Protocol for Graduate Student Travel Abroad

Prior to travel, applicants must complete the application for a graduate leave-of-absence from the Technion, have it signed by the advisor, as well as by the teaching coordinator and the graduate studies coordinator, before sending the completed application to the scholarship office. Approval, signed by the dean, will be sent to the student within a few days of receipt.

For reimbursements: The signed leave-of-absence application should be sent, along with a request for approval for travel abroad in a professional capacity (funded through the research budget), to the graduate degree coordinator, for attention. Additional grant requests can be attached to both of these applications, as detailed in the following:

<table>
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<th>Funding through the Advisor</th>
<th>Funding through the Department</th>
<th>Funding through Scholarships</th>
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<tr>
<td>The advisor can fund the entire trip, or fund the balance after the student has exhausted other funding sources.</td>
<td>The department contributes to funding for travel once per academic year.</td>
<td>Awards include a travel budget component. When awarded a Jacobs, Gutwirth, Daniel, Zeff, Fine, or any other scholarship, recipients fill out an application to utilize the funds toward attending a scientific conference abroad.</td>
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<td>The advisor can further fund the entire trip (aside from the department’s contribution) and ask the student to reimburse him/her as reimbursement is received.</td>
<td>For internal students: $400 to present a paper $200 to present a poster. For external students: $200 to present a paper $100 to present a poster. Include the first page of your paper/the invitation to the conference to your funding application.</td>
<td>When awarded a Clore, Azrieli, PBC, or Ministry of Science scholarship, recipients fill out an application to utilize the research budget awarded through external scholarships. Recipients of Mel Berlin scholarships are also eligible for reimbursement. The process is more detailed and should be discussed with Limor.</td>
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</table>
Funding for T.A. Doctoral Students through the International Science Liaison Fund (is this the correct name?)

Doctoral students who are also teachers’ assistants are eligible for a supplementary amount of funding, determined each semester based on the scope of their teaching hours.

They may choose to apply these funds toward graduate travel.

Any unused balance will be available to them (after tax deduction) after completing graduate school.

To apply the funds toward travel, students must complete an application for doctoral graduate work travel.

The Graduate School

This applies to scholarship recipients only.

Students may apply for graduate school resources toward travel abroad, once other funding channels have been exhausted.

Doctoral students must fully utilize funding from the International Science Liaison Fund before applying for funding from the graduate school.

Once the process has been completed and the student has received the Executive Vice President for Research’s approval for travel, s/he must complete the application form for graduate school funding of travel expenses for conferences abroad.

The conditions are outlined here.