

EIT InnoEnergy Master School I&E activities travel policy – version July 2023

Introduction

To ensure a similar experience and manage expectations for students in the different Master programmes, EIT InnoEnergy Master School has designed this policy for travel, accommodation, catering at events that are part of the Innovation and Entrepreneurship journey of the students.

Travel

Travel should follow the EIT InnoEnergy student travel policy or the travel policy of the university making the bookings.

In order to ensure a reasonable price and to support the efforts towards sustainability:

1. The tickets should be booked at least one month before the trip, but ideally earlier.
2. If a student misses to submit their information for a trip in time, EIT InnoEnergy may refuse to book a ticket. EIT InnoEnergy will make good efforts to see if it's still possible to book a ticket for a reasonable price (=similar costs to the students who booked in time). If that's not possible, a ticket will not be booked.
3. While booking the value of money should be considered.
4. Tickets should be booked as economy class tickets.
5. In case of trips longer than three days, maximum 1 checked in suitcase is allowed.
6. As part of our sustainability efforts, where possible, e.g. for distances below 600km, trains or long-distance buses are preferred.
7. As much as possible, students should travel as groups.

As for the travel itself:

- Travel to events should be from their study location to the location of the added value activity (such as ESADE training, Innovation Journey location, Master School Connect event) and back. We cannot entertain individual requests, such as traveling back to a different city to visit their family. Exceptions need to be motivated, e.g. if a student is doing an internship in a third location and the student needs to travel to the added value activity from their internship location.
- The travel dates are linked to the study-related activity. Students cannot arrive earlier or leave later.

EIT InnoEnergy is not paying for travel to and from or accommodation related to internships. The only exception is if a student is doing an internship in a third location and the student needs to travel from their internship location to the added value activity. In that case, we will arrange for the travel to the added value activity. However, we are not paying for the student to get to their internship location in the first place.

What's included are long distance travels, such as plane, long-distance train or long-distance bus. Excluded are small travel expenses (like getting to and from the airport at departure or arrival

destination) unless these can be booked in bulk by the hosting university. We do not make individual refunds to students for these kinds of costs.

Accommodation

Accommodation for students should be in reasonably priced hostels/hotels.

If possible, maximum 2 students per room. This may depend on the activity. E.g. for very short large scale events, like Master School Connect, more students per room are reasonable. Whereas for a three-week Summer School, students would ideally be in a student dorm type of accommodation (private room, shared facilities).

We do acknowledge that it's not always possible to follow this recommendation since we depend on the available facilities on site.

Catering

- Where possible breakfast is included in the accommodation
- Lunch is typically part of the event
- Dinner can be included on occasion, only if organised by the programme, but not necessarily always. Typically, for a one week event, there would be at least one joint dinner.
- We do not refund students for their meal expenses during activities

COVID-19

- If required to travel, Covid tests can be organised by the programme in case they are not organised by the university. Invoice to the university or ISE.
- If that's not possible, students can get a refund for tests they have paid by themselves
- If students get stuck in a quarantine during programme activities, we can cover for additional expenses (hostel, food) via an expense report.

Cancellations or changes

If students sign up for an activity (Programme Activity, Connect, etc) we will arrange tickets and accommodation for them. This takes effort and costs money. It's therefore important for students to realise that their non-participation in an event is a waste. We expect students to participate in all events where reasonably possible. If they cannot attend an event, they should inform the organizer (programme coordinator or EIT InnoEnergy) before bookings are made.

It's not possible for other students (e.g. including but not limited to students from another programme or another intake year) to take over the flight or accommodation of a student that is not attending an event. This causes us too much work and costs and it creates differences between students which we would like to prevent.

After tickets have been booked for a student, EIT InnoEnergy cannot make changes to the already booked tickets.

Arriving late to an activity and missed flights / trains.

In the event of a student missing a booked flight/train through their own fault, EIT InnoEnergy will not be booking, nor reimbursing, a new flight/train for the student. In these cases, it's up to the student to arrange and pay for a new ticket.

No-shows at accommodation (e.g. arriving a day after the originally planned arrival) might cause reservations to be cancelled in hotels and hostels. The student is responsible for informing the accommodation in advance in case a late arrival is likely to happen. EIT InnoEnergy will not re-booking, nor reimbursing, due to late arrivals.

Student behaviour

Students are expected to follow the Student Code of Conduct and show respectable behaviour towards each other, their teachers, and their hosts at all times.