

PhD Student Handbook



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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 the Institute.

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

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 for 4 years 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 Dissertation Council`s decision and follows the candidate`s PhD thesis defense. There are currently eight doctoral programs available at Skoltech. All have state license [↗](#).



**AgroBioTechnologies
and Engineering**

**Computational
and Data Science
and Engineering**

Engineering Systems

Life Sciences

**Materials Science
and Engineering**

**Mathematics
and Mechanics**

Petroleum Engineering

Physics



The following Skoltech PhD programs have received full five-year accreditation in accordance with European Standards and Guidelines and official international recognition:

- [Materials Science and Engineering](#) ↗
- [Computational and Data Science and Engineering](#) ↗

Useful link



[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 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 link



[Double PhD Degree \(Cotutelle\) Guideline](#)



Integrated Masters and Doctoral degrees program path (PhD 2+3 path) is an integrated trajectory to complete MSc and PhD programs performing a research project and defending MSc and PhD theses within integrated five-years Individual Study Plan.

First year MSc students, who are interested in the PhD 2+3 path and are selected in accordance with the selection procedure, participate in the program.

The program benefits:

- + seamless continuation into PhD program in case of successful MSc pre-defense**
- + some courses completed during MSc Year 1 and 2 are transferred to the PhD transcript**
- + instead of optional courses, MSc students may take research credits**
- + during Year 3 and further, PhD students can focus on research and thesis preparation and defend PhD thesis earlier**

Useful link



[Policy on integrated Master's and Doctor of Philosophy \(PhD\) Path](#)



Industrial PhD path provides a PhD student the opportunity to work on a research project of Skoltech and Industrial PhD partner during doctoral program study.

The fundamental difference from traditional Skoltech PhD programs is that PhD students work on real-life issues of industrial partners, using the resources and infrastructure of both parties. Such cooperation ensures the exchange of knowledge and experience between the institute and industry, providing the industrial partner the access to Skoltech`s infrastructure and human capital. This, in turn, enables the transfer of the institute`s research and development findings to the real sector of the economy.

Unique opportunities of the industrial PhD path:

- + One research project**
Skoltech and industrial partner agree on one project for the whole period of doctoral study and sign a joint agreement which lead to the successful PhD thesis defense.
- + Two supervisors**
Research activities of the PhD student is carried out with the participation of the supervisor from Skoltech and the co-supervisor from the Industrial PhD partner.



- + **Unique curriculum plan with less coursework**
The requirement is lower than in the regular PhD program, including research, candidate exams and some educational elements
- + **Networking**
Through collaborations with industry partners and participation in real life applied research projects, PhD students gain access to valuable networking opportunities that facilitate internships, job placements, and partnerships.

Useful link



[Skoltech Policy on PhD Program, implemented starting from 2022/2023 academic year](#)

Regulations & Policies



The Skoltech PhD students are responsible for understanding and following the policies and procedures:

Skoltech Policy on PhD Program

Policy on awarding Doctor of Philosophy and Doctor of Science academic degrees

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)

Useful links



[Skoltech Policy on PhD Program](#)
[Skoltech PhD Thesis Defense Policy](#)
[Other Policies and Regulations](#)

Degree Requirements



The doctoral program has a scope of 4 years full-time study and includes compulsory coursework and research work with a scope of 240 ECTS credits (credits) minimum. The PhD student may, however, complete the program earlier than the nominally expected duration of 4 years, so long as all requirements set by the particular doctoral program are satisfied.



The research work constitutes the largest part of the doctoral study and comprises 192 credits. 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](#) ↗
- + [Bioluminescence 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.





A PhD student has to meet the publication and conference requirements as set in the “Skoltech PhD Policy”.

The recommended Skoltech-wide minimum publication and conference requirements toward PhD degree include:

- + at least 2 papers affiliated with Skoltech in journals indexed in Web of Science/ Scopus**
- + at least 2 conference presentations**

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

Table 1. Publication and conference requirements



Doctoral program	Publications	Presentations at Reputable Conferences
AgroBio Technologies & Engineering	2 Q1/Q2 papers (in Scimago) in WoS indexed journals and 1 submitted patent is required for PhD students admitted from 2022 (RU/other). At least one first/shared first/corresponding author publication.	2
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



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 PhD 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 1. Structure of the doctoral program

Streams	ECTS Credits
1. General Doctoral courses	18
History and Philosophy of Science	6
Research Methodology (from the list)*	3
Pedagogy (from the list)*	3
Entrepreneurship & Innovation (from the list)*	6
2. Advanced Major-Field courses (from the list)*	12
3. Pedagogical Experience	3
4. Thesis Research & Development	201
Thesis Proposal Defense	6
Qualifying Exam	3
Thesis Research	192
5. Thesis Defense	6
Thesis Final Review & Public PhD	6
Thesis Defense	
Doctoral program	240
	(minimum)
Optional courses	up to 60

* Choose relevant courses from the particular PhD program curriculum.



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

General Doctoral courses – 18 ECTS credits that all Skoltech PhD students have to take:

- + Philosophy course (6 ECTS credits)
- + Research Methodology course (3 ECTS credits)
- + Pedagogy course (3 ECTS credits)
- + Entrepreneurship & Innovation course (6 ECTS credits)

The PhD student chooses all General Doctoral courses from his/her particular PhD program curriculum.

Advanced Major-Field courses – minimum 12 ECTS credits. The PhD student together with the supervisor should decide on the list of the Advanced Major-Field courses from the PhD program curriculum that she/he will take and in accordance with his/her scientific interest.

Optional courses – minimum 0 ECTS credits, up to 60 ECTS credits. In most cases, these courses can be equivalent to Masters courses in the particular academic field. Optional courses could also include courses outside of the specialized field of study. English courses including Preparatory English for PhD Exam are also considered as optional.

Skoltech uses A-F grading scale.

- A-E are the passing grades. The PhD students receive the full number of credits;
- F is a failing grade.

The PhD students receive 0 credits;
Alternative scale – Pass/Fail.



Supervisor

Supervisor is Skoltech faculty who holds the primary responsibility for supervising a Skoltech doctoral 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 that is submitted within 3 months after admission to the program.

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 a particular PhD student mentorship, including regular monitoring of the PhD student progress, and the PhD thesis draft approval for the Thesis Final Review. The Committee shall consist of at least three members, including the supervisor (co-supervisor, if applicable) and experts in a particular research area.

The 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.

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

Translating a piece of work without stating the original source 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 link



[Policy on Disciplinary Board of the Skolkovo Institute of Science and Technology: Composition and Regulations](#)

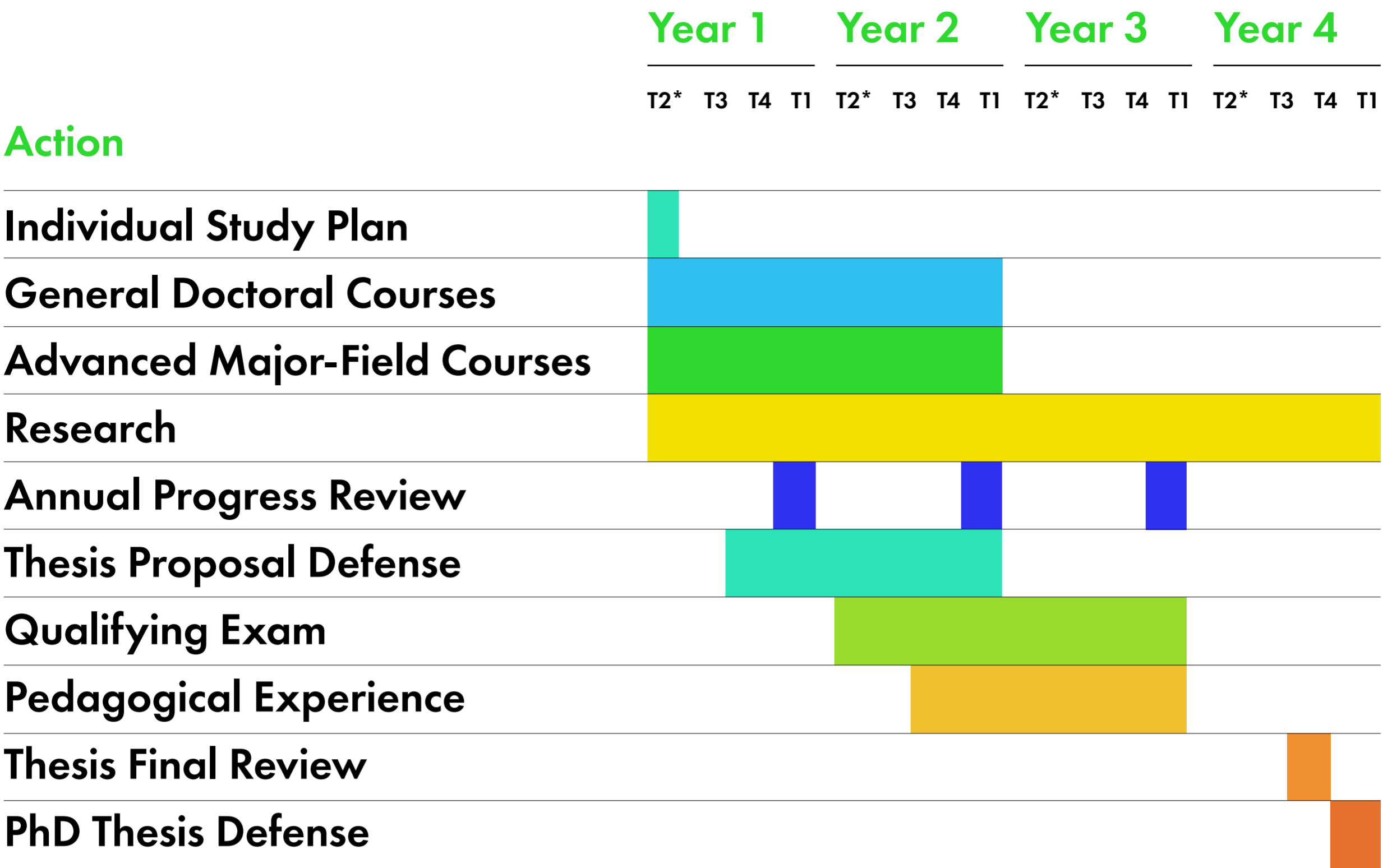
Guidelines



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 within 4 years.

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

Table 3. Recommended timeline of the doctoral study



* Academic year for PhD students starts in November.

Milestones

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

Annual Progress Review – September – October,
the end of the 1st, 2nd, 3rd year

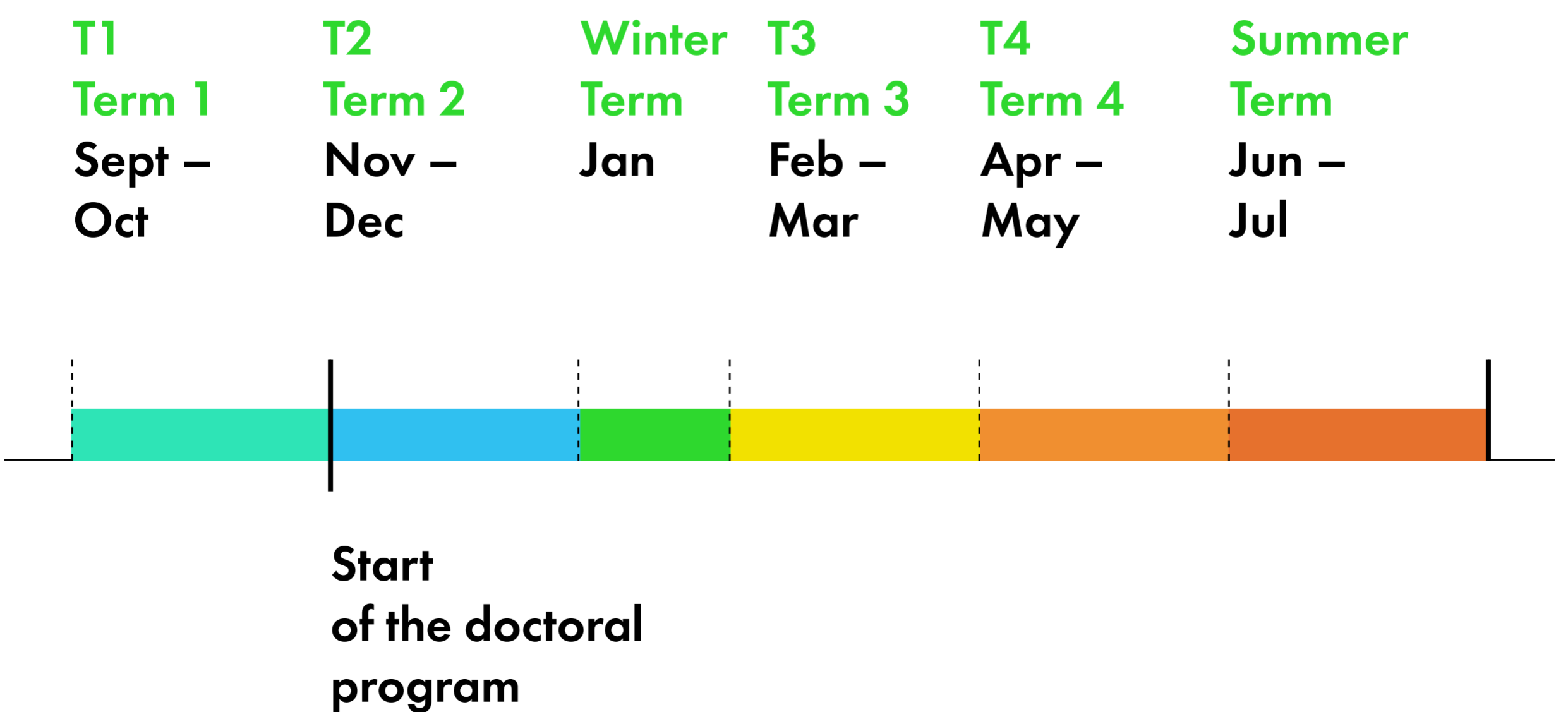
Thesis Proposal Defense –
no later than the end of the 2nd year of study

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

Thesis Final Review

PhD Defense

Academic Year Structure





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 via [link](#) ↗ the Individual Study Plan no later than **January 16, 2022**.

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

Deadlines

Individual Study Plan submission by PhD student	16/01/2022
Supervisor`s approval	30/01/2022
Doctoral Program Committee Chair`s approval	13/02/2022





Thesis Proposal Defense is a compulsory 6 credits component of the program, whereby the 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 thesis research question, a proposal of an approach answering the question, a brief review of the literature, an overview of the proposed structure, the expected results, and a timeline to the thesis defense.

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 a regular assessment procedure that aims to evaluate the research progress of the PhD student and his/her performance in accordance with the Individual Study Plan.

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

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 the 1st, 2nd, 3rd year

Useful links



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



Qualifying Exam is a compulsory 3 credits component of the doctoral program. 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 candidate
- + 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](#)



During the doctoral program, a PhD student is expected to demonstrate competence in pedagogy through the pedagogical course and a practical experience in teaching as a teaching assistant. Therefore, all PhD students are required to take one of **Pedagogy courses (3 credits)** and a mandatory **Pedagogical Experience course (3 credits)**. The Pedagogical Experience must be taken only after the Pedagogy course has been successfully completed. The main details are in [TA Guideline](#) ↗. The PhD student works as teaching assistant (TA) that involves the following responsibilities during classes: attendance check; teaching technology support; grading homework; supporting students in studies outside of contact teaching hours; developing the course materials; conducting contact teaching (seminars, labs, etc.).

Timeline

It is recommended to take the course during the 2nd or 3rd year after the PhD student has passed Pedagogy course





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 thesis is defined by the GOST 7.0.11-2011:

- 1) **a conventional doctoral dissertation**
- 2) **thesis in the form of a scientific report**

For this format to be approved, the candidate must have at least ten journal papers.





Thesis Final Review is an assessment procedure that aims to determine whether a PhD student thesis is eligible for the PhD thesis defense. The procedure also performs the function of the final state attestation. Before the Thesis Final Review, the PhD student must meet the degree requirements. After the PhD student research work has been completed and a PhD thesis draft prepared for the examination, the PhD thesis defense process is initiated. The PhD student supervisor and the Doctoral Program Committee set the date for the PhD 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.





PhD Thesis Defense procedures are described in

1) Policy on awarding Doctor of Philosophy and Doctor of Science academic degrees

2) Policy on Council for academic degree dissertation defense

3) Policy on Attestation Board and Expert Councils

Contact Secretariat for details:

secretariat@skoltech.ru

Dissovet webpage

<https://dissovet.skoltech.ru/>.

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 .





Since 2017 Skoltech Doctor of Philosophy Degree has been awarded to more than 256 PhD students who have successfully demonstrated appropriate mastery in original research work.

Skoltech PhD Defenses
(December 2024)

Doctoral program	Skoltech PhD degrees
Life Sciences	55
Computational and Data Science and Engineering	45
Engineering Systems	43
Materials Science and Engineering	42
Petroleum Engineering	26
Physics	24
Mathematics and Mechanics	21
Total	256

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

- + Higher School of Economics University
- + KU Leuven
- + Sorbonne University
- + Curtin University

Happy Moments



You will find pictures for each PhD defense held at Skoltech at the following link:



Appendixes



Your primary contacts with doctoral studies related questions.



Dmitry Artamonov
PhD,
Head
of Education

Programs Delivery,
Education Department

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



Nadezhda Dontsu
Manager

N.Dontsu@skoltech.ru
Tel.: +7 (916) 277 26 55
Office: E-R1-2064

- + PhD Thesis Final Reviews
- + Graduation of PhD students
- + Support for PhD graduates until the PhD thesis defense
- + PhD 2+3



Viktoria Mikhaylova
Senior
specialist

V.Mikhaylova@skoltech.ru
Tel.: +7 (952) 229 00 96
Office: E-R1-2064

- + PhD Annual Progress Review
- + Individual Study Plan
- + Thesis Proposal Defense



Elena Ditte
Manager

E.Ditte@skoltech.ru
Tel.: +7 (916) 370 13 50
Office: E-R1-2064

- + PhD Degree Audit
- + PhD Double Degree
- + Agreements
- + Academic Mobility

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 and Sonis, 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.

Canvas

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

Registration for courses opens in Canvas 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.

Useful links



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

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.

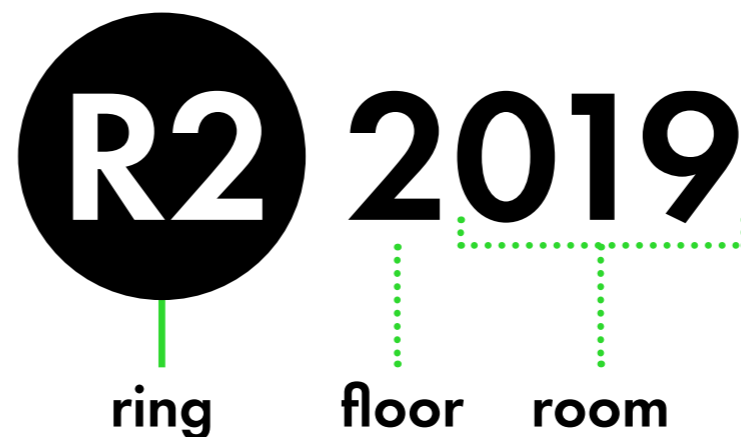
[Skoltech's virtual tour](#) allows to see dozens of labs with fascinating and unique equipment.

Navigational principles and schemes

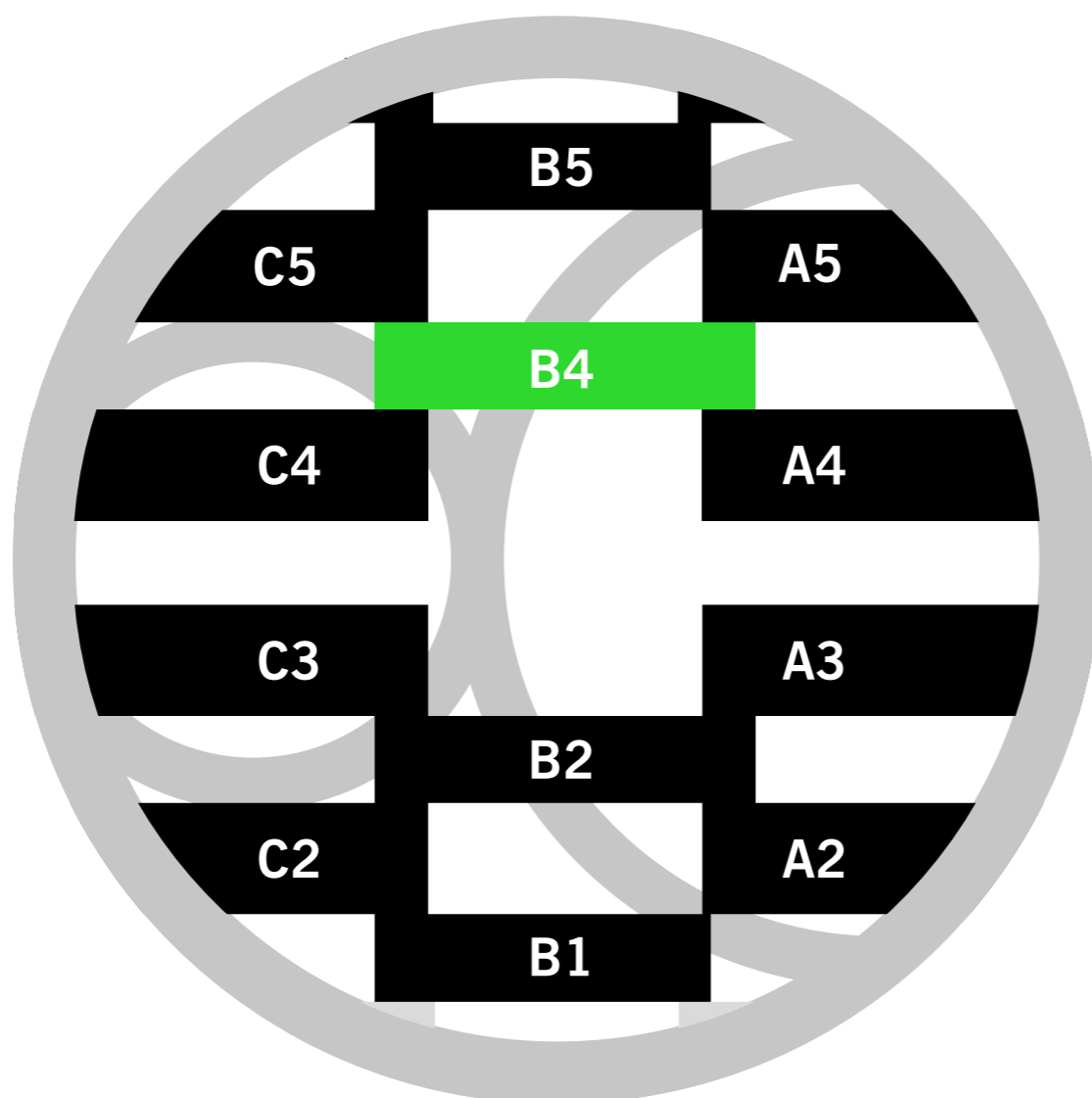
rings concept



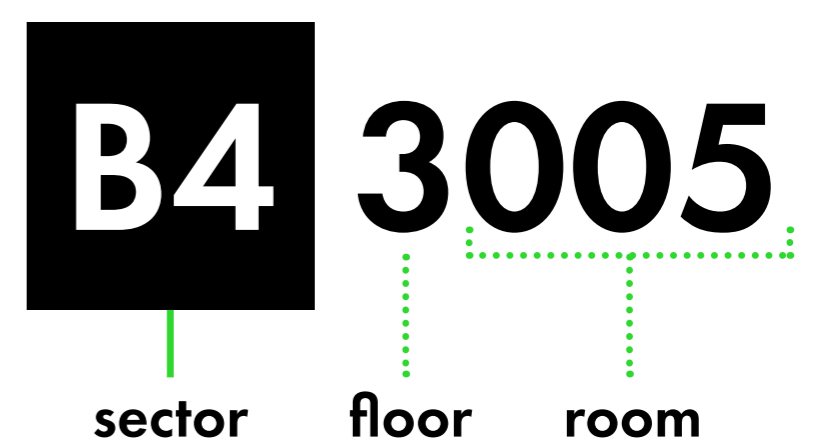
numbering



bars concept



numbering



Numbering in writing

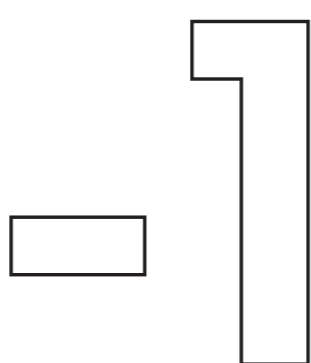
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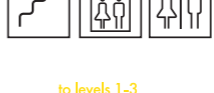

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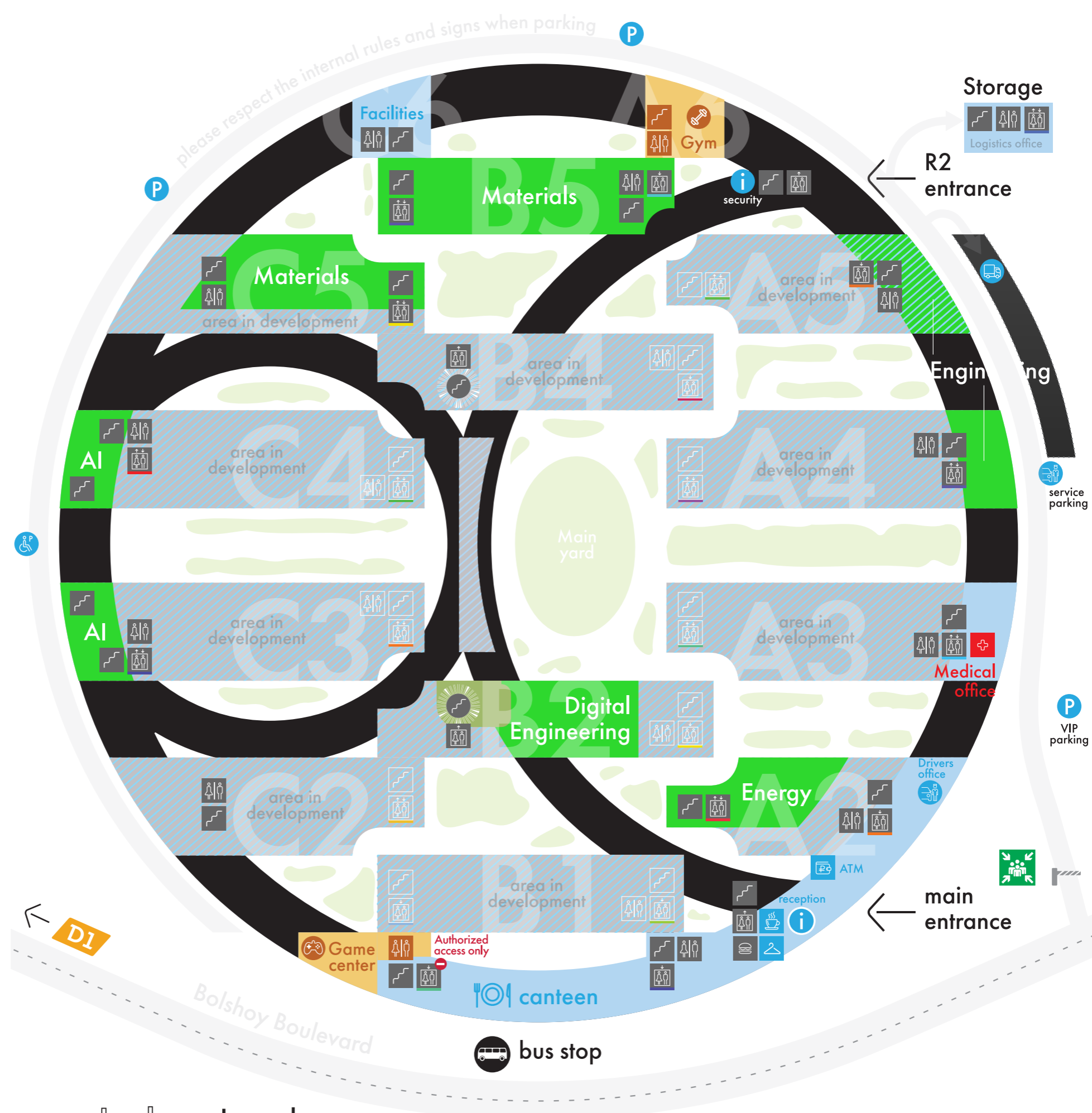


Level

Legend:



-  Centers and laboratories
-  Student premises
-  Units titles Service premises of units
-  Areas in development
-  Service areas
-  Corridors system
-  No passage
-  Security check-point
-  Entrance to logistic dock
-  Spiral stairs
-  Inactive public facilities
-  Elevators links between levels

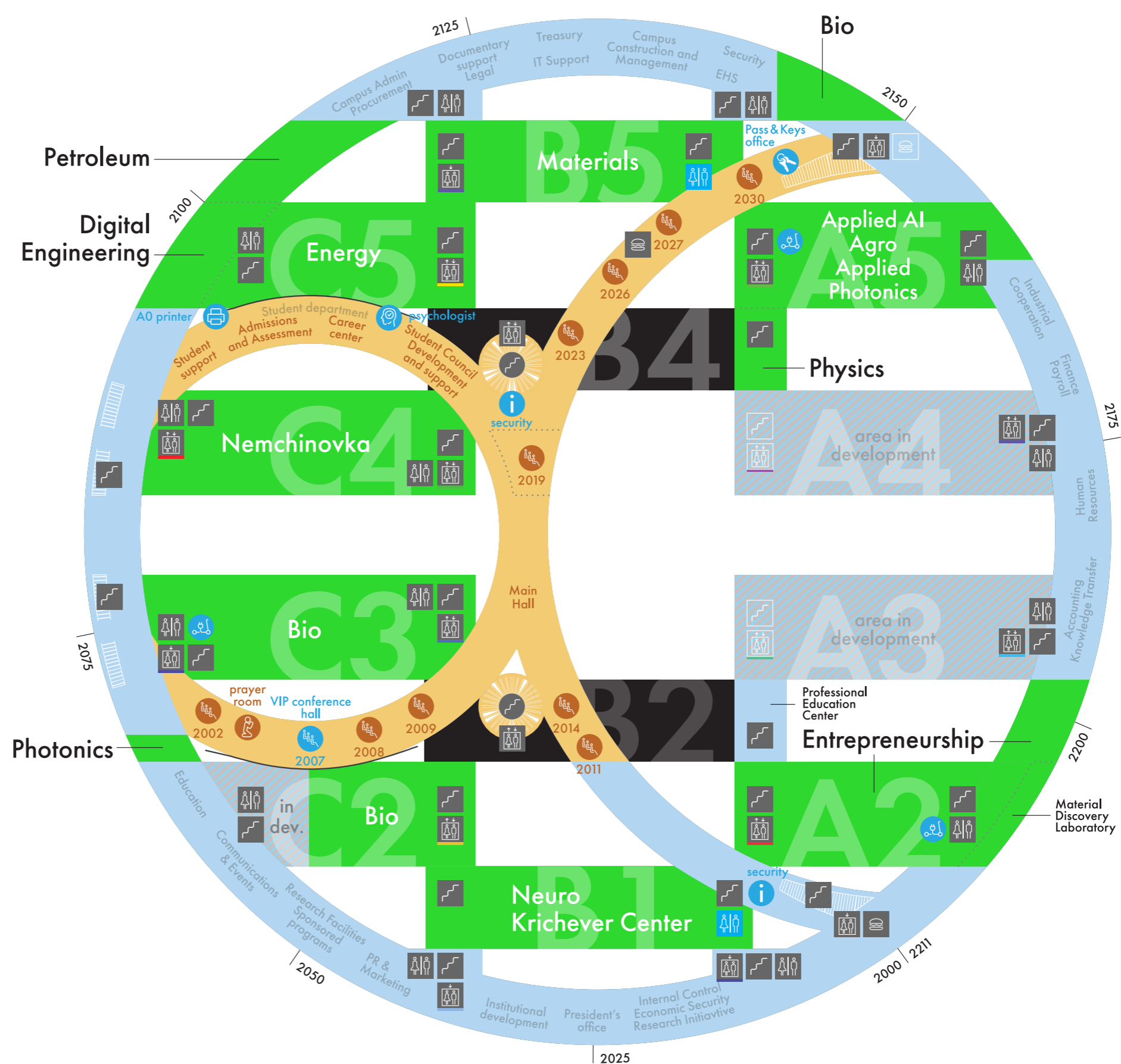


Level

Legend:





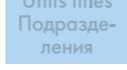









- | | | | |
|--|---------------------------------|--|----------------------------------|
| | Centers and laboratories | | Reception Security check-point |
| | Student premises | | Coat Check 8am-8pm |
| | Public spaces/Offices | | Spiral stairs |
| | Areas in development | | Bus stop |
| | Sectors | | Car park (incl. for disabled) |
| | Medical Office | | Entrance to Logistic dock |
| | Fire Assembly Point | | Inactive public facilities |
| | | | Labeled elevators to level -1 |

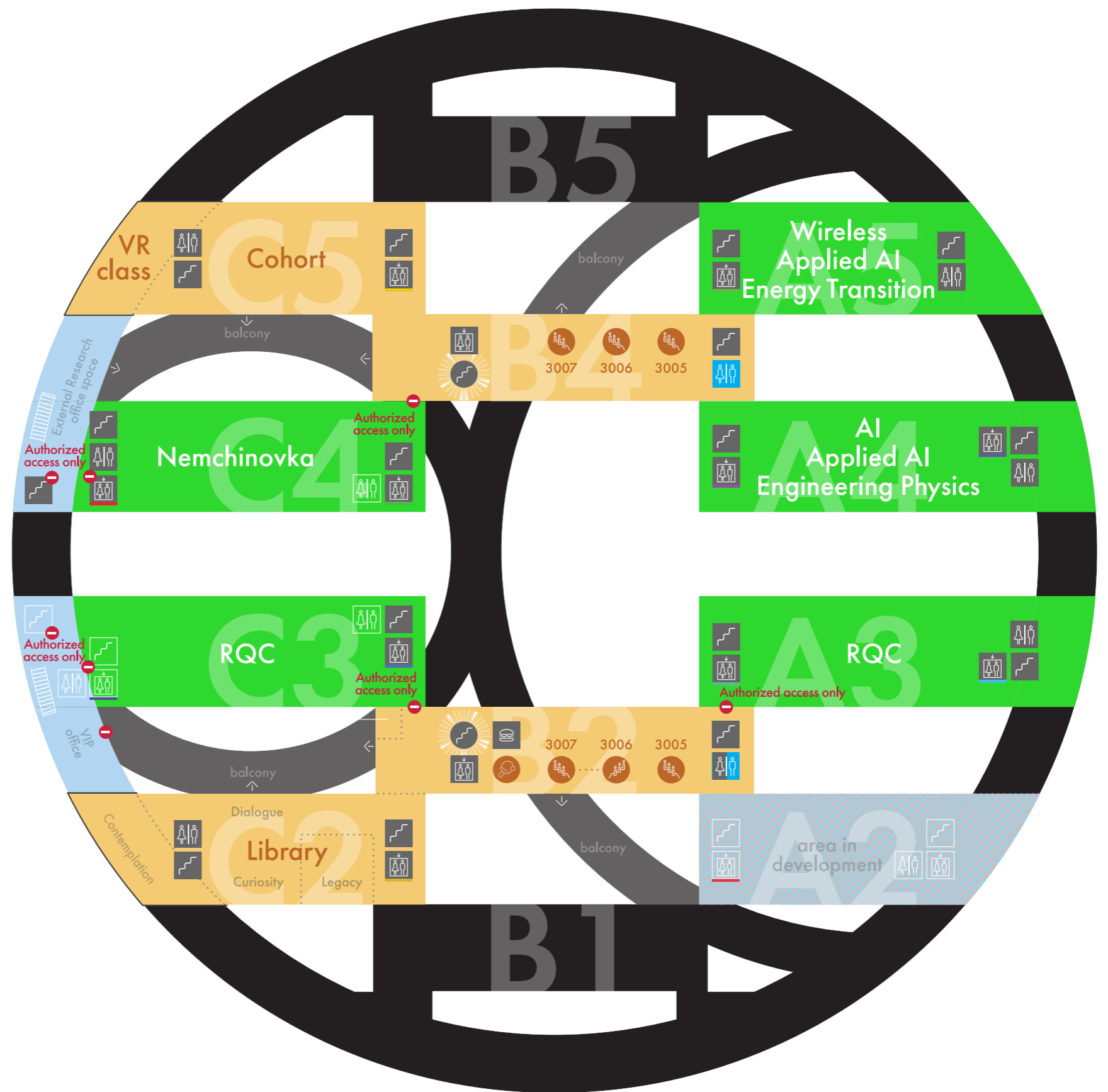


Level

Legend:



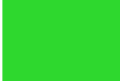

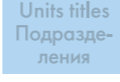










-  Centers and laboratories
-  Student premises
-  Public spaces/Offices
-  Areas in development
-  Sectors
-  Info | Security point
-  Auditoriums
-  Spiral stairs
-  Vending machines
-  Additionally equipped restrooms
-  Inactive facilities
-  Labeled elevators to level -1



Level

Legend:



-  Centers and ext. tenants
-  Student premises
-  Public spaces/Offices
-  Areas in development
-  Sectors
-  Auditoriums
-  Playing area
-  Spiral stairs
-  Vending machines
-  No passage
-  Additionally equipped restrooms
-  Inactive facilities
-  Labeled elevators to level -1

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](#)

Library

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 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.)



Medical and life insurance

Every 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, 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](#) ↗.

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](#) ↗.

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](#).

Safety and Security



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 in the Campus – Medical office/room (location is attached, hotline – 3208) and on the security post.

Fire Safety

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

Security

Security rules include:

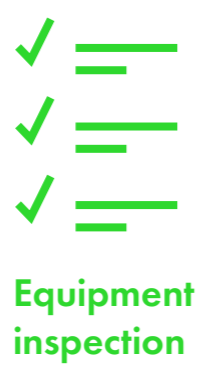
- + speed limit in the Skolkovo Innovation Center is 40 km/h
- + all the guests should be in the approved list of people who are allowed to enter the building
- + video surveillance systems are in the building for safety
- + visitors are not permitted to move around laboratories unaccompanied
- + entrance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



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



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).



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



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 specially 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