

**Wharton-INSEAD Center
for Global Research and Education**

**Terms of PhD
Short Term Visit (STV)**

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| Definition of a PhD Short Term Visit |

The aim of the PhD Student Short Term Visit is to allow doctoral students to pursue their research through collaborative work with a faculty sponsor and academic networking at the partner school. There are two types of PhD Student STVs:

1. PhD student can visit host school up to four (4) weeks to collaborate on research with a faculty sponsor
2. PhD student can visit host school for up to 3 nights to attend a research seminar, conference or workshop, recommended by a faculty sponsor

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| Terms of a PhD Short Term Visit: Four-Weeks or Less |

Designed to allow doctoral students to conduct research at the partner school under the guidance of a faculty sponsor at the host school. The duration of this STV can be up to four (4) weeks.

ELIGIBILITY – Doctoral students at each school are eligible for one STV during their doctoral studies. First year students will not be eligible. The Alliance will grant a total of two (2) STVs per academic year, per school. This program should not be used for the annual PhD Student Consortium, which is funded separately by the Alliance. Applications for this STV must be submitted a minimum two (2) months prior to departure date.

FINANCIAL SUPPORT – Once a student receives a formal invitation (email or letter) from the partner school, the student can submit a Doctoral Student Short-Term Visit Request application to the Wharton-INSEAD Alliance.

A student can be eligible for the following financial support:

* One round trip Economy air ticket to host school, up to 1600 Euros
* Ground transportation to/from airports (Philadelphia and INSEAD)
* Accommodation for up to (4) weeks for up to a maximum of 1000 Euros for Philadelphia and Fontainebleau (or 1474 Euros for Singapore) including taxes
* Visa, if required
* No Per Diem
* Original itemized receipts required

Contact Gidget Murray (gmurray@wharton.upenn.edu) for Wharton housing information and Alina Jacquet (alina.jacquet@insead.edu) for housing information at INSEAD prior to submission of your budget to determine approved housing options and acceptable amounts. Funding for lodging can be used for a one-month rental fee only and does not cover any taxes, living expenses, meals, books, local travel, telephone charges covered by your stipend.

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|  Terms of a PhD Short Term Visit: Research Seminar, Conference or Workshop |

An STV can also be used to attend a co-branded (Wharton and INSEAD) conference or workshop. Attendance for these events can be up to three (3) nights and must be relevant to the student’s research.

ELIGIBILITY – Doctoral students at each school are eligible for one STV during their doctoral studies. First year students will not be eligible. The Alliance will grant a total of two (2) STVs per academic year, per school. This program should not be used for the annual PhD Student Consortium, which is funded separately by the Alliance.

FINANCIAL SUPPORT – Once the formal invitation (email or letter) is received from the partner school, the student can complete and submit a Doctoral Student Short-Term Visit Request application to the Wharton-INSEAD Alliance.

A student can be eligible for the following financial support:

* One round trip Economy air ticket to host school, up to 1600 Euros
* Ground transportation to/from airports (Philadelphia and INSEAD)
* Accommodation covered for up to three (3) nights to a maximum of 200 Euros per night, including taxes

NB: Accommodations should be arranged by host department at partner school

* No Per Diem

Requests for support may be submitted to Guillaume Roels: Guillaume.roels@insead.edu along with a completed PhD Student Short-Term Visit Request application at http://www.wharton.upenn.edu/doctoral-inside/

Submission of PhD Student Short Term Visit Request application must be completed following a formal invitation (email or letter) from faculty at the partner school. Acceptance to participate in a PhD Student STV does not guarantee all funding requests will be approved.

HEALTH AND HOSPITALIZATION COVERAGE - the institution which the student is visiting will be responsible for assuring the hospitalization and health services are locally available. However, the visiting PhD student must provide proof of Health Insurance coverage before they arrive at the host institution.

HOUSING-the visiting student is responsible for securing housing while visiting the host institution. Assistance for International Students may be obtained through the International Student/Scholar Services at the University of Pennsylvania or by visiting the website: http://www.sas.upenn.edu/elp/sites/www.sas.upenn.edu.elp/themes/upenn\_sas/housing\_comparison.php
For students visiting INSEAD, the following link may be useful: <https://www.mbahousing.fr/>

BENEFITS – at the institution visited, Wharton-INSEAD PhD students will be accorded benefits of that institution’s resident students. They will receive a Visiting Student ID card which permits access to the host institution’s libraries and lab facilities. Students are required to have a health insurance coverage plan prior to their arrival at the host institution.

INTERNATIONAL STUDENTS –international students are understood to be under the continuing sponsorship of their home institution. All visa work for them must be done through the international student advisor at the host institution. PENN Global Scholar Services (ISSS). The INSEAD exchange student must submit a copy of their J-1 Exchange Visitor Visa electronically to Michele Anna Klekotka at klekotka@wharton.upenn.edu prior to departure from the home school for verification that the INSEAD PhD exchange student has obtained a student visa to visit Wharton.