



SEDS Academic and Student Affairs Office

Student Trips



Student Trips

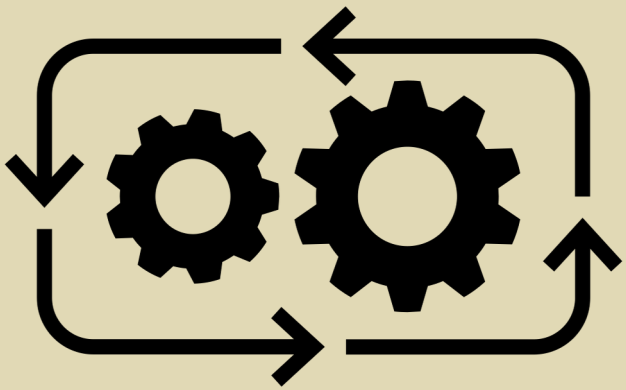
General Requirements

- All requests for financing the student trips should go through **Student trip Committee**
- Request should be directed to the Secretary
- google form at **least 45 calendar days**
- **before** the Event.
- Events during the summer months should be sent at the end of May
- Requests for funding should have an approval Department/Program Director
- The Event should be in the area of study and related to their thesis projects
- (CGPA) shall be **at least 2.75**
- **No academic probation** and/or conditional academic status
- **No disciplinary sanctions** imposed as per the internal documents of the University
- **No debts** to the University for the previous Trips
- **G1** students
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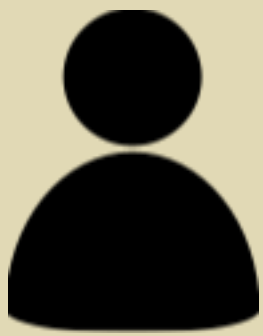
Required Documents

- **Vaccination Passport**
- Unofficial **Transcript**
- **Cover letter** (signed and approved by Supervisor/PI and Head of department/Program Director)
- **Breakdown expenses** (Prices for ticket, accommodation and visa can be checked at the tour agencies: astana@temtour.net, 24@bstravel.kz)
- **Absence justification forms** (if classes will be missed during the trip)
- Invitation letter, Acceptance letter, **Accepted letter**



Procedure

- Student fills out the application, collects the approvals and required documents
Student submits all the documents in the
- google form
- Secretary organizes the Student trip Committee meeting STC reviews the requests and make decisions Secretary
- prepares the Minutes of the STC Meeting, get it signed by the Chair or Co- Chair Secretary informs the students/project
- manager about the outcomes.
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- In case of positive decision, the secretary/project manager (up to 5 business days) The Treasure Department pays according to Decree Student goes on a trip
- Student provides the report, participation certificate and proving documents to the
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- secretary/project manager within 5 business days after arriving in Astana city



Whom to contact

E-mail: seds_office@nu.edu.kz

Block 3, room 3.516

Operating hours: 8.30 am – 5.30 pm

Lunch break 12.30 pm – 13.30 pm