PhD Student Handbook

2021
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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.
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.
Doctoral Programs

Computational and Data Science and Engineering

Engineering Systems

Life Sciences

Materials Science and Engineering

Mathematics and Mechanics

Petroleum Engineering

Physics
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 planned 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.
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](#)
The Skoltech PhD students are responsible for understanding and following the policies and procedures:

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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)
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.
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.
<table>
<thead>
<tr>
<th>Doctoral program</th>
<th>Publications</th>
<th>Presentations at Reputable Conferences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mathematics and Mechanics</td>
<td>2 papers in WoS indexed journals</td>
<td>2</td>
</tr>
<tr>
<td>Physics</td>
<td>2 papers in WoS indexed journals</td>
<td>2</td>
</tr>
<tr>
<td>Materials Science and Engineering</td>
<td>2 papers in WoS indexed journals</td>
<td>2</td>
</tr>
<tr>
<td>Life Sciences</td>
<td>2 papers in WoS indexed journals; Impact Factor (IF) &gt; 2; at least one first/shared first/corresponding author publication. No review papers.</td>
<td>2</td>
</tr>
<tr>
<td>Computational and Data Science Engineering</td>
<td>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 &gt; 2, or (ii) conference proceedings having a CORE rating of A/A*; one (out of two) first/shared first/corresponding author publication.</td>
<td>2</td>
</tr>
<tr>
<td>Engineering Systems</td>
<td>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&gt;=10 (in Scimago) or in journal; one publication in journal or in conference proceedings, or patent.</td>
<td>2</td>
</tr>
<tr>
<td>Petroleum Engineering</td>
<td>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.</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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 \textbf{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.

\textbf{Table 1. Structure of the doctoral program}

<table>
<thead>
<tr>
<th>Streams</th>
<th>ECTS Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. General Doctoral courses</td>
<td>18</td>
</tr>
<tr>
<td>History and Philosophy of Science</td>
<td>6</td>
</tr>
<tr>
<td>Research Methodology (from the list)*</td>
<td>3</td>
</tr>
<tr>
<td>Pedagogy (from the list)*</td>
<td>3</td>
</tr>
<tr>
<td>Entrepreneurship &amp; Innovation (from the list)*</td>
<td>6</td>
</tr>
<tr>
<td>2. Advanced Major-Field courses (from the list)*</td>
<td>12</td>
</tr>
<tr>
<td>3. Pedagogical Experience</td>
<td>3</td>
</tr>
<tr>
<td>4. Thesis Research &amp; Development</td>
<td>201</td>
</tr>
<tr>
<td>Thesis Proposal Defense</td>
<td>6</td>
</tr>
<tr>
<td>Qualifying Exam</td>
<td>3</td>
</tr>
<tr>
<td>Thesis Research</td>
<td>192</td>
</tr>
<tr>
<td>5. Thesis Defense</td>
<td>6</td>
</tr>
<tr>
<td>Doctoral program</td>
<td>240 (minimum)</td>
</tr>
<tr>
<td>Optional courses</td>
<td>up to 60</td>
</tr>
</tbody>
</table>

* Choose relevant courses from the particular PhD program curriculum.
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.
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
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

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
</tr>
</tbody>
</table>

**Action**

- Individual Study Plan
- General Doctoral Courses
- Advanced Major-Field Courses
- Research
- Annual Progress Review
- Thesis Proposal Defense
- Qualifying Exam
- Pedagogical Experience
- Thesis Final Review
- PhD Thesis Defense

* 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**

<table>
<thead>
<tr>
<th>Term 1</th>
<th>Term 2</th>
<th>Winter Term</th>
<th>Term 3</th>
<th>Term 4</th>
<th>Summer Term</th>
</tr>
</thead>
</table>

Start of the doctoral program

**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
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
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 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
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.
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.
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.
**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.
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)

<table>
<thead>
<tr>
<th>Doctoral program</th>
<th>Skoltech PhD degrees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Life Sciences</td>
<td>25</td>
</tr>
<tr>
<td>Computational and Data Science and Engineering</td>
<td>18</td>
</tr>
<tr>
<td>Engineering Systems</td>
<td>15</td>
</tr>
<tr>
<td>Materials Science and Engineering</td>
<td>12</td>
</tr>
<tr>
<td>Physics</td>
<td>9</td>
</tr>
<tr>
<td>Petroleum Engineering</td>
<td>5</td>
</tr>
<tr>
<td>Mathematics and Mechanics</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>85</strong></td>
</tr>
</tbody>
</table>

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

+ Aalto University  
+ University of Paris  
+ Sorbonne University  
+ Curtin University
You will find pictures for each PhD defense held at Skoltech at the following link:
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.
is a functional unit of the Educational Department, administers 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.
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
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.
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

2019 E R2

floor room building

bars concept

numbering

3005 E B4

floor room building

Numbering in writing E-R2-2019 E-B4-3005
CREI laboratories
future expansion of labs
facility maintenance
waste treatment plant
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
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
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 Support

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

Useful links

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

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

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

Never walk under suspended loads or leave them hanging.

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

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).

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

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

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

<table>
<thead>
<tr>
<th>Service</th>
<th>From mobile phone</th>
<th>From local phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire</td>
<td>112 or 101</td>
<td>01</td>
</tr>
<tr>
<td>Police</td>
<td>112 or 102</td>
<td>02</td>
</tr>
<tr>
<td>Ambulance</td>
<td>112 or 103</td>
<td>03</td>
</tr>
</tbody>
</table>

### Hotlines

Dial 8 495 2801481, then:

<table>
<thead>
<tr>
<th>Service</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facilities</td>
<td>ext. 1111</td>
</tr>
<tr>
<td>Security</td>
<td>ext. 2222</td>
</tr>
<tr>
<td>IT Helpdesk</td>
<td>ext. 3333</td>
</tr>
</tbody>
</table>
Good luck with your PhD experience at Skoltech <3

Yours,

Doctoral Studies Office