# AY 2017 – 2018 Supplemental Information Science Department Policy on Ithaca-NYC Ph.D. Student Travel

Principle: We want to create an environment where Information Science Ph.D. students can take advantage of the academic opportunities at each of the two campuses. The structure of the Information Science PhD programs is different from many of the other fields represented at Cornell Tech, which creates different needs for interaction and travel between the two campuses. In particular, Information Science does not require students to spend their first year in Ithaca, and Information Science Ph.D. students are immediately assigned a first-year advisor different from the DGS. This policy augments the *Ph.D. Student Travel Support Policy* (see https://cornell.box.com/PhDTravel) shared between all fields to account for these differences. The per-trip and per-semester limits defined in the prior document apply to all PhD travel.

1) Location of student: For the purpose of this policy, where the student is located at any particular time is determined by where the student's tuition is credited or where the student is appointed as a TA, not by where the advisor is located.

2) Supported Travel: Travel has to be approved before it takes place. In addition to the student's advisor, the IS-DGS (for Ithaca students, currently Tanzeem Choudhury) or the IS-PhD Liaison (for Cornell Tech students, currently Tap Parikh) can approve travel as the Supervisor according to the *Ph.D. Student Travel Support Policy*, and supply the 50% cost share for the following reasons:

   1. The student is taking one of the four IS core classes or the Design Project, and would like to attend a lecture at the other campus in person, instead of attending remotely.
   (Indicate **Travel scenario d** on the *Ph.D. Student Travel Support Application)*

   2. The student is spending a semester at the other campus for the purpose of taking classes, and needs bus travel to and from the other campus at the beginning and end of the semester.
   (Indicate **Travel scenario d** on the *Ph.D. Student Travel Support Application)*

   3. The student is taking part in a group trip organized by the Information Science field.
   (Indicate **Travel Scenario b** on the *Ph.D. Student Travel Support Application)*

   4. The student is traveling where the primary purpose is in service to the field (e.g. organize Ph.D. student visit day, give guest lecture in class). (Indicate **Travel scenario b** on the *Ph.D. Student Travel Support Application)*

   5. A Cornell Tech based PhD student is interested in having faculty at the Ithaca campus as his/her advisor (with request from the interested faculty; no faculty funding required) . This provision will remain in effect until the *Ph. D. Student Travel Support Policy*, created as a pilot in FY 16, is revised to accommodate the Cornell Tech based students in search for an Ithaca advisor. (Indicate **Travel scenario b** on the *Ph.D. Student Travel Support Application)*

3) Funding Limits: The funds for the 50% cost share are covered by the Information Science Department or Cornell Tech depending on the location of the student at the time of travel. Per trip and per semester limits are derived from those of the *Ph.D. Student Travel Support Policy*. Available funds are capped and annually adjusted based on the size of the PhD program.

4) How to apply: Use the form at https://cornell.app.box.com/PhDTravelApplication, and use "IS-DGS (Tanzeem Choudhury)" (Ithaca students) or "IS-PhD Liaison (Tap Parikh)" (Cornell Tech students) in the field "Supervisor". See above for selecting the "Travel Scenario". As account number fill in "IS Travel".