

Requirements for Department of Architecture Subject-Related Travel

General Principles:

The Department values travel opportunities for our students. As such, we sponsor and support the external sponsorship of a variety of opportunities that have a travel-related component — internships, conference travel, dissertation research travel, summer workshops, special opportunities as they arise, and subject-related field trips.

Subject-related field trips should be integral to the subject matter, and not solely an enrichment opportunity. The Department encourages domestic and international travel. If international travel is involved, it must take place during summer, IAP and over the MIT spring break. During fall semester, travel for subject related field trips is only allowed during the Columbus Day weekend, or other long holiday weekends that may occur during the term, please refer to the [Institute Academic Calendar](#) for the specific dates of these holidays.

While sponsorship of travel is strongly encouraged, within the resources at its disposal, the Department of Architecture will approve subject-related field trips on a competitive basis. Criteria for review will include, but are not limited to, length and dates of field trip, total number of field trips in a given term, cost, matching support, the centrality of the travel to the course itself, the degree majors of the students, and equitable distribution of opportunities. Matching support (e.g., matching funds, accommodations offered by host) is viewed favorably.

The Department does not wish to make involvement in subject-related field trips a financial burden to participants. Therefore, the primary sponsor of the field trip (e.g. the Department, other MIT funds, external client or host institution) must cover the cost of travel and accommodations. Students are expected to provide financial support for meals, international visa charges, admissions fees, and incidental expenses.

Period of Travel:

Travel by students (both independent travel and subject-related field trips) is expected to take place during the summer, IAP, spring break, weekends following a Friday holiday, or weekends followed by a Monday and/or Tuesday holiday. Fall term is limited to short domestic trips. Travel that does not conform to these specifications proves to be highly disruptive to other classes taken by traveling students, and can have detrimental academic results.

Call for Proposals:

Requests for proposals will be solicited on a semester-by-semester basis eight to six weeks prior to the beginning of each term. Late proposals cannot be considered. All discipline groups are eligible to apply, and proposals are necessary for all class travel regardless of funding source.

Proposals are reviewed at the same time by the Department Head, Associate Head, and Administrative Officer so that decisions can be made on an equitable basis. We have a responsibility to all travelers and the Institute related to safety and liability. Travel for individual students must remain optional. Students unable to travel or not in a position to miss classes may choose to remain at MIT and must be allowed to do so without negative repercussion.

The proposal should include the following:

- 1) Explanation of value to the subject matter. Note that travel must be an integral part of the course, not just an enrichment opportunity.
- 2) Location, dates, and a brief explanation of activities.
- 3) Estimated number of travelers and degree programs of students expected to enroll.
- 4) Cost of transportation, accommodations and any other budgeted expenses.
- 5) Explanation of matching support, if any.

Proposals need not be long. Include the five items above, and any other information that you feel is pertinent to the proposal.

Questions about the proposal process may be addressed to the Associate Head or Administrative Officer.