Student Academic Integrity Regulations" the list of examples below is not exhaustive of what can be defined as academic misconduct:

Cheating is using unauthorized notes, study aids, or information on an examination.

Plagiarism is submitting someone else's work as one's own.

Fabrication is falsifying or inventing any information, data, or citation; presenting data that were not gathered in accordance with standard guidelines defining the appropriate methods for collecting or generating data and failing to include an accurate account of the method by which the data were gathered or collected.

"Invented" information may not be used in any academic endeavor without notice to and authorization from the instructor or examiner. It would be improper, for example, to analyze one sample in a survey and covertly

"invent" data based on that single survey for several more required analyses.

Obtaining an Unfair Advantage is stealing, reproducing, circulating, or otherwise gaining access to examination materials prior to the time authorized by the instructor.

Unauthorized Access to computerized academic or administrative records or systems is viewing or altering computer records, modifying computer programs or systems, releasing or dispensing information gained via unauthorized access, or interfering with the use or availability of computer systems or information.

Assisting Academic Dishonesty is assisting another in violating the regulations on Academic Integrity.

Due to the fact that the definitions are not exhaustive, each case will be judged by duly appointed representatives of Skoltech according to its merits. Measures will always be taken in all cases of academic misconduct.

The types of plagiarism:

Pretending that somebody else's work is yours so that you can get a higher grade than your own work merits

Copying of text, solutions to problems, computer program code, drawings, diagrams, and pictures without acknowledging the copied material and citing the source

Using ideas, data, or other material without specifying the source

Translating a piece of work without stating the original source without essentially changing the original. When the source material is paraphrased, the PhD student text must still include indications of the original source

Closer cooperation with other students than is allowed in the particular task, using another student's discoveries and insights without specifying this, copying other students' work without acknowledgment, or allowing other students to copy one's own work

Any form of plagiarism is unacceptable. Therefore, the PhD student is responsible to check his/her work for any instances of plagiarism. Turnitin is accepted at Skoltech as one of the tools for checking PhD student works.

Useful links

Student Academic Integrity Regulations
Code of Ethics
Turnitin

Skoltech Disciplinary Board is an internal committee formed in order to address the issues related to the PhD student misconduct and the other disputes between PhD students and Skoltech.

The Disciplinary Board reviews individual cases related to the following:

+ academic misconduct
+ full-time student status violation
+ poor academic performance
+ violation of the attendance regulations
+ violation (by the students) of other policies and regulations governing educational processes
+ other academic-related issues / conflicts

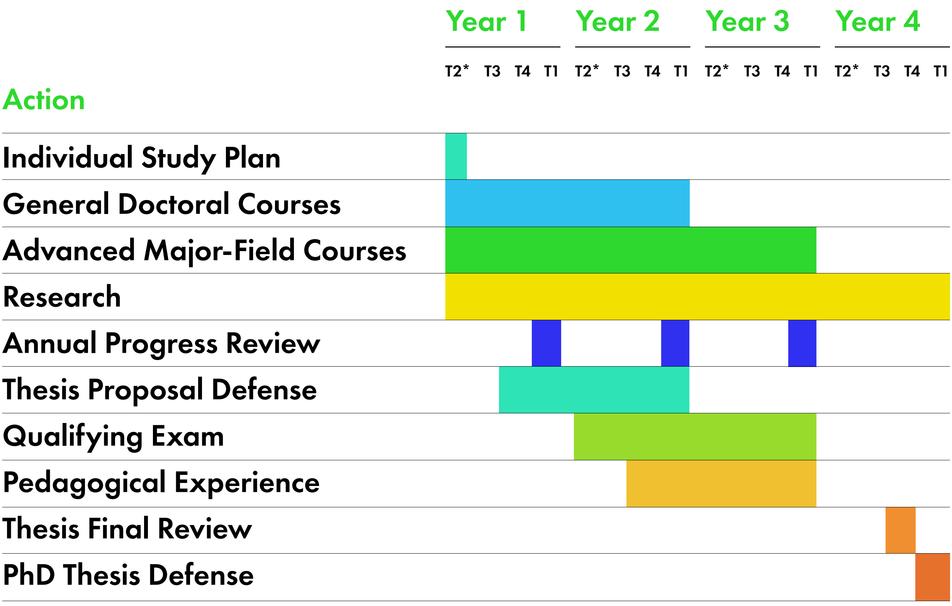
Useful links

Policy on Disciplinary Board of the Skolkovo Institute of Science and Technology: Composition and Regulations

Guidelines

The guideline below is a typical plan for the PhD student that will help the PhD student to meet all necessary requirements and lead up to the thesis defense. It is a proposition aimed to ease PhD student way to write the PhD thesis and defend within 4 years.
The PhD student needs to adjust the plan under the research and agree with the supervisor.

Table 3. Recommended timeline of the doctoral study



* Academic year for PhD students starts in November.

Milestones

Individual Study Plan Submission –
Mid-January 1st year of study

Annual Progress Review – September – October,
the end of the 1st, 2nd, 3rd year

Thesis Proposal Defense –
no later than the end of the 2nd year of study

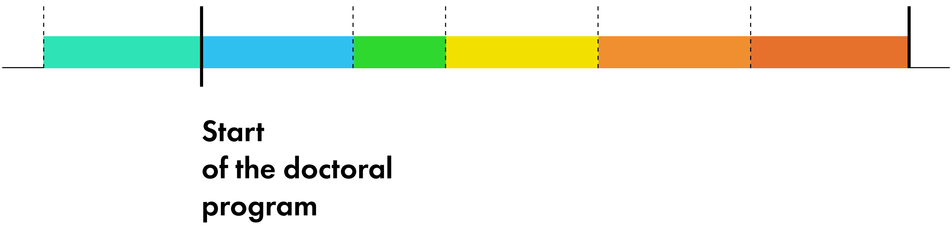
Qualifying Exam –
no later than the end of the 3rd year of study

Thesis Final Review

PhD Defense

Academic Year Structure

T1	T2	Winter	T3	T4	Summer
Term 1	Term 2	Term	Term 3	Term 4	Term
Sept – Oct	Nov – Dec	Jan	Feb – Mar	Apr – May	Jun – Jul



Useful links

Academic Year Calendar

Individual Study Plan covers the academic activities of a PhD student and describes detailed information about research, courses, publications, and conferences that meet degree requirements.
The key part of the Individual Study Plan is the research description which includes: an overview of the research question, its scale, complexity and significance; research objective and goals; research plan; planned methodology and expected results.
The plan is drawn up under the guidance of the supervisor and must be approved by the Doctoral Program Committee Chair, and the Dean of Education. It is important to take into consideration the timeline (Table 3).
The PhD student needs to submit via link the Individual Study Plan no later than January 16, 2022.

Individual Study Plan updates

A PhD student will need to update the Individual Study Plan later in the following cases:

+ during the year if a PhD student changes the supervisor, Individual Doctoral Committee or the doctoral program
+ as the result of the Annual Progress Review if the Doctoral Program Committee recommends.

Deadlines

Individual Study Plan submission by PhD student	16/01/2022
Supervisor`s approval	30/01/2022
Doctoral Program Committee Chair`s approval	13/02/2022

Useful links

Individual Study Plan

Thesis Proposal Defense

year I-II

Thesis Proposal Defense is a compulsory 6 credits component of the program, whereby the PhD student defends a thesis proposal before the Individual Doctoral Committee. The PhD student must develop in consultation with the supervisor, a thesis proposal in the form of presentation or written document. The proposal should contain the thesis research question, a proposal of an approach answering the question, a brief review of the literature, an overview of the proposed structure, the expected results, and a timeline to the thesis defense.
Upon a Fail grade for the Thesis Proposal Defense, the PhD student must defend the proposal during the next term.
If the PhD student gets an unsatisfactory grade again during the repeated defense he/she has the right for a second retake.
In the case of the third fail, the PhD student is expelled.

Timeline

No later than the end of the 2nd year of study

Useful links

Thesis Proposal Defense Syllabus
Thesis Proposal Defense Guideline
Regulations on Ongoing and Final Discipline Assessment

Annual Progress Review is a regular assessment procedure that aims to evaluate the research progress of the PhD student and his/her performance in accordance with the Individual Study Plan.
The Annual Progress Review comprises a student presentation before the Doctoral Program Committee followed by questions and discussions.
The Annual Progress Review is mandatory for all PhD students.
It is graded under Regulations on Ongoing and Final Discipline Assessment. A student who fails the Annual Progress Review is not be permitted to continue studies in Skoltech doctoral program.
The Annual Progress Review affects on scholarship levels for the next academic year.

Timeline

September – October, the end of the 1st, 2nd, 3rd year

Useful links

Skoltech Policy on PhD Program
Regulations on Ongoing and Final Discipline Assessment
Policy on Student Scholarships

Qualifying Exam

year II-III

Qualifying Exam is a compulsory 3 credits component of the doctoral program. Its goal is to assess the PhD student knowledge and skills in the area of the thesis research. The Qualifying Exam consists of two components:

+ general knowledge questions on a disciplinary or field-specific choice of the candidate
+ research-related questions

The Doctoral Program Committee tailors the format and delivery mode of the Qualifying Exam to best suit the requirements of the doctoral program.
Upon a Fail grade for the Qualifying Exam, the PhD student must retake it.
If the PhD student gets an unsatisfactory grade again during the repeated Qualifying Exam, he/she has the right for a second retake. In the case of the third fail, the PhD student is expelled.

Timeline

No later than the end of the 3rd year of study

Useful links

Qualifying Exam Syllabus
Qualifying Exam Guideline
Regulations on Ongoing and Final Discipline

Pedagogy and Pedagogical Experience

year II-III

During the doctoral program, a PhD student is expected to demonstrate competence in pedagogy through the pedagogical course and a practical experience in teaching as a teaching assistant. Therefore, all PhD students are required to take one of Pedagogy courses (3 credits) and a mandatory Pedagogical Experience course (3 credits). The Pedagogical Experience must be taken only after the Pedagogy course has been successfully completed. The main details are in TA Guideline. The PhD student works as teaching assistant (TA) that involves the following responsibilities during classes: attendance check; teaching technology support; grading homework; supporting students in studies outside of contact teaching hours; developing the course materials; conducting contact teaching (seminars, labs, etc.).

Timeline

It is recommended to take the course during the 2nd or 3rd year after the PhD student has passed Pedagogy course

Useful links

Pedagogical Experience Syllabus
TA Guideline

year IV

A PhD thesis should be an independent and original piece of academic research that meets the international standards of ethics, scholarship, and method in its field. The thesis should contribute to the development of new knowledge and achieve a level worthy of publication in the scientific literature in the field.

Formats of a PhD thesis at Skoltech:

1) a conventional doctoral dissertation in the form of an academic manuscript, or
2) a coherent academic treatise comprising chapters based on the work associated with the peer-reviewed academic papers published by the PhD student together with appropriate explanatory, connective, and integrative analysis.
   For this format to be adopted, the candidate must have at least five Skoltech-affiliated papers published in WoS/Scopus indexed journals.

Useful links

Skoltech PhD Thesis Defense Policy
PhD Thesis Template

Thesis Final Review is an assessment procedure that aims to determine whether a PhD student thesis is eligible for the PhD thesis defense. The procedure also performs the function of the final state attestation. Before the Thesis Final Review, the PhD student must meet the degree requirements. After the PhD student research work has been completed and a PhD thesis draft prepared for the examination, the PhD thesis defense process is initiated. The PhD student supervisor and the Doctoral Program Committee set the date for the PhD Thesis Final Review.

As a result of the Thesis Final Review the following decision can be made:

1. to award/not award a graduate diploma
2. to recommend/not recommend PhD thesis for PhD thesis defense and

+ to set/not set a preliminary date of PhD thesis defense
+ to appoint/not appoint PhD defense Jury for PhD thesis defense

Format: PhD thesis draft and presentation.
As result of the Thesis Final Review, the Doctoral Program Committee may recommend to defend the thesis in a Committee external to Skoltech to obtain candidate of science degree.
If the thesis is not recommended for the defense, the Doctoral Program Committee may recommend a second examination at a later date after revision.

Timeline

The date must be set within the total program duration which under normal circumstances is 4 years, but no later than 14 days before the end of the program

Useful links

Thesis Final Review Syllabus
Skoltech Policy on PhD Program
Skoltech PhD Thesis Defense Policy

PhD Defense Jury is an honorary committee responsible for the fair and comprehensive examination of the PhD thesis. At least 5 Jury members are proposed for each PhD defense by the supervisor in accordance with PhD Defense Jury composition recommendations. The Jury consists of experts in the relevant research area and is appointed on the basis of academic expertise, independence, and reputation subject to the Doctoral Program Committee's decision. The Skoltech PhD degree is awarded based on the PhD Defense Jury's decision only.

Thesis Defense (1/2)

PhD Thesis Defense is a final component of the Skoltech doctoral program wherein the PhD student is required to present and defend the PhD thesis before a broad audience, including the PhD Defense Jury. All procedures are described in Skoltech PhD Thesis Defense Policy and PhD Thesis Defense at Skoltech guideline.
It is not permitted to submit a thesis that has already been submitted for examination for the PhD degree, or a comparable award at Skoltech or any other university or institution, unless it is a double degree. To defend the thesis in an external committee instead of Skoltech, please see External Defense Guideline.

Timeline

The date is typically set at least 90 days after the Thesis Final Review:
1. Normally PhD Defense Jury members need at least 1.5-2 months to review a thesis.
2. The PhD Defense Jury members are asked to submit a completed copy of their report at least 30 days prior to the PhD Thesis Defense.
3. The PhD thesis with the revisions suggested by the PhD Defense Jury members is posted on the defense webpage 7 days prior to the PhD defense.

Useful links

PhD Thesis Defense at Skoltech Guideline
External PhD Thesis Defense Guideline
Skoltech PhD Thesis Defense Policy

Thesis Defense (2/2)

Since 2017 Skoltech Doctor of Philosophy Degree has been awarded to more than 80 PhD students who have successfully demonstrated appropriate mastery in original research work.

Skoltech PhD Defenses
(the 1st of July, 2021)

Doctoral program	Skoltech PhD degrees
Life Sciences	25
Computational and Data Science and Engineering	18
Engineering Systems	15
Materials Science and Engineering	12
Physics	9
Petroleum Engineering	5
Mathematics and Mechanics	1
Total	85

Moreover, Skoltech held double PhD degree defenses with the partner universities:

- Aalto University
- University of Paris
- Sorbonne University
- Curtin University

Useful links

PhD Thesis Defenses on the Skoltech Website

Happy Moments

You will find pictures for each PhD defense held at Skoltech at the following link:

Appendixes

Doctoral Program Committee

Doctoral Program Committee is a collegial body responsible for developing the doctoral program. The composition of the Doctoral Program Committee usually includes 5-9 leading professors of the program. The Doctoral Program Committee conducts admission tests, Qualifying Exams, Annual Progress Reviews, and Thesis Final Reviews of PhD students. The Doctoral Program Committee recommends a thesis for defense and also mediates conflicts.

Doctoral Study Office

– is a functional unit of the Educational Department, administrates and manages the doctoral education at the Institute.
The Doctoral Study Office is responsible for the delivery and management of the doctoral programs, and development of policies and regulations related to PhD studies.

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+ Thesis Proposal Defense

Skoltech Help Center (Jira) is a special online ticketing tool for students requests and questions. All requests related to the educational process (registration to courses, technical problems with Canvas and Sonis, student certificates, mobility, etc.) must be submitted via the Jira: Education Support tool and to the student life in Moscow (health insurance, migration registration and visa prolongation, accommodation and dormitories, student communities, etc.) – via the Jira: Student Support.
All requests will be automatically redirected to the responsible specialist. The timeline for processing student requests is a maximum of 3 working days.
IT-related issues could be solved via IT Helpdesk that provides software installation, access to VPN, and other IT support issues.

Useful links

Jira: Education Support
Jira: Student Support
IT Helpdesk
Resources for Students in Canvas
Skoltech.ru – Skoltech website

Information Systems

Electronic information and educational systems include Learning Management System (LMS) Canvas and Students Information System (SIS) Sonis.
After the enrollment PhD student receives an email from the IT Helpdesk with the PhD student credentials to all Skoltech services that are used during the doctoral studies at Skoltech.

Canvas is an instrument for communication between students and faculty in order to encourage teaching and learning activities.

Students benefit from Canvas in several ways:

+ it shows a list of approaching deadlines on login
+ the student sees everything related to a course in a single place
+ all rules related to the course assessment are clear, transparent and available 24/7
+ LMS allows to see the final grade student is going to get as the course runs
+ the students can communicate via chats and discussions
+ Resources for Students ↗ in Canvas including polices, regulations, and guidelines

Useful links

Canvas Website
Guide for Using Canvas

Sonis is an online system for managing student data and academic records as well as the storing of other education-related information.

The purpose of Sonis is:

+ to allow online registration of students to courses and projects
+ to document grading, transcripts, assessment scores, etc.
+ to record the list of courses and projects taken by the student throughout the study at Skoltech
+ to track other education-related records and activities of the student

Registration for courses opens in Sonis at least three weeks prior to the beginning of the term. Drop/Add period, the first week of the term, is time when a student is allowed to cancel registration or register for another course.

Useful links

Sonis Website
Guide for Using Sonis

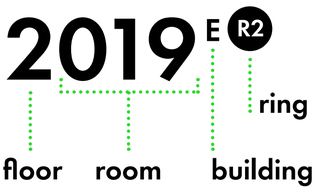
Skoltech Campus

Skoltech campus, designed by Herzog de Meuron, is home to 40 world-class labs with best-in-class equipment, globally renowned professors, and students from 40+ countries.

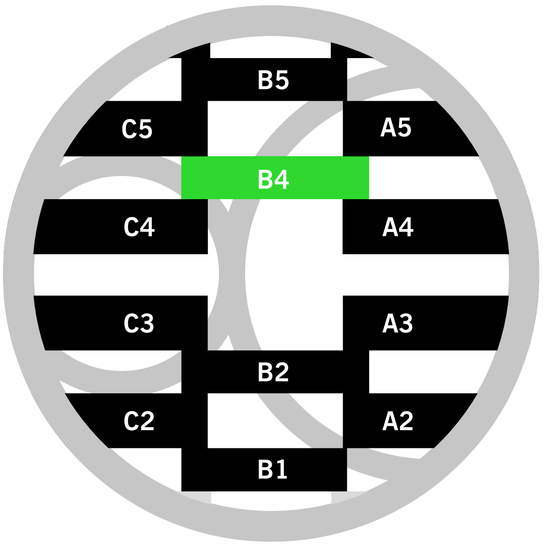
Navigational principles and schemes

rings concept

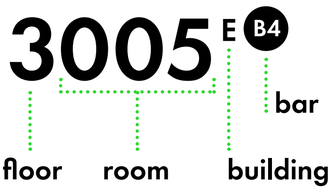
numbering



bars concept



numbering



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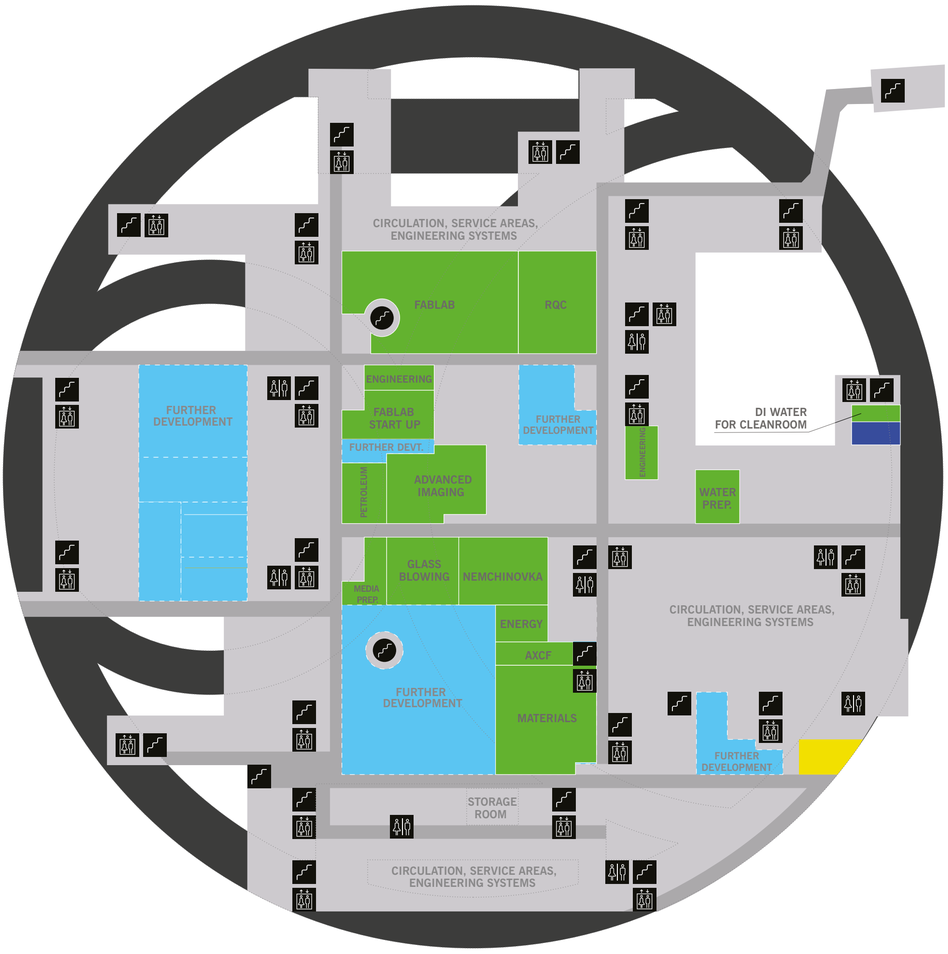
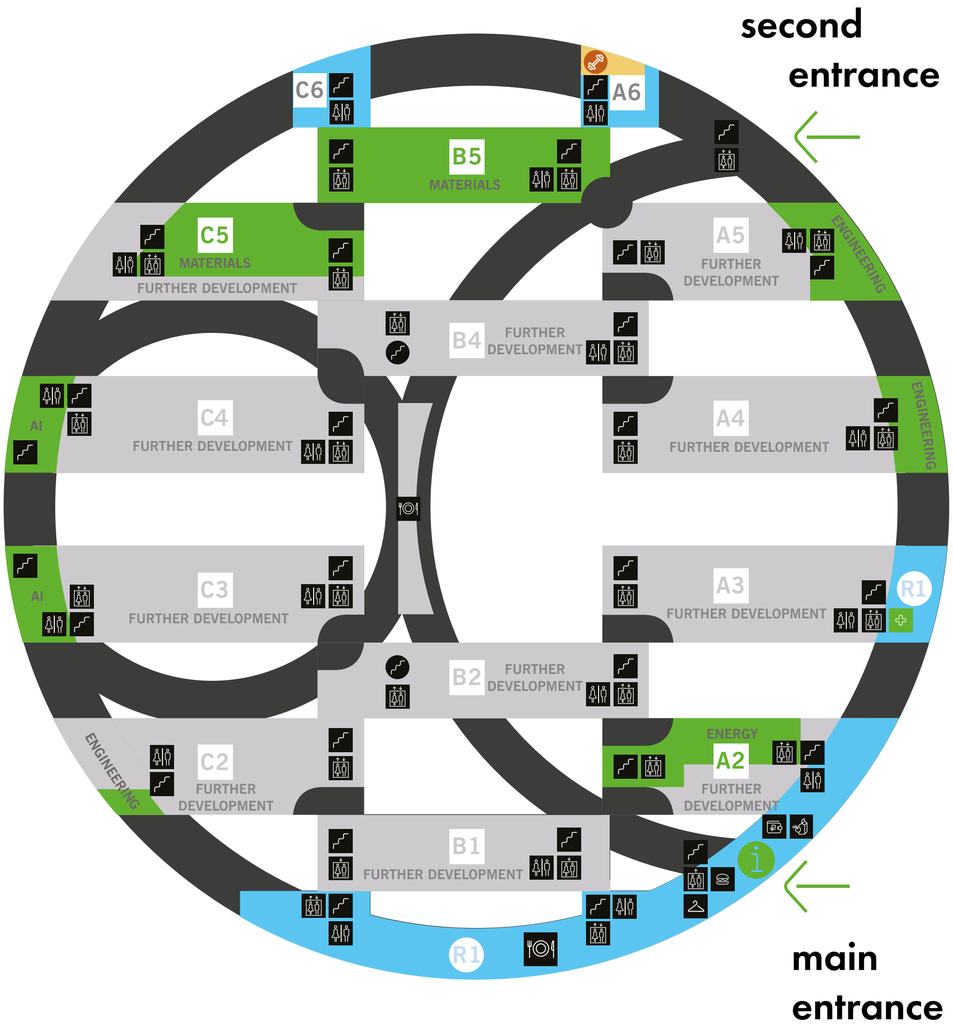


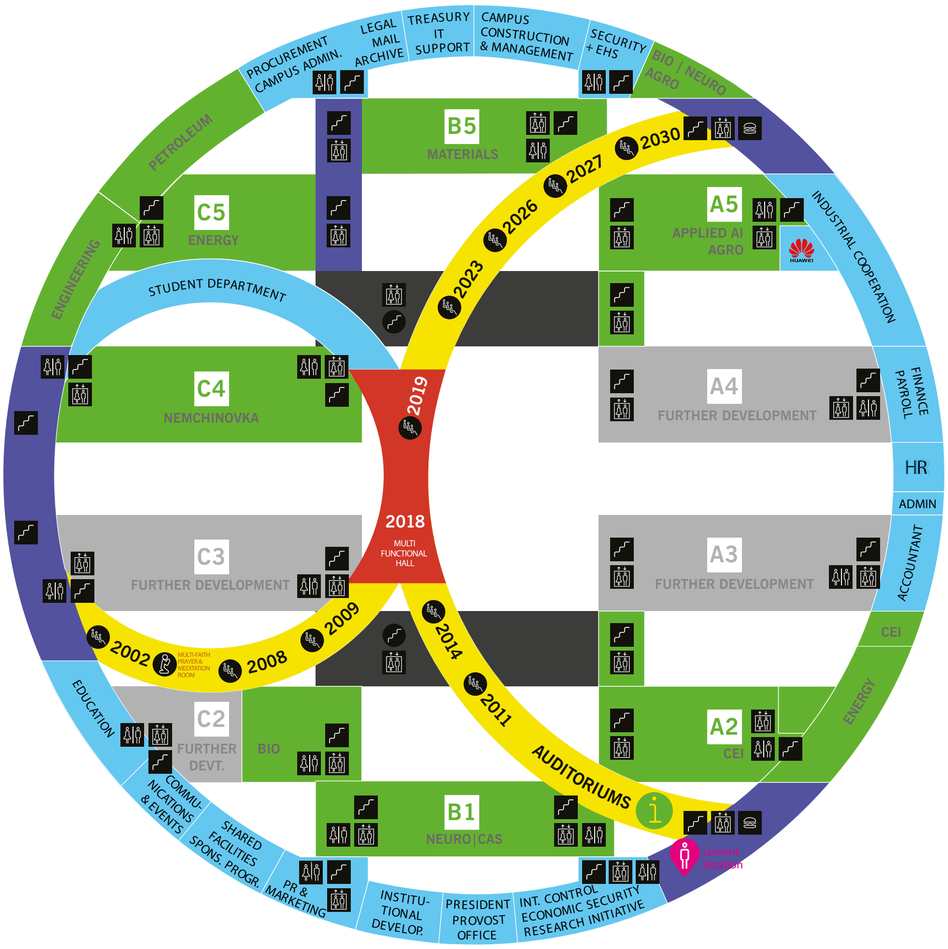
-1

CREI laboratories	facility maintenance
future exspansion of labs	waste treatment plant



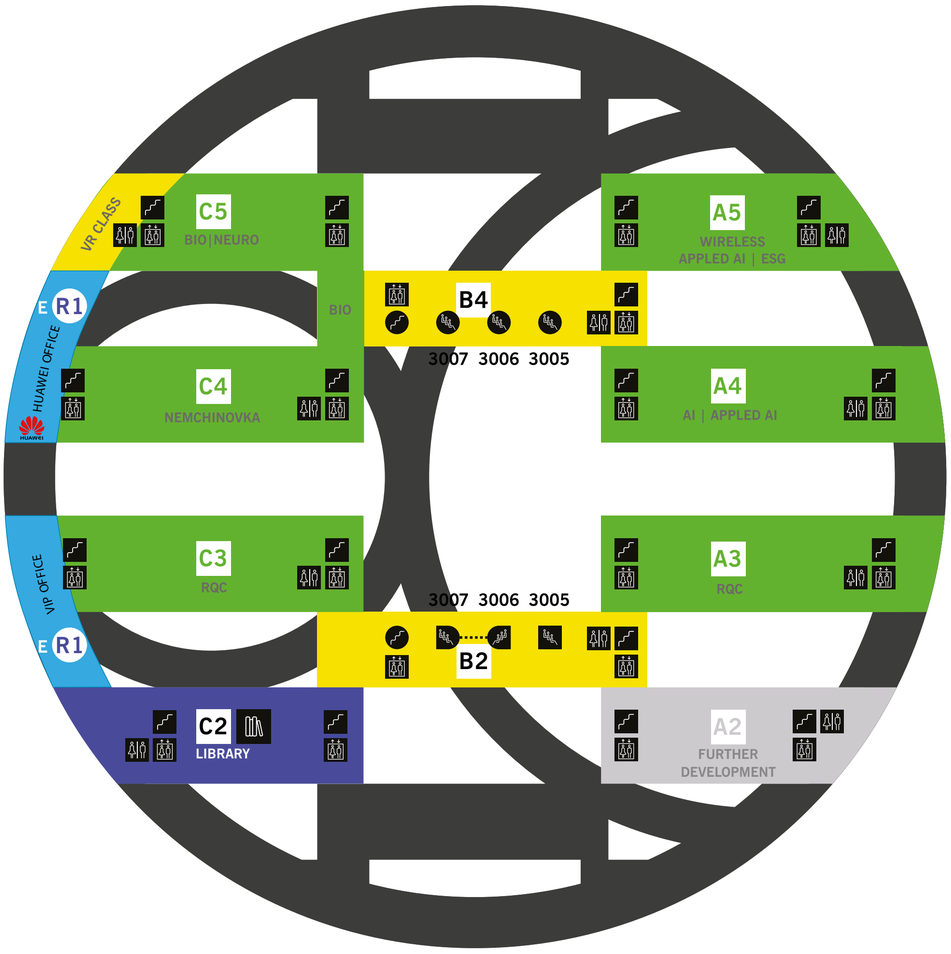
1

institute entrance	→	E-R1-A1	cloakroom		E-R1-A1
information	i	E-R1-A1	doctor		E-R1-A1



2

- spaces on rings
- office spaces
- CREI laboratories/ office spaces
- teaching & learning spaces
- auditoriums
- multifunctional zone on interchange of the rings
- under construction



3

CREI laboratories/ office spaces	
high-capacity auditoriums	E B4
I.L.S – Interactive Learning Studio	E B2
T.E.A.L. – Technology-Enabled Active Learning lab	E B4
student spaces	
library	E C2
cohort space	E C5

Transportation

Students can get to Skolkovo by several different means of transport. For details, please use the links below:

Transportation to Skolkovo Innovation Centre

Transportation around Skolkovo

Library

The Skoltech library is not only about books for loan, it is an academic hub for learning outside a classroom and doing research outside a lab. It combines digital infrastructure and self-directed learning space.

In the library PhD students can discover, analyze, share information, and create new knowledge. There are designated areas either for group collaboration or silent individual study, which makes the library your go-to place for any type of work.

Key services that the library is providing are:

+ access to leading journals in various scientific disciplines
+ access to bibliographic databases, materials tools, a patent database, analytical tools, etc.
+ access to scientific and business literature (both e-books and hard copies)
+ access to PhD theses of Skoltech graduates
+ assistance in using digital resources and searching for information

A full list of digital resources and access options are available on the library's webpage ↗.

Useful links

Library Page
Skoltech Library Induction

Students Life

Skoltech advocates a student-oriented environment and aims to create a comprehensive learning experience that helps students reach their educational, professional, and personal goals.

The Student Department is a structural division providing a set of supporting services that let all students focus on the important things:

+ student benefits
+ medical support
+ migration registration and visa
+ prolongation of international students
+ support of international students with their life in Moscow
+ accommodation and dormitories
+ Student Council
+ Career Center

Social cards:

A student submits the application for social cards via Moscow Mayor official website. The application will be reviewed and issued within 30 calendar days. The student will be able to pick up the card at any Multifunctional Center (MFC) in Moscow. International students apply via the Student Department service desk.

Medical and life insurance

Every student is provided with medical and life insurance, which covers in- and outpatient treatment, emergency medical help, dental, and home care. To see a doctor or arrange a house call, students should get in touch with the insurance company directly but if help or guidance on the insurance plan is required, do not hesitate to contact Anastasia Stepanenko.

Mental health support

Skoltech has dedicated specialists who can support a student at the time of need, provide resources and connect a student to a licensed professional for help. To request a counseling session with a psychologist, please email Anastasia Stepanenko and send the contact details for future appointment.

Hotlines

+ Emergency medical help in Moscow:
  8 800 100 8 800
  (press 1 for Russian, 2 for English).

+ Emergency medical help abroad:
  +7 495 212 21 43
  (press 1 for Russian, 2 for English).

+ Regular medical support in Russia:
  8 800 100 8800 or visit
  My Allianz website to book
  an appointment using the insurance
  from Skoltech.

Contacts (1/2)

Student migration team:

Anastasia Stepanenko
Manager Student Support Center
A.Stepanenko@skoltech.ru
Tel.:+ 7(915) 350 04 37
Office: E-R3-C4-2021

+ Registration and migration support
+ Advisory contact
+ Medical and Life Insurance
+ Mental Health support
+ Migration and registration of international students

Julia Ivanova
Specialist for migration services
J.Ivanova@skoltech.ru
Tel.:+ 7 (985) 390-01-09
Office: E-R1-A3-2184

+ Migration processes and related questions support
+ Registration
+ Migration issues

Accommodation:

Marie Epiphanova
Dormitory Head
M.Epiphanova@skoltech.ru
Dorm@skoltech.ru
Tel.: +7 (916) 381-45-20
Office: E-R3-C4-2021

+ Accommodation rules and procedures establishment, control & follow-up, incl. disciplinary actions
+ Accommodation related questions & processes in Skoltech Dormitories, incl. extraordinary cases
+ Migration registration in Dormitories, incl. urgent cases
+ Complains handling

Student Career Center:

Lada Simacheva
Head of Student Support Center
L.Simacheva@skoltech.ru
Tel.:+ 7(965) 181 47 17
Office: E-R3-C4-2021

Useful links

Student Department Page

Safety and Security

Skoltech has a duty to ensure safety and health of students, employees, and guests. The Institute conducts training in the field of labor protection, the environment and technosphere safety on regular basis.

First Aid

First aid kits are available on campus in the kitchen. In case of accidents, please call Security Hotline 2222 ↗.

Fire Safety

If the student discovers smoke or fire, the student should call 112 ↗ (from mobile phone) and use the nearest emergency exit to leave the building according to the evacuation plans.

Security

Security rules include:

+ speed limit in the Skolkovo Innovation Center is 40 km/h
+ all the guests should be in the approved list of people who are allowed to enter the building
+ video surveillance systems are in the building for safety
+ visitors are not permitted to move around laboratories unaccompanied
+ entrance to the loading/unloading logistics zone, repair work zone, electric room is prohibited

Golden Lab Safety Rules

Risk assessment

Prior to work think the steps over. Assess the risks and hazards. Try to eliminate, reduce or control them.

Fire safety

Never block or limit access to fire fighting equipment and emergency exits.

Equipment inspection

Prior to work always check the equipment for damage absence, the functioning of emergency stop switches. Never use damaged equipment and always block it.

Suspended loads

Never walk under suspended loads or leave them hanging.

PPE usage

Always use necessary personal protective equipment. Check it for damages and never use damaged PPE.

Cylinders

Always fix the cylinders and use the safety caps if the cylinder is not in use. Store the oxygen separately from dangerous gases (min. 5 m distance).

Hazardous energy

When repairing or maintaining equipment, always disconnect it from power sources and make sure that there is no voltage or other energy.

Chemicals

Always store liquid chemicals in secondary containers, close them tightly, and store them inside the boxes/shelves with ventilation. MSDS\SDS must be available for all substances.

Machine guarding

Never remove the machine safety guards from equipment when working with it. Never work with broken guarding or unguarded machines.

Stop work

Stop work if it threatens human life and health or the environment. And also, if you feel sick. Report all incidents immediately.

Smoking

+ smoking is prohibited in all areas inside the building
+ smoking is only permitted outside the building within a specially marked area near the pond

Covid Safety rules ↗

Emergency Contacts

	From mobile phone	From local phone
Fire	112 or 101	01
Police	112 or 102	02
Ambulance	112 or 103	03

Hotlines	Dial 8 495 2801481, then:
Facilities	ext. 1111
Security	ext. 2222
IT Helpdesk	ext. 3333

Good luck with your PhD experience at Skoltech <3

Yours,
Doctoral Studies Office