

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

**Ph.D. Student Exchange Request**

|  |
| --- |
| Definition of a Ph.D. Exchange |

The objective of the Ph.D. Exchange is to allow the best and brightest doctoral students from both schools to share, generate and develop ideas. Students registered in one of the two institutions can register and gain credit for courses taken at the other institution after they have completed their first year of studies at the home institution.

|  |
| --- |
| Application Process  |

1. Application Form (found below) must be submitted at least (2) two months prior to the beginning of the semester during which the visit will occur
2. All necessary approval signatures must be obtained (See Application below for required signatures)
3. This Exchange is approved for up to one year
4. A letter confirming the approval details (e.g. medical insurance, housing, visas, etc.) will be sent by the host department PhD Office with copies to:
* the faculty sponsor(s)
* Alina Jacquet alina.jacquet@insead.edu
* Gidget Murray gmurray@wharton.upenn.edu
* Michele Klekotka Klekotka@wharton.upenn.edu
* Suzanne Sellier Di Sano Suzanne.sellierdisano@insead.edu
1. **Funding Request may be submitted only *after* an official letter of invitation has been received by the student.**
2. If funding is requested and approved, an award email will be sent to the visiting student by Michele Klekotka, (Wharton) together with attached approved Exchange Budget Application, budget and account number. A copy of all will be sent to the faculty sponsor(s), Alina Jacquet, Michele Klekotka/Suzanne Sellier Di Sano and Guillaume Roels

|  |
| --- |
| Application for Ph.D. Exchange |

|  |
| --- |
| Applicant Name :      Date of Application:       Email Address:      Department Name:       Period of Exchange *(Quarters, Terms, Semesters you propose to spend at the institution to be visited.*  From: m/d/y       To: m/d/y       Have you ever been an Exchange Student?       If so, when       Home School/Department:       Host School/Department:      Expected completion date of degree:       Degree Sought (e.g., TOM, FIN)      Purpose of Application: [ ] Attend Class [ ]  Research for Dissertation [ ]  Others (*Specify)* Are you requesting financial support from The Alliance Centre for Global Research and Education?      If yes, complete “Supporting Budget Information” |
| Abstract: (10 lines)Research / Pedagogical Objectives:Work Plan (describe your proposed plan of study during the Exchange and indicate why it is essential to your degree program) |

|  |
| --- |
| Approval Signatures |

1. Ph.D. Program Dean of home school signs and forwards to student’s Faculty Sponsor
2. Student’s home school Faculty Sponsor signs and forwards to home school’s departmental Ph.D. Representative
3. Ph.D. Departmental Representative signs and forwards to host school Graduate Dean for signature
4. Host school Graduate Dean, Faculty Sponsor and Coordinator all need to sign
5. Host school PhD Representative will send copies to Alliance Managers and counterpart at the home school.

**INSEAD SIGNATURES**

Ph.D. Program Dean Print name:      Signature:

Faculty Sponsor Print name:      Signature:

Ph.D. Area Representative Print name:      Signature:

**WHARTON SIGNATURES**

Ph.D. Program Dean Print name:      Signature:

Faculty Sponsor Print name:      Signature:

Ph.D. Departmental Representative Print name:      Signature:

**I hereby petition to participate in the INSEAD-Wharton Alliance PhD Exchange Program and to undertake the course of study outlined above. I agree to abide by the terms and conditions of this program as well as the regulations and procedures of both institutions. I understand that violation of any of the regulations can result in my suspension from the program. I authorize the Host institution to send a transcript of my studies to my Home institution.**

**SIGNATURE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**