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| **Frequently Asked Questions** | **Wharton student interested in INSEAD** | **INSEAD student interested in Wharton** |
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| 1. **Application Process** |  |  |
| When can I apply for exchange? | PhD students are eligible (conditional on space being available at INSEAD) to participate in the Wharton-INSEAD PhD Exchange only after they have successfully passed a qualifications examination in their home department.  Some financial aid may be available through the INSEAD-Wharton Alliance. Applications should be submitted to the INSEAD-Wharton Alliance Research Director. | Students may participate in the Ph.D. Exchange after they have completed their first year of studies and if space is available in a Wharton Department.    Some financial aid may be available through the INSEAD-Wharton Alliance. Applications should be submitted to the INSEAD-Wharton Alliance Research Director. |
| Can I visit either INSEAD Campus? | Students may choose either campus (Fountainbleau or Singapore), according to the location of a Wharton faculty exchange member and/or an INSEAD faculty member advising the student on a research project. | Visits should be arranged with the host institution in advance so that the faculty sponsor, student and host department can work out a mutually optimal time for the visit. |
| What length of time can I go on an exchange for? | A minimum of one term of study and a maximum of one academic year will be permitted in the program. The operation of this program during the summer sessions will be at the discretion of the host and home institutions. Wharton PhD students are not registered during the summer term. | As there is generally higher demand than supply, students are limited to one period (equivalent to one Wharton quarter) on exchange. The duration of the visit can be reviewed, based on specific research needs. |
| Is the exchange designed for research work? | The Wharton-INSEAD exchange for PhD students mainly focuses on providing the PhD student with the opportunity to work with either a Wharton Faculty Member who is currently working at INSEAD as a Wharton-INSEAD Faculty Exchange member, or an INSEAD Faculty member who shares the same research area of interest.  During the exchange, visiting doctoral students should actively seek opportunities to present their research to faculty and other students.  In addition, The [Alliance Center for Global Research and Education](http://www.insead.edu/alliance/research_center/index.cfm) has extended its reach to Wharton and INSEAD PhDs by making them eligible to join a faculty member from the partner school in order to constitute an Alliance Center research project. | The INSEAD-Wharton exchange for PhD students mainly focuses on providing the PhD student with the opportunity to work with either an INSEAD Faculty Member who is currently working at Wharton as an INSEAD-Wharton Faculty Exchange member, or a Wharton Faculty member who shares the same research area of interest.  During the exchange visiting doctoral students should actively seek opportunities to present their research to faculty and other students.  In addition, The [Alliance Center for Global Research and Education](http://www.insead.edu/alliance/research_center/index.cfm) has extended its reach to INSEAD and Wharton PhDs by making them eligible to join a faculty member from the partner school in order to constitute an Alliance Center research project. |
| How do I find out more about the exchange program? | The [Doctoral Programs Page](http://phd.wharton.upenn.edu/) of the Wharton Intranet INSIDE Wharton. <http://www.wharton.upenn.edu/doctoral-inside/> | Refer to the INSEAD PhD program website: [http://www.insead.edu/phd/](http://www.insead.edu/phd/program/prog_INSEAD.cfm) |
| What are the methods/criteria used in selecting participants? | Any eligible Wharton or INSEAD student should complete and submit a Wharton-INSEAD PhD Student Exchange Application**.** [**http://inside.wharton.upenn.edu.faculty/**](http://inside.wharton.upenn.edu.faculty/)   * Permission to participate in the program requires the approval of all the officials listed on the form including the invitation letter from the Vice Dean of the Wharton Doctoral Programs.      * A Wharton Faculty Exchange member or INSEAD faculty member must agree to serve as a sponsor during the duration of the PhD student’s visit. * ALL approvals must be obtained two months before the registration date at the host institution. * Selection of Wharton students for the INSEAD exchange will be governed by Wharton’s policies for international exchange programs. Preference will be given to students with strong academic records. | Should you have a keen interest in visiting Wharton, you must show good academic and financial standards before departure. INSEAD students should complete and submit an INSEAD-Wharton PhD Student Exchange Application.  <http://inside.insead.edu/faculty_affairs/alliance/alliance.htm>  **(Please open in Google Chrome)**   * Permission to participate in the program requires the approval of all the officials listed on the form. * An INSEAD Faculty Exchange member or Wharton faculty member must agree to serve as a sponsor during the duration of the PhD student’s visit. * ALL approvals must be obtained two months before the registration date at the host institution. |
| Am I guaranteed to be able to go on exchange? | Exchanges are not automatic. In order to be sure that the timing of the visit has greatest educational value, the department and visitor must work out an optimal time—something that is a function of the student’s goals for the visit and the department’s ability to accommodate a visitor. | No. There is a limit to the number of students per exchange period and all PhD student exchange criteria must be met. Exchanges are not automatic. In order to be sure that the timing of the visit has greatest educational value, the department and visitor must work out an optimal time—something that is a function of the student’s goals for the visit and the department’s ability to accommodate a visitor.  The Wharton School of the University of Pennsylvania does not allow students to merely show up; they have to have letters of invitation that include a statement of the planned duration of the visit and the visit’s goal. |

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| What is expected of an exchange student? | The exchange student should be actively involved in the life of the host department and attend all organized events, seminars, etc. The student is expected to spend the majority of their exchange visit on campus of the host school. | The exchange student should be actively involved in the life of the host department and attend all organized events, seminars, etc. The student is expected to spend the majority of their exchange visit on campus of the host school. |
| What is the status of a PhD student studying abroad? | Wharton PhD students remain full-time students registered at the University of Pennsylvania, Wharton School during the time spent on the exchange program. A special course #996 for “Dissertation Abroad” will be set up for the student by their Department administrator if the student is visiting during the Fall or Spring term. PhD students do not register for summer courses. | INSEAD PhD students remain full-time students of INSEAD during the time spent on the exchange program. |
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| I’m an International student. Do I need to apply for a student visa? | Yes. INSEAD will assist you with this process. | Yes. Wharton will assist you with this process.  [PENN Global Student Scholar Services](http://global.upenn.edu/isss) |
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| 2. **Courses, Credits & Transcripts** |  |  |
| Can credit be obtained for coursework? | Wharton PhD students may only obtain up to a maximum of 3 CU’s of elective course work from INSEAD. No course credit for courses that have a core program requirement will be given.  Elective courses taken at INSEAD must be related to the PhD student’s dissertation research and approved by the Faculty PhD Coordinator in their department before a transfer of credit is given. PhD students can refer to the Wharton PhD Resources website: <http://www.wharton.upenn.edu/doctoral-inside/> for information on how to obtain Transfer of Credit for Graduate coursework. | INSEAD PhD students going to Wharton for course work need to have the prior agreement of their Area in order to validate their elective course work at Wharton.  The coursework should be relevant to their research interests.  Transfer of credit (s) for taken courses at Wharton will have to be approved by the INSEAD PhD Office in coordination with the Area PhD representative.  No course credit for core and required area courses will be given. |
| Do I have access to classes outside of the business school? | INSEAD is a stand-alone business school. There are no departments outside of the business school. | The exchange agreement is for Wharton PhD courses only. Exchange students may not take courses at other schools within the University of Pennsylvania, including those offered by the Lauder Program. |
| Where can I find a list of courses? | Course lists are updated for both Wharton and INSEAD each academic term and can be located on the Wharton PhD Resources website: <http://www.wharton.upenn.edu/doctoral-inside/>    \*Note: Wharton does not offer PhD level courses during Summer Sessions. | Course lists are updated for both INSEAD and Wharton each academic term and can be located on the INSEAD PhD Resources website:  <http://www.insead.edu/phd/program/prog_INSEAD.cfm> |
| Is this a dual-degree program? Do I get a diploma from the host school? | No. | No. |
| What does it say on my diploma and transcript? | Courses taken on exchange will not appear on your transcript. You will be given transfer credit if the PhD Coordinator approves the courses. You can apply to PhD elective courses for your doctoral program. Your diploma will not mention INSEAD.  \*Each course credit is equivalent to 1CU (Credit Unit). See Wharton Policy and Procedures on Transfer Credit. | Courses taken on exchange appear on your INSEAD transcript. Your diploma does not mention Wharton. |
| Do I become an alumna/alumnus of the host school? | No. You have access to the alumni database during the period of the exchange but not before or after. | No. You have access to the alumni database during the period of the exchange but not before or after. |
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| 3. **Finance & Funding** |  |  |
| What kind of funding is available as part of the PhD Exchange? | **Funding is available for:**  1) Stipend – this will continue to be paid to you by your home school during your approved exchange visit to INSEAD.  2) PhD funding for travel and housing (housing/rental) may be awarded after successful completion of application (see below). Items covered : Travel ( one roundtrip economy class fare ground transportation (taxi) to and from airport for departure and return visit, housing (see Number (4) below) Submission of PhD Exchange Application must be completed and approved prior to the submission of the Exchange Budget Application. Acceptance to the Exchange Program is not a guarantee of receiving funding from the Alliance Research Center. This does not cover books, utilities or technology related purchases (computers, cell phones, etc.) living expenses such as meals, local transportation and telephone charges covered by your stipend.  Requests may be made by completing the Budget Application Form.  <http://www.wharton.upenn.edu/doctoral-inside/>  Send Application to: Prof. Gavin Cassar, [gavin.cassar@insead.edu](mailto:gavin.cassar@insead.edu) with cc to Linda Kaelin, [linda.kaelin@wharton.upenn.edu](mailto:linda.kaelin@wharton.upenn.edu) and Suzanne Sellier Di Sano, [Suzanne.sellierdisano@insead.edu](mailto:Suzanne.sellierdisano@insead.edu).. You will be notified by email of her decision and dollar amount of funding. All original receipts will need to be reviewed and approved by either the host or home school prior to payment.  3) The Alliance Centre for Global Research & Education may provide funding for work involving research projects with a faculty member at the host school and a PhD student. Faculty Application can be found at <http://inside.wharton.upenn.edu/faculty/> and should be made to the Research Director of the Centre Prof. Gavin Cassar, [gavin.cassar@insead.edu](mailto:gavin.cassar@insead.edu) . All applications are subject to approval. Award notification will be confirmed in an email by the Alliance Manager. | **Funding is available for:**  1) Stipend – this will continue to be paid to you by your home school during your approved exchange visit to Wharton  2) PhD funding for travel and housing (housing/rental)) may be awarded after successful completion of application (see below) Items covered: Travel (one economy class fare, ground transportation (taxi) ) to and from airport for departure and return visit, and housing(see Number (4) below) Submission of [PhD Exchange Application](https://reddot-pubs.wharton.upenn.edu/CMS/ImageCache/A563F26FD83D4BDFB5D4C4EAEF54C001/40092FB00896474287A3365CD6029075/AL/Alliiance%20PhD%20Exchange%20Application%20INSEAD%20Version%20July%2031,%202009%20-%20Wharton.doc) must be completed and approved prior to the submission of the [Exchange Budget Application](https://reddot-pubs.wharton.upenn.edu/CMS/ImageCache/A563F26FD83D4BDFB5D4C4EAEF54C001/40092FB00896474287A3365CD6029075/AL/PhD%20Exchange%20Budget%20Application.docx). Acceptance to the Exchange Program is not a guarantee of receiving funding from the Alliance Research Center. This does not cover books, utilities or technology related purchases (computers, cell phones, etc.) living expenses such as meals, local transportation and telephone charges covered by your stipend.  Requests may be made by completing the Budget Application Form.  <http://inside.insead.edu/faculty_affairs/alliance/alliance.htm>  Send Application to: Prof. Gavin Cassar, [gavin.cassar@insead.edu](mailto:gavin.cassar@insead.edu) with cc to Linda Kaelin [linda.kaelin@wharton.upenn.edu](mailto:linda.kaelin@wharton.upenn.edu) and Suzanne Sellier Di Sano, [Suzanne.sellierdisano@insead.edu](mailto:Suzanne.sellierdisano@insead.edu). You will be notified by email of the decision and amount of funding. All original receipts will need to be reviewed and approved by either the host or home school prior to payment.  3) The Alliance Centre for Global Research & Education may provide funding for work involving research projects with a faculty member at the host school and a PhD student.. Faculty Application can be found at <http://inside.wharton.upenn.edu/faculty/> and should be made to the Research Director of the Centre Prof. Gavin Cassar, [gavin.cassar@insead.edu](mailto:gavin.cassar@insead.edu). All applications are subject to approval. Award notification will be confirmed in an email by the Alliance Manager. |
| 4. **Housing** |  |  |
| How do I find housing for my visit? | Wharton Students can find information on housing through an INSEAD appointed real estate agency at this site: <http://www.bonapart.org/> or contact Alina Jacquet at [alina.jacquet@insead.edu](mailto:alina.jacquet@insead.edu) for housing options in Fontainebleau. All students visiting INSEAD must work with Alina Jacquet on all housing options.  It is encouraged that students find accommodations in Fontainebleau during their exchange due to logistical and excessive commuting times from Paris and other locations. Acceptable housing in Fontainebleau: Fontainebleau residence or housing/apartment in Fontainebleau, €1000 per month; Singapore is €1475 per month,and provided through the INSEAD-Wharton Center for Global Research and Education. Budgets are strictly adhered to. (Consult host school PhD Department for acceptable housing options.) | Information on housing both on-campus and off-campus can be found at the University of Pennsylvania Housing and Related services website:  <http://www.upenn.edu/campus/housing.php>  It is encouraged that students find accommodations in the Philadelphia or the surrounding vicinity during their exchange due to logistical and excessive commuting times from other locations. Acceptable housing in Philadelphia: €1000 per month.Budgets are strictly adhered to. (Consult host school PhD Department for acceptable housing options.) |
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| **5. Working and Internships** |  |  |

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| Am I able to work during the exchange? | No. | No. |
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| How does the exchange impact summer jobs or internships? | Students going on exchange in the summer generally choose to go after their second year and before starting a full-time job. Some students are able to fit a summer exchange after their first year, if the internship begins later in the summer.  **\*Wharton PhD students are expected to continue working on research during the summer as part of their Program requirements** | There is no impact. Summer period is between the end of June to mid-August, which gives ample time to pursue research activities. |
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| 6. **Contacts** |  |  |
| Who is the contact person for questions about the PhD Exchange? | PhD Program Office, The Wharton School  [gmurray@wharton.upenn.edu](mailto:gmurray@wharton.upenn.edu) | **Alina JACQUET** Director, PhD Programme, INSEAD [alina.jacquet@insead.edu](mailto:alina.jacquet@insead.edu) |

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