

Doctoral Student Short Term Visit (STV) Request

Definition of a Doctoral Student STV

Designed in part to allow doctoral students to visit the partner school to conduct research under the guidance of a faculty sponsor at INSEAD. The duration of an STV for doctoral research can be up to four (4) weeks.

STVs can also be used to attend co-branded (Wharton and INSEAD) conferences or workshops. Attendance at these events can be up to three (3) nights and must be relevant to the student's research. Doctoral STVs cannot be used for the annual PhD Student Consortium (which is funded separately) or for auditing courses.

The Alliance will fund Wharton PhDs who are approved for a Short-Term Visit during the academic year.

- Applications should be completed at least two months before the date of your visit.
- First-year students are not eligible.
- Financing is available
- Reimbursements must be submitted within six months after the applicant's return date.

Application Process

1. Doctoral student receives an invitation from a faculty sponsor at INSEAD to conduct research under their guidance or attend a co-branded conference or workshop relevant to the student's research.
2. Doctoral student receives approval from their PhD Advisor and PhD Director of Student and Academic Affairs.
3. Student completes the Application below and forwards it along with INSEAD'S invitation to:

Phanish Puranam, Research Director, INSEAD-Wharton Alliance, Phanish.puranam@insead.edu
 Michele Anna Klekotka, Wharton-INSEAD Alliance, klekotka@wharton.upenn.edu
 INSEAD Alliance Manager, insead-wharton.alliance@insead.edu
4. Should your application be approved, Michele Anna Klekotka will send you an award letter with the approved budget figure and corresponding budget number to be used for reimbursements. Original receipts are required for reimbursement.

Application for Doctoral Student STV

Name: []

Email Address: []

Date of proposed visit (To/From): mm/dd/yyyy []

mm/dd/yyyy []

Student's Department Name: []

Faculty Sponsor from Partner School: []

Student's Home School (Wharton or INSEAD): []

Name of student's PhD Advisor []

Nature of the STV:

- Research under the guidance of Faculty Sponsor Professor (named above);
- Conference or Workshop. Only co-branded events relevant to your research and held at Wharton or INSEAD will be covered (economy air travel, ground transportation to/from airports, accommodation up to 3 nights).

Title of Conference/Workshop: []

Provide an explanation for why you are requesting an STV for your research:

If attending a co-branded conference or workshop, please provide the title of the event and how it is relevant to your doctoral studies:

APPROVAL SIGNATURES:

PhD Advisor: _____

PhD Faculty Coordinator for your Department _____

Wharton Director of Doctoral Programs _____

Wharton Vice Dean, PhD Program: _____

Budget Request

All budgets will be awarded in Euros and will be adjusted to reflect the Exchange Rate at the date of the expense.

Reimbursements will be paid upon submission of original receipts only. Double-click on the Excel table below to enter your budget request. The formula will calculate the conversion from USD to Euros as necessary. All expenses should be submitted for reimbursement by the end of the calendar year travelled.

Short Term Visits:

- Funding up to four (4) weeks pending Alliance approvals
- Limited funding towards one round-trip economy airline ticket (not premium economy) to host school
- Ground transportation to/from airports (Philadelphia and INSEAD)
- Accommodation for up to (4) weeks and a maximum of 1000 Euros for Philadelphia and Fontainebleau, and 1,474 Euros for Singapore, including taxes per visit
- No Per Diem
- Original itemized receipts required

Visas must be handled by the student, and proof of visa should be provided before departure.

Conferences or Workshops:

- Funding up to three (3) nights pending Alliance approvals for:
- Attendance at a co-branded (Wharton and INSEAD) conference/seminar at INSEAD for up to (3) nights
- Accommodations should be arranged by the host department. Lodging covered up to (3) nights to a maximum of 250/Euros per night, including taxes
- Limited funding toward one round-trip economy (not premium economy) airline ticket to INSEAD
- Ground travel to/from the airport
- No Per Diem
- Original itemized receipts required

Airfare - One roundtrip Economy to the host school			-
Ground Transportation to and from airport			-
Accommodation - see coverage above			-
			-
One roundtrip Economy air ticket to host school			-
			-
TOTAL		-	-

[If you have used only the \\$ column, please click here to access FX Converter.](#)

Then, fill out today's \$/€ Exchange Rate here:

TOTAL BUDGET REQUESTED IN EUROS

EUR 0.00

To be completed by Michele Anna Klekotka, Associate Director

Date of Approval:

Amount Approved €:

Wharton-INSEAD Project #: