



Terms of Ph.D. Student Exchange

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.

Terms of a Ph.D. Exchange

ELIGIBILITY - students will be eligible to participate in the INSEAD-Wharton Ph.D. Exchange only after they have completed one full academic year in residence in a Ph.D. degree program at their home institution and passed their program's qualifying examination (if applicable for their area).

DURATION - a minimum of one term of study and a maximum of one academic year will be exceptionally permitted in the program. The operation of this program during the SUMMER sessions will be at the discretion of the host and home institutions.

REGISTRATION STATUS – INSEAD-Wharton Ph.D. Exchange Students will be registered by the home and host institution in whatever category (e.g. “in absentia”, “in residence”, “special student”, “Exchange Scholar” “dissertation abroad”) is appropriate at each place.

FINANCIAL SUPPORT – Once a student receives a letter of invitation from the Ph.D. program office for host school, financial support may be available to the visiting student by submitting an [Exchange Budget Application](#). Support may be for the items below.

- ✓ Travel (one roundtrip economy class airfare – up to €1,600.00 for Singapore) No one-way tickets are acceptable or approved.
- ✓ Ground transportation to and from the airport for departure and return visit
- ✓ Housing. (INSEAD – Fontainebleau and Philadelphia €1000 per month; Singapore is €1475 per month) and provided through the INSEAD-Wharton Center for Global Research and Education. The same approved amounts apply to Wharton visiting students. Budgets are strictly adhered to. (Consult host school Ph.D. Department for acceptable housing options.)

Contact Gidget Murray for Wharton housing information at 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. Housing awards are for housing/apartment monthly rental fees only and do not cover any taxes, living expenses, meals, books, local travel, telephone charges covered by your stipend.

Requests for support may be submitted to Guillaume Roels: guillaume.roels@insead.edu along with a completed [Ph.D. Exchange Application – Authorization Form](#) at <http://www.wharton.upenn.edu/doctoral-inside/>

Submission of [Ph.D. Exchange Application-Authorization Form](#) 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.

All requirements must be met prior to the approval of any budget, including forwarding to Michele Klekotka a scanned copy of the applicant's student visa, signed Terms and Conditions.

Wharton Ph.D. students in years 1-5 will be charged the full tuition, and a reduced general fee. Wharton Ph.D. students in years 6-10 will be charged the reduced tuition rate and fees.

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 Ph.D. 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:

http://www.insead.edu/europe_campus/fontainebleau/where_to_stay.cfm

BENEFITS – at the institution visited, INSEAD-Wharton Ph.D. students will be accorded all the benefits of that institution's resident students. They will receive a Visiting student ID card which permits access to the host institution's libraries, labs health facilities, athletic facilities. Where these services entail additional fees, the host institution will charge the exchange Ph.D. student the same fees it charges its own graduate students. 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 visa electronically to Michele Klekotka at Klekotka@wharton.upenn.edu prior to departure from the home school for verification that the INSEAD Ph.D. exchange student has obtained a student visa to visit Wharton. VISITOR VISAS ARE NOT ACCEPTABLE AS PART OF THE ALLIANCE.

RECORDS - upon completion of each term, officials of the institution visited will collect the information concerning the Exchange Ph.D. student's course of study and forward it (with appropriate stamps/seals and signatures) to the Ph.D. Program Office of the student's home institution. Normally, this information will include the course record (title, number, instructor, credit or class hours and grade received) and any special research conducted under the auspices of a faculty member. The information may be made part of the student's academic record as appropriate to the home institution.

NOTIFICATION –the home institution will be responsible for notifying third parties of the Ph.D. Exchange Student's status and activities.