

PhD Student Handbook



Content

- 3 About the Handbook**
- 4 Doctoral Programs Overview**
 - International Accreditation of Doctoral Programs
 - Double PhD Degree
- 8 Regulations & Policies**
- 9 Degree Requirements**
 - Research
 - Publications and Conferences Requirements
 - Coursework Requirements
- 15 Supervision**
 - Supervisor
 - Individual Doctoral Committee
- 16 Academic Integrity**
 - Plagiarism
 - Disciplinary Board
- 20 Guidelines**
 - Individual Study Plan
 - Thesis Proposal Defense
 - Annual Progress Review
 - Qualifying Exam
 - Pedagogy and Pedagogical Experience
 - Thesis
 - Thesis Final Review
 - PhD Defense Jury
 - Thesis Defense
 - Happy Moments
- 33 Appendixes**
 - Doctoral Studies Office
 - Skoltech Help Center
 - Information Systems
 - Skoltech Campus
 - Library
 - Students Life
 - Safety and Security
 - Emergency Contacts



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 Skoltech.

The handbook is not aimed to reproduce the contents of official documents.

This handbook applies to the PhD students admitted in the 2022/2023 academic year and beyond.

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 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.



**Computational
and Data Science
and Engineering**

Engineering Systems

Life Sciences

**Materials Science
and Engineering**

**Mathematics
and Mechanics**

Petroleum Engineering

Physics



The following Skoltech doctoral 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](#) ↗

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](#)




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)

Please note that the state requirements for doctoral study have changed since 2022-2023 academic year so new rules apply to the PhD students admitted in the 2022/2023 academic year and beyond.

Useful link

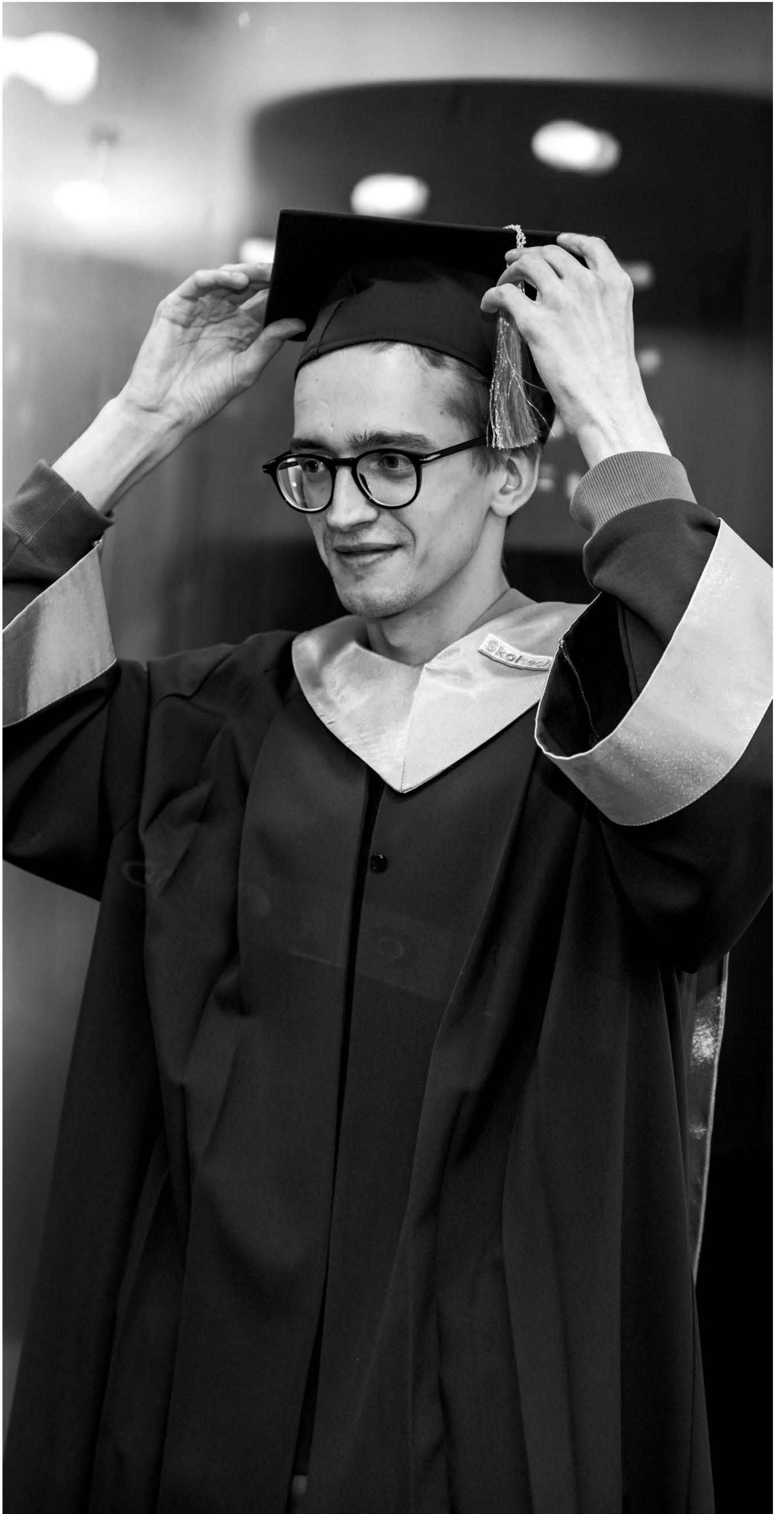


[Policies and Regulations](#)

Degree Requirements



The doctoral program includes three components: PhD thesis research, coursework, and Thesis Final Review.





The research work constitutes the largest part of the doctoral study.

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](#) ↗
- + [BiImaging 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 link



[Research at Skoltech](#)



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

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

Useful link



[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

Graduate's Useful Tips

“On my humble opinion the PhD program intends mostly to research rather than taking courses which is of course useful and important. Therefore I would encourage newcomers PhD students to stay calm and do not take all courses in the first term to have a good feeling of completing something. Skoltech courses are very useful and interesting but might take much time. Therefore you should plan your working load with the emphasis on research, preparation for conferences and writing papers. The course should be chosen with the aim to obtain valuable knowledge and experience to be stronger in research”.

Shamil
Biktimirov,
Engineering
Systems



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 doctoral 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 2).

Doctoral program element	Compulsory
PhD thesis Research	+
Research Methodology	+
Advanced Major-Field courses	depends on the doctoral program
General doctoral courses	+
History and Philosophy of Science. Candidate Exam	+
English. Candidate Exam	+
Optional courses	-
Entrepreneurship and Innovation courses	-
Pedagogical Experience	+
Thesis Proposal Defense	+
Qualifying Exam	+
Annual Progress Review	+
Thesis Final Review	+



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

Research Methodology

The objective of this course is to overview common research methodologies and practices applicable to major types of research topics in a specific field.

Advanced Major-Field courses

Each Doctoral Program Committee can set a list of compulsory Advanced Major-Field courses, which is approved in the curriculum of a particular doctoral program.

General doctoral courses, compulsory for all PhD students, are:

- + History and Philosophy of Science
- + English

Final History and Philosophy of Science and English assessments are equal to the candidate exams.

Optional courses

Each Doctoral Program Committee can set a list of the recommended Optional courses. These courses can be equivalent to Masters courses. Optional courses can also include entrepreneurship and innovation.

Useful links



[PhD Curriculum for Each Doctoral Program](#)
[Grading and ECTS Credit System Regulations](#)

Supervisor

Supervisor is Skoltech faculty who holds the primary responsibility for mentoring a PhD 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.

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 ongoing monitoring of the PhD student progress according to the Individual Study Plan and the readiness of the PhD thesis. The Committee consists of at least 3 members, including the supervisor (co-supervisor, if applicable) and experts in a particular research area. An 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.

Graduate's Useful Tips

"Please take time to choose the supervisor. You will spend the long 4 years with your advisor and half of a successful final defense is to choose the right one".

Shamil Biktimirov,
Engineering Systems

The Individual Doctoral Committee is finally appointed after the approval of the Individual Study Plan.

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

Summarizing or rewriting a text 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.

Useful links



[Student Academic Integrity Regulations](#)
[Code of Ethics](#)



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](#)

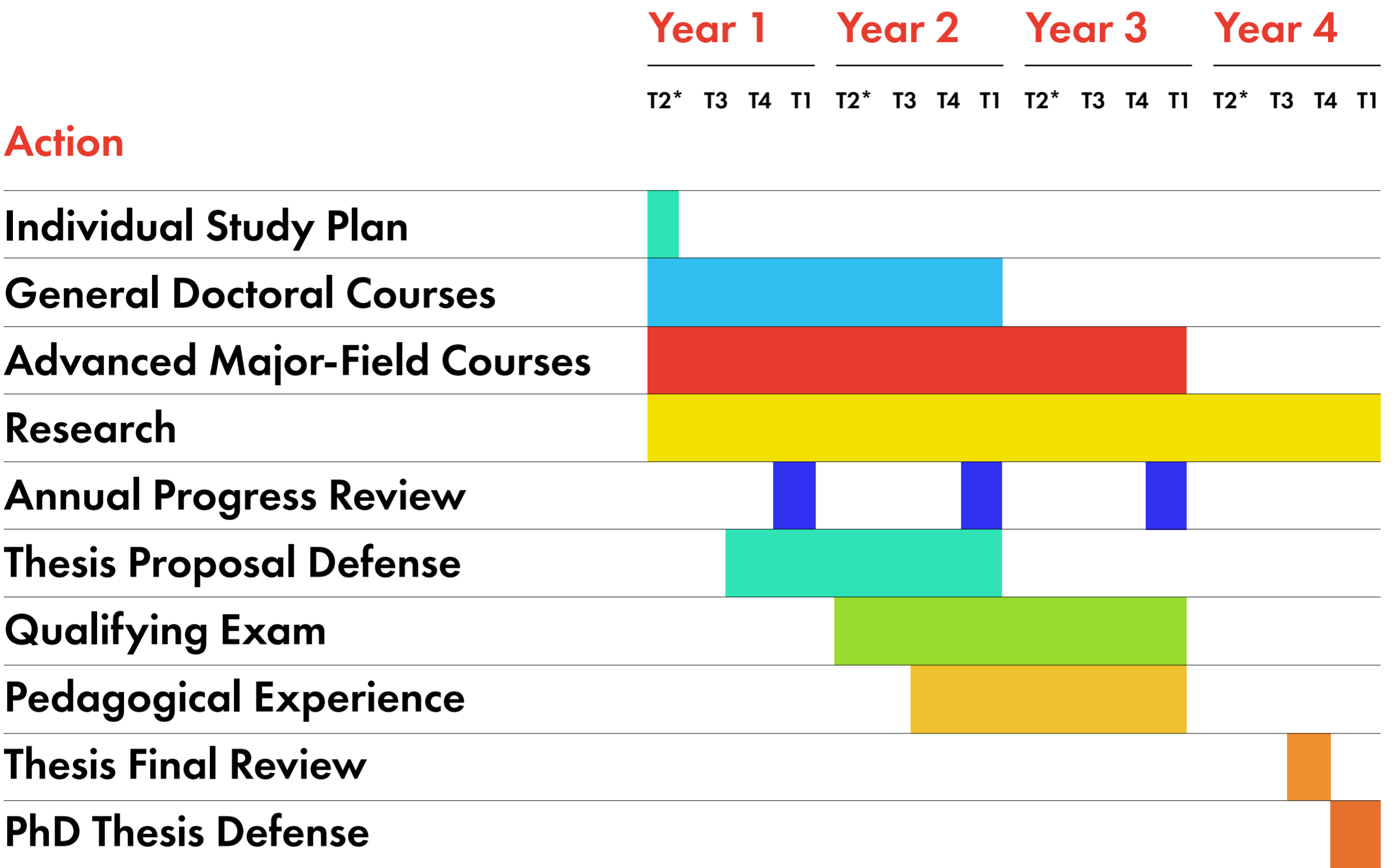
Guidelines



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 it in time. Please refer to the [curriculum ↗](#) of the particular program for exact details.

The PhD student needs to adjust the plan under the research and agree with the supervisor.

Table 3. Recommended timeline of the doctoral study for four-year program



* Academic year for PhD students starts in November.

Milestones

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

Annual Progress Review – September – October,
the end of each year except the last one

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

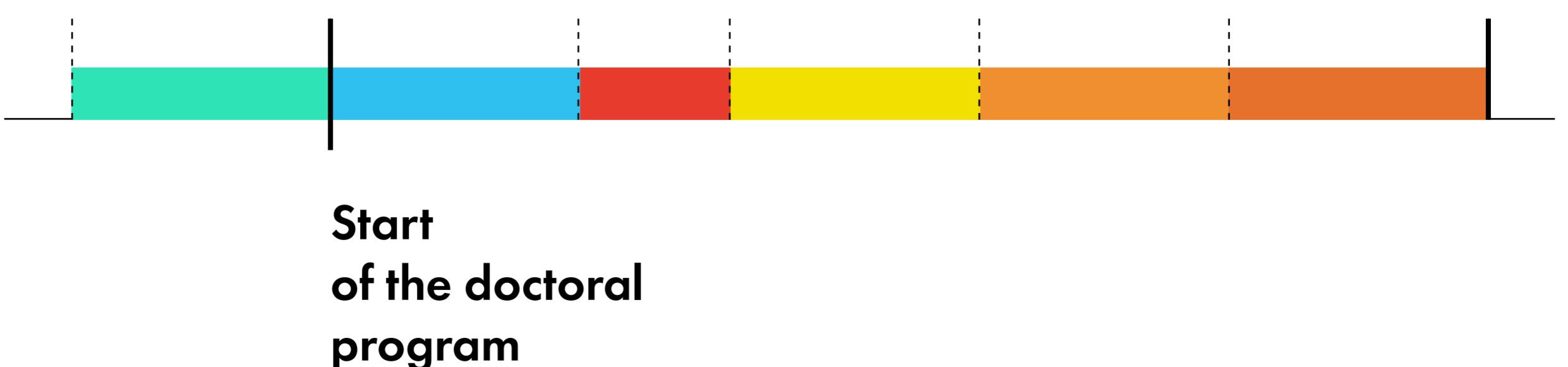
Qualifying Exam –
no later than the end of the 3rd year of study

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 link



[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 the Individual Study Plan via the [link](#) ↗ no later than **December 13, 2023**.

Graduate's Useful Tips

"If you plan to defend your dissertation within four years, then write an action plan for this that fits within three years. Be sure that on the way to the defense there will be many factors beyond your control that will postpone the defense of the dissertation".

Georgy Peshkov,
Petroleum Engineering,
Skoltech PhD
2021 ↗



Deadlines

Individual Study Plan submission by PhD student	13/12/2022
Supervisor's approval	25/01/2023
Doctoral Program Committee Chair's approval	13/02/2023
Associate Provost, Dean of Education`s approval	

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, doctoral program or research area
- + as the result of the Annual Progress Review if the Doctoral Program Committee recommends.

Useful link



[Individual Study Plan](#)



Thesis Proposal Defense

is a compulsory component of the doctoral program, whereby a 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 formulations of the PhD thesis research objectives, the methodology proposed to address them, directions of the literature review, expected outcomes, as well as an overview of the proposed PhD thesis structure.

Graduate's Useful Tips

"It sounds obvious but the research topic you select should inspire and motivate you to work on it. Otherwise, it will be hard and boring to accomplish a bunch of studies, present it frequently at conferences, write about it and brag it to you friends".

Shamil Biktimirov,
Engineering Systems

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 an annual interim assessment procedure that aims to constructively evaluate the progress of PhD student based on the Individual Study Plan.

The Annual Progress Review comprises a PhD student presentation before the Doctoral Program Committee followed by questions and discussion.

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 each academic year except the last one

Useful links



[Regulations on Ongoing and Final Discipline Assessment](#)
[Policy on Student Scholarships](#)



Qualifying Exam is a compulsory component of the doctoral program and equal to the candidate exam. 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 PhD student
- + 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 Assessment](#)



The Pedagogical Experience prepares a PhD student for practical teaching. It includes brief theoretical training and practical training serving as a Teaching Assistant (TA).

The PhD student works as a TA that involves the following responsibilities during classes: developing the course materials; conducting contact teaching (seminars, labs, etc.); grading homework; attendance check; teaching technology support; supporting students in studies outside of contact teaching hours. The main details are in [TA Guideline](#) ↗.

Graduate's Useful Tips

“The best way to comprehensively understand a topic to explain to someone who is new to it. Therefore, practice teaching your subject. It will give you new insights in your domain and broad knowledge since teaching will cover a lot more that you do in your particular research problem”.

Shamil Biktimirov,
Engineering Systems

Useful links



[Pedagogical Experience Syllabus](#)
[TA Guideline](#)

Graduate's
Useful Tips

"Be motivated by what you are doing. ... This path is possible to walk only with a huge intrinsic motivation that you should fulfill continuously". "... do not be scared to stop the ongoing research if the results are not good. With a high probability, you won't be able to make them better (of course if you do not control the quality and know exactly how to increase it), so in the beginning, you have much time for tryouts. Many students give up finalizing the thesis when after several years of work, they realize that they were not able to make the results better. It is better to make mistakes earlier and faster".

Maksim Malyy,
Engineering
Systems,
Skoltech PhD
2022



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
- 2) **a thesis by papers** comprises 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.
- 3) **a hybrid format** comprises explicitly written chapters as a manuscript and the published papers, presented as the appendices. For this format to be adopted, the candidate must have at least five Skoltech-affiliated papers published in WoS/Scopus indexed journals also.

Useful link

[PhD Thesis Template](#)



Thesis Final Review is a procedure that certifies the PhD student`s successful completion of the doctoral program and assesses the readiness of the PhD thesis for the PhD Thesis Defense.

The Thesis Final Review is conducted by the Doctoral Program Committee in the format of the pre-defense and includes mandatory presentation of the goals, results, and conclusion of the research work in the oral report and in the PhD thesis submitted in advance.

A PhD student who has fully completed an Individual Study Plan, including thesis preparation, is permitted to take part in the Thesis Final Review.

Based on the results of the Thesis Final Review, the outcomes are:

- 1) the PhD thesis is recommended for the Defense at Skoltech;
- 2) the PhD thesis is recommended for the Defense in an external dissertation council;
- 3) the PhD thesis is not recommended for the Defense.

If the thesis is not recommended for the defense, the Doctoral Program Committee may recommend a second pre-defense at a later date after revision.

Useful link



[Thesis Final Review Syllabus](#)



PhD Defense Jury – a collegial body responsible for fair and comprehensive expert examination of a PhD thesis, which recommends awarding Skoltech PhD degree. PhD defense Jury is appointed for each PhD defense individually. 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.



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](#) ↗.

Graduate's Useful Tips

"I would like to thank Skoltech for its ability to make the thesis based on world science standards and with the help of the global community. I believe this is the only place in Russia where it is possible to do. Also, I'd like to thank the whole Edu office for the continuous assistance and help! Guys, you are great!"

Maksim Malyy,
Engineering Systems,
Skoltech PhD
2022

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 Defense Guideline](#)



Since 2017 Skoltech Doctor of Philosophy Degree has been awarded to more than 110 PhD students who have successfully demonstrated appropriate mastery in original research work.

Skoltech PhD Defenses (July 1, 2022)

Doctoral program	Skoltech PhD degrees
Life Sciences	31
Computational and Data Science and Engineering	21
Engineering Systems	21
Materials Science and Engineering	16
Physics	12
Petroleum Engineering	11
Mathematics and Mechanics	5
Total	116

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

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

Useful link



[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 Study Office



Doctoral Studies Office is a functional direction of the Educational Department, administrates and manages the doctoral education at Skoltech. The Doctoral Studies Office is also involved in the development of policies and procedures regulating PhD studies.



**Dmitry
Artamonov**
Head of Doctoral
Studies Office

d.artamonov@skoltech.ru
Tel.: +7 (916) 690 70 58
Office: E-R1-2068



**Nadezhda
Dontsu**
Senior
specialist

N.Dontsu@skoltech.ru
Tel.: +7 (916) 277 26 55
Office: E-R1-2064
+ PhD Thesis Defenses
+ Thesis Final Reviews
+ PhD Degree Diploma



**Elena
Ditte**
Senior
specialist

E.Ditte@skoltech.ru
Tel.: +7 (916) 370 13 50
Office: E-R1-2064
+ PhD Degree audit
+ PhD Thesis Defenses
+ PhD Double Degree
agreements



**Viktoria
Mikhaylova**
Senior
specialist

V.Mikhaylova@skoltech.ru
Tel.: +7 (952) 229 00 96
Office: E-R1-2064
+ Individual Study Plan
+ Thesis Proposal Defense
+ Qualifying Exam

Graduate's Useful Tips

"I would like to thank all sympathetic people from Education department who really make the education at Skoltech comfortable and high-grade".

**Shamil
Biktimirov,
Engineering
Systems**

Skoltech

Help Center



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, 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.

Please note that your Skoltech email address is considered your official address for all institute notifications. It is your responsibility to check your email regularly.

Useful links



[Jira: Education Support](#)

[Jira: Student Support](#)

[IT Helpdesk](#)

[Resources for Students in Canvas](#)

[Skoltech.ru](#) – Skoltech website

Information Systems



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.

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

The purpose of Student Portal 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 their study at Skoltech

Registration for courses opens in Student Portal 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.



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:

- + to keep track of deadlines for course assignments**
- + to have access to course materials in a single place**
- + to get up to date rules related to the course assessment that is clear, transparent, and available 24/7**
- + to see the final grade that is going to be as the course runs**
- + to communicate via chats and discussion forums**
- + to find folder Resources for Students ↗ including policies, regulations, and guidelines**

Useful links



[Canvas Website](#)
[Guide for Using Canvas](#)

Skoltech Campus



Skoltech campus, designed by Herzog de Meuron and awarded by the 2019 Prix Versailles under UNESCO, is home to 40 world-class labs with best-in-class equipment, globally renowned professors, and students from 40+ countries.

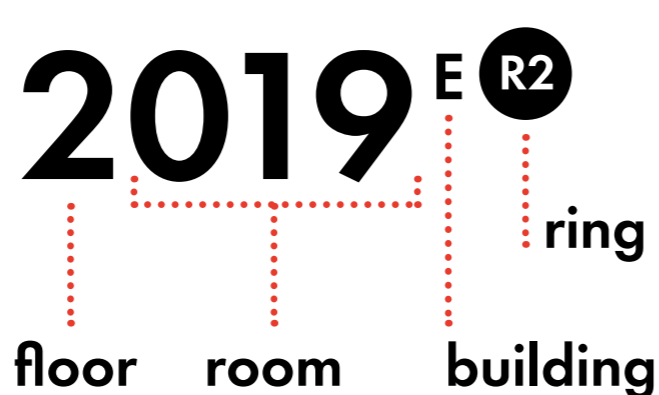
Skoltech's virtual tour allows to see dozens of labs with fascinating and unique equipment.

Navigational principles and schemes

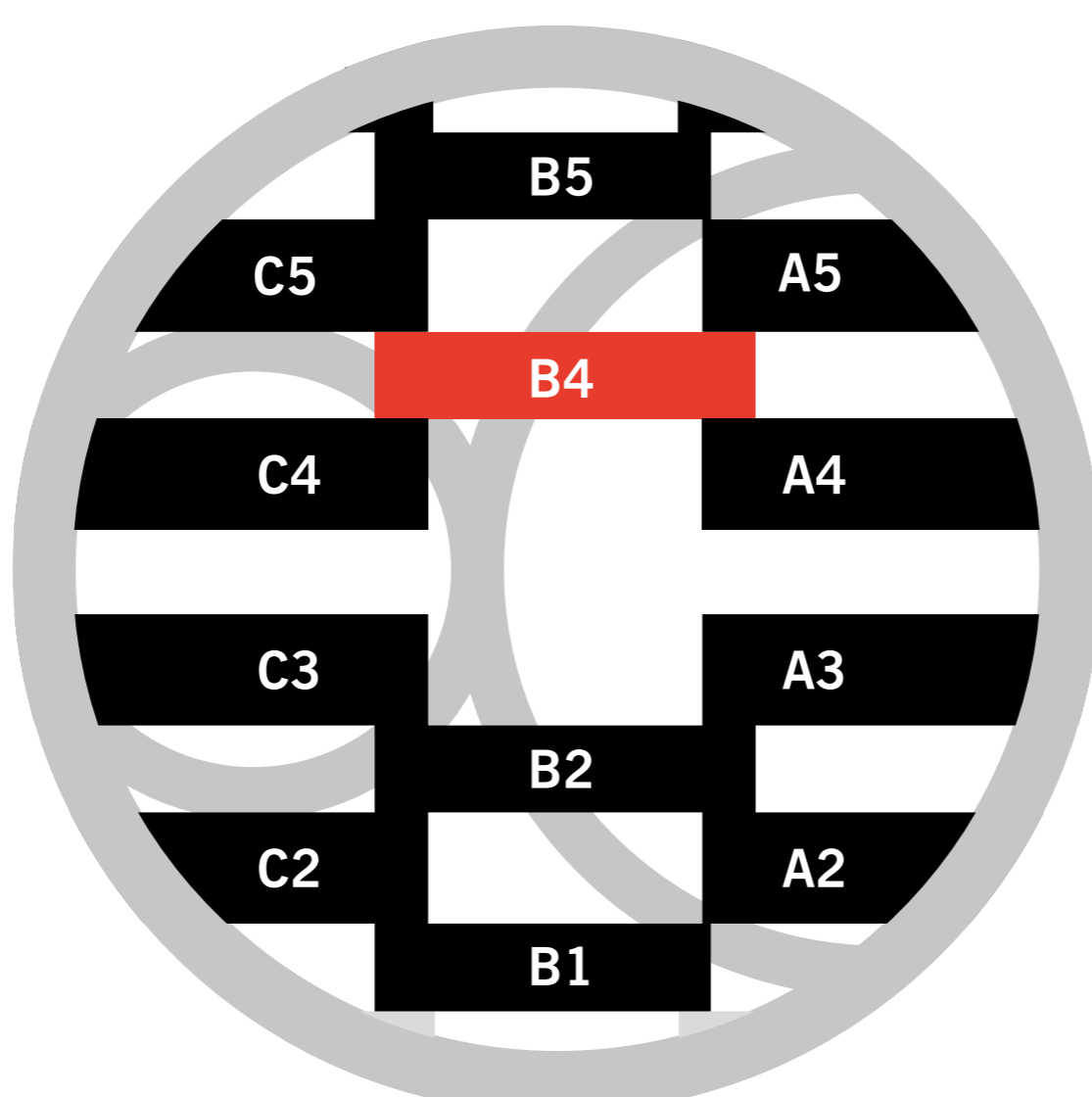
rings concept



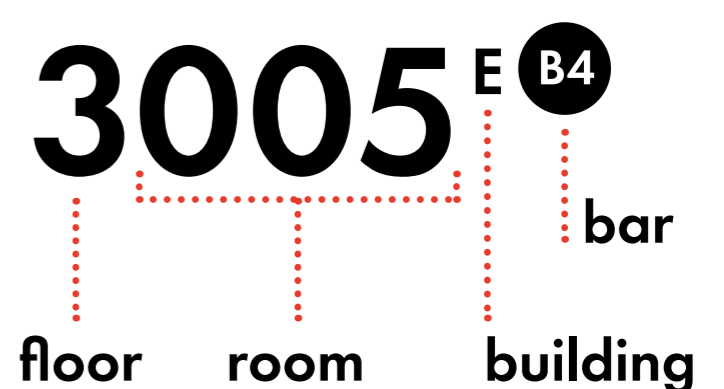
numbering



bars concept



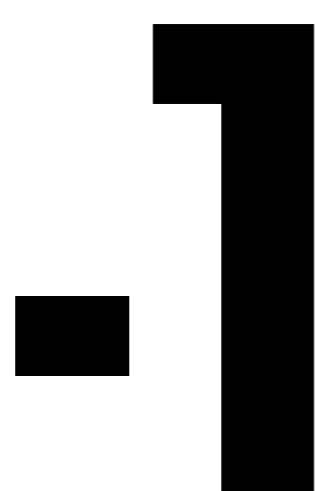
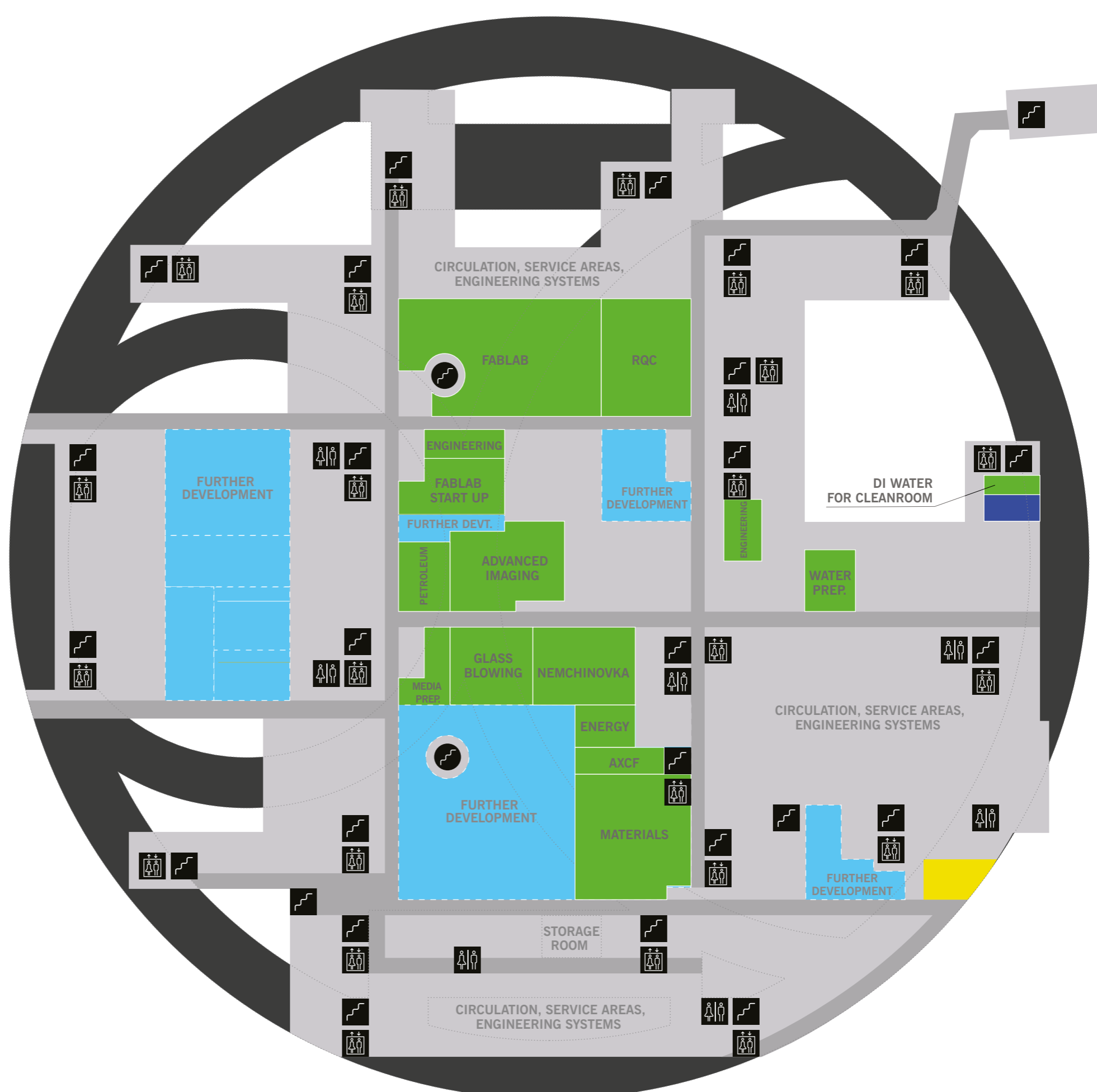
numbering



Numbering in writing

E-R2-2019

E-B4-3005



CREI laboratories



future expansion of labs

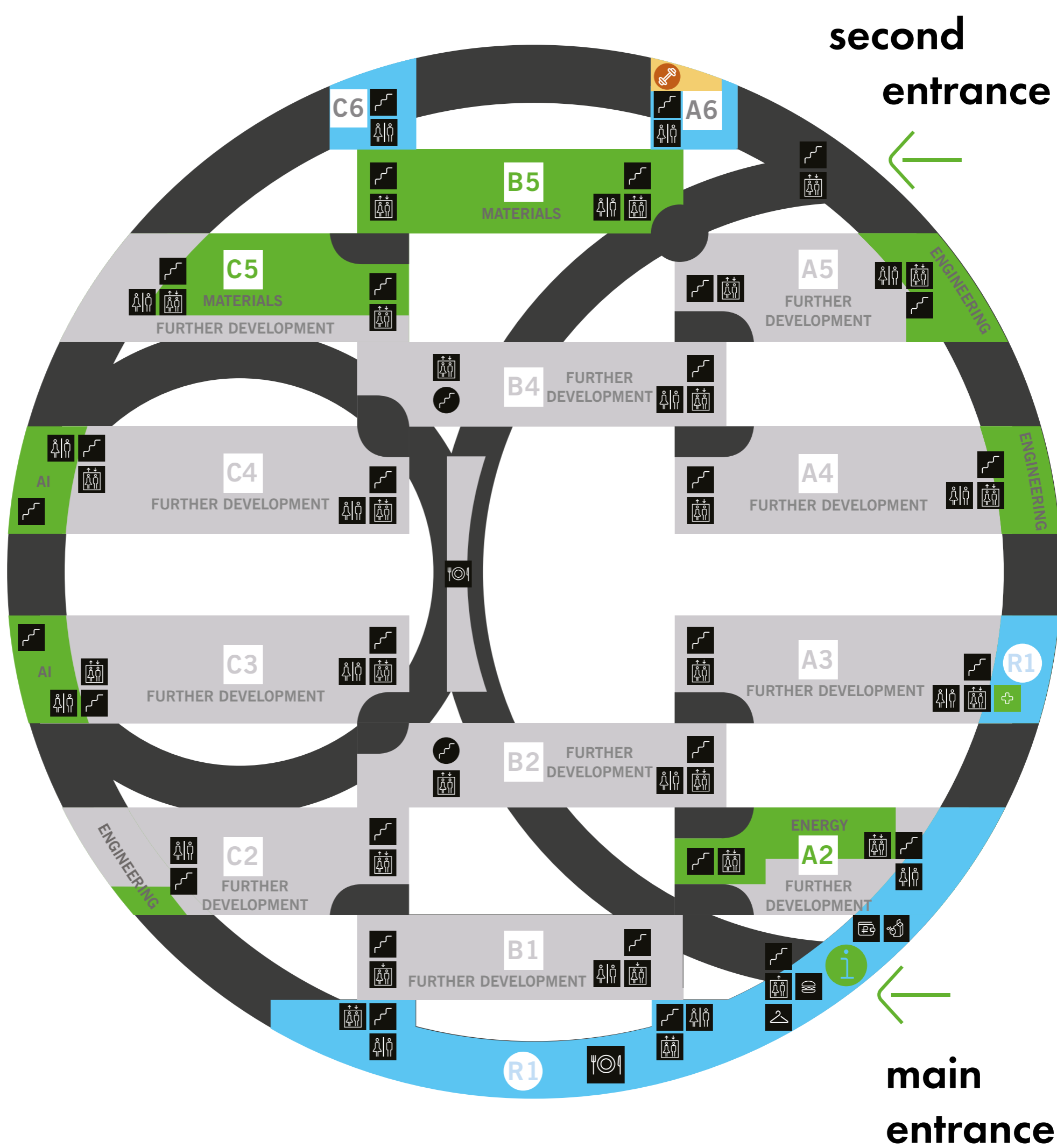


facility maintenance



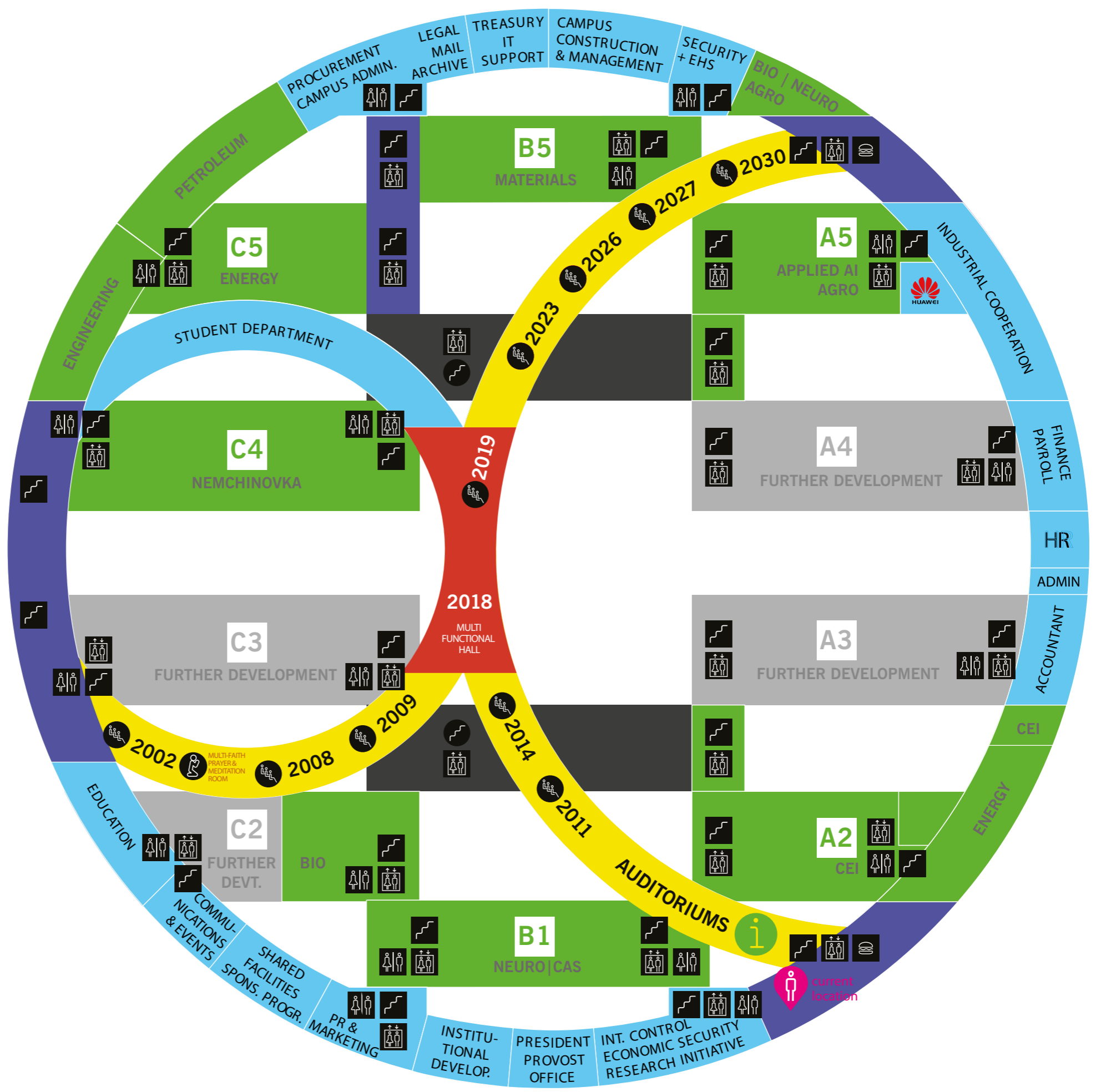
waste treatment plant





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

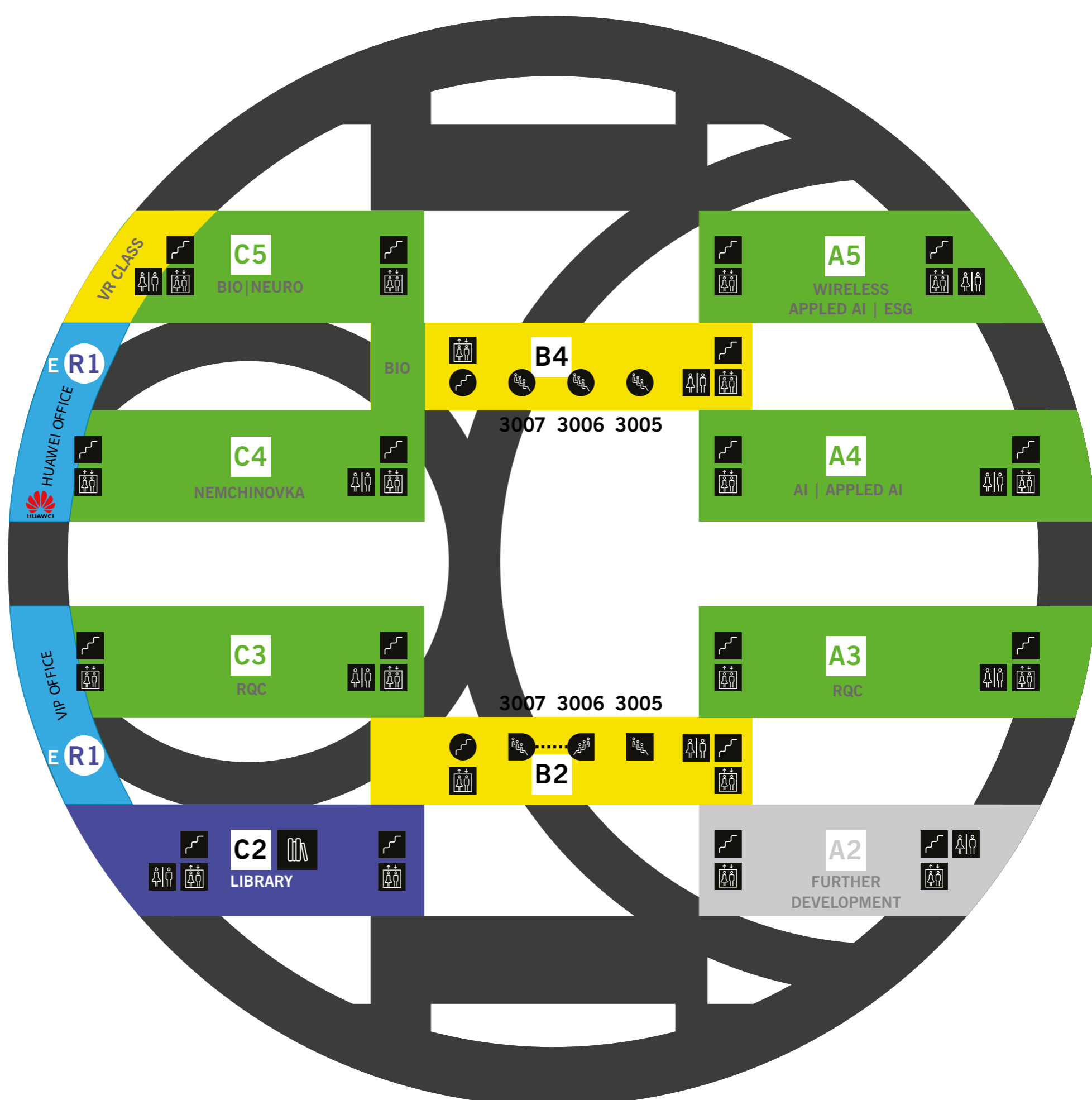


multifunctional zone on
interchange of the rings



under construction





3

CREI laboratories/
office spaces

T.E.A.L. – Technology-
Enabled Active Learning lab

high-capacity auditoriums

student spaces

I.L.S – Interactive
Learning Studio

library

cohort space

Transportation

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](#)

Students Life



Skoltech advocates 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 ↗
- + student clubs (Taekwondo Club, Stretching Club, Movie Club, Football Club, etc.)



Social cards:

A social card is a state-issued document that gives multiple social benefits like discounts for transportation tickets and cultural events. A PhD student submits the application for social cards via [Moscow Mayor official website](#) ↗. International PhD student applies via [Student Support Center Helpdesk](#) ↗.



Medical and life insurance

Every PhD 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, PhD 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](#) ↗.

The private medical insurance, also called Voluntary Health Insurance (“DMS” in Russian), is issued through AlfaStrakhovanie PLC insurance company at the beginning of the academic year and renewed once a year. The details of the policy and instructions for using insurance are sent by e-mail at the beginning of the academic year, including the list of relevant clinics, coverage and conditions.



If a PhD student needs to book a doctor's appointment or has a medical emergency, please call:



**24-hour
Medical Panel
for Russian-speaking
students**

Registration with the clinic
Home visit
Emergency medical care
Hospitalization
Information and consulting support

8 495 755 88 77
8 495 258 52 58

Emergency care
in the Russian Federation

8 800 700 09 98



**24-hour
Medical Panel
for English-speaking
students**

Registration with the clinic
Home visit
Emergency medical care
Hospitalization
Information and consulting support

8 495 775 09 99

For text messages (WhatsApp,
Viber, Telegram):

+7 925 775 00 66

Emergency care
in the Russian Federation

8 495 775 09 99



Mental health support

Skoltech has dedicated specialists who can support a PhD student at the time of need, provide resources and connect with a licensed professional for help. To get a counseling session with a psychologist, please request via [Student Support Center Helpdesk](#) ↗.

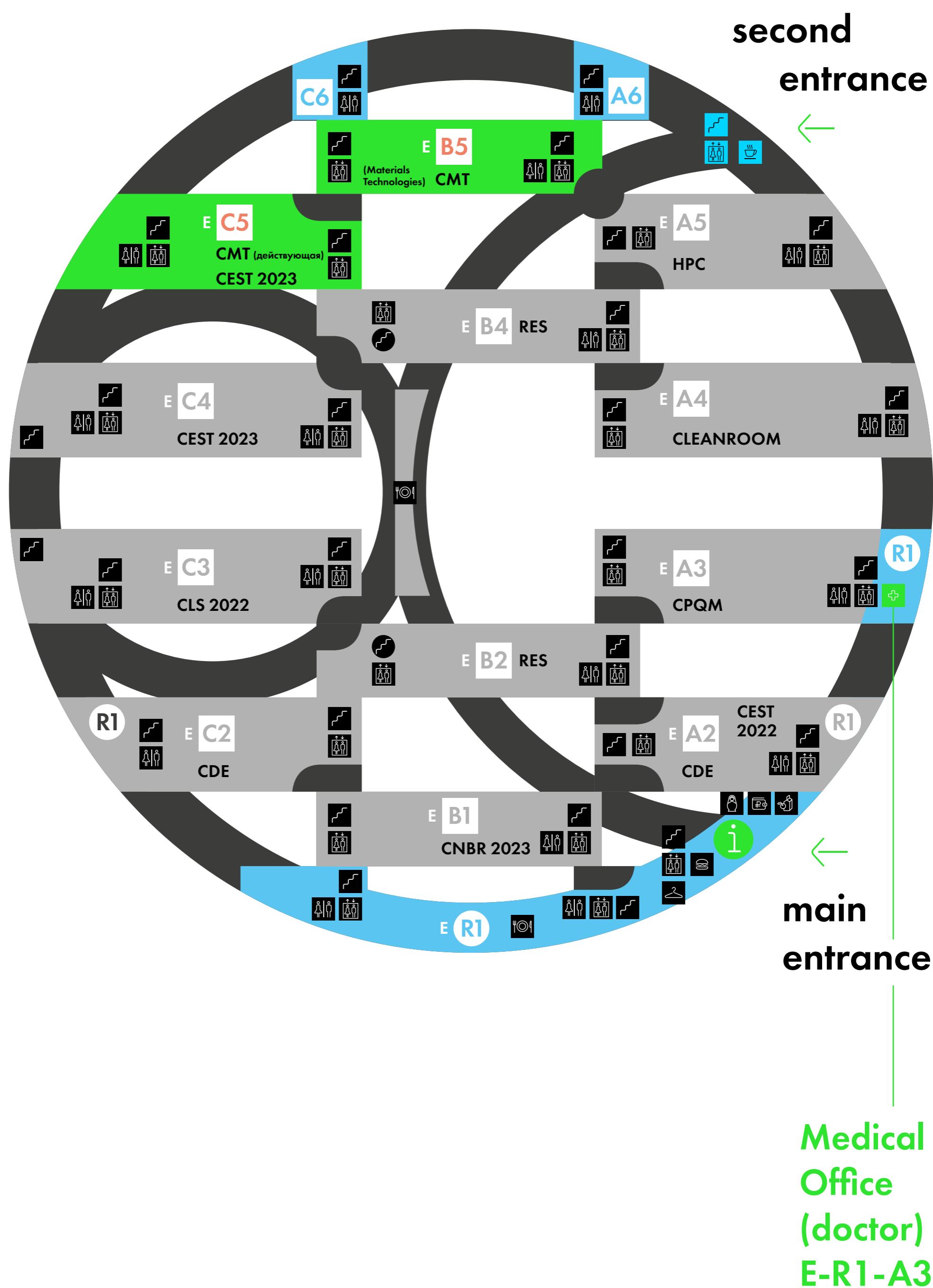
AlfaStrakhovanie also provides 24/7 psychological helpline for our Russian speaking students and their direct relatives (spouses, parents): 8-800-775-95-58.

Doctor on campus

The Skoltech on-site doctor is available to see visitors on both campuses:

- + Main campus (Bolshoy Boulevard 30, bld. 1): an English-speaking doctor is available every working day from 9 AM to 6 PM (lunch break from 1-2 PM) in the Medical Office (E-R1-A3)
- + Old campus (Nobelya street, bld. 3): Tuesdays and Thursdays from 10 AM to 2 PM, office 173, 1st floor, TPOC3.

Before dropping by the Doctor's Office, please make an appointment via [email](#).



Military Certificates

A male Russian Skoltech student is eligible for a reference for a military deferment. Please note that the PhD student personally submits a reference to the Military Induction Center twice a year before October 1 and April 1. To receive a reference/letter for deferment, please request it via [Student Support Center Helpdesk](#) ↗.

Useful link



[Student Department Page](#)

Safety and Security



The 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 [3115](tel:3115) ↗.

Fire Safety

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

Security

Security rules include:

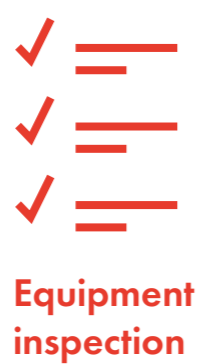
- + speed limit in the Skolkovo Innovation Center is 40 km/h
- + all the guests should be in the approved list of people who are allowed to enter the building
- + video surveillance systems are in the building for safety
- + visitors are not permitted to move around laboratories unaccompanied
- + entrance 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.



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



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).



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



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 specialy marked area

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. 3115
IT Helpdesk	ext. 3333



**Good luck
with your PhD
experience
at Skoltech <3**

**Yours,
Doctoral
Studies Office**