

APPROVED BY
Order of rector
№ 52

dated «03» March 2017

INSTRUCTIONS

for students, residents, graduate students, teaching staff and employees leaving for training or participating in scientific, sports, cultural and other events in the CIS countries and far abroad.

Article 1. Students / Residents / Postgraduates Going to Study or Participate in Scientific, Sports, Cultural and Other Events in CIS Countries and Far Abroad

Article 2. Teaching staff and employees leaving for training or participation in scientific, sports, cultural and other events in the CIS countries and far abroad

Article 3. Financial issues of travel abroad.

The instruction contains a set of rules and requirements that are binding on outgoing participants.

Article 1.

Students / residents / postgraduate students leaving for training or participating in scientific, sports, cultural and other events in the CIS countries and far abroad

I. Procedure for registration of documents for a student / resident / postgraduate student to travel abroad:

1) Those traveling abroad must write an application addressed to the rector (Appendix 1) with a copy of the invitation and its translation, if the invitation is in a foreign language.

Note: If a person traveling abroad needs financing of expenses related to the trip, then he must indicate in his application the possibility of providing financial assistance and submit his application for consideration and approval to the head of the department of financial and economic work and accounting.

2) Upon permission to leave, the relevant department (the student office work sector, the faculty of postgraduate medical education or the department of scientific, innovative and clinical work) prepares an order.

3) A copy of the order is forwarded to the International Relations Department for review. In case of departure to the CIS countries, a copy of the order is submitted to the department of scientific, innovative and clinical work.

II) The paperwork must be completed within 5 working days prior to the check-out date.

III) The report, certified by the signature of the responsible person and the official seal of the receiving party, upon arrival must be submitted to the International Relations Department within 3 working days (Attachment 2).

Article 2.

Teaching staff and employees leaving for training or participation in scientific, sports, cultural and other events in the CIS countries and far abroad

I. The procedure for processing documents for teachers / employees traveling abroad:

- 1) A person traveling abroad must write an application addressed to the rector (Attachment 3) with a copy of the invitation and its translation, if the invitation is in a foreign language.
Note: If a person traveling abroad needs financing of expenses related to the trip, then he must indicate in his application the possibility of providing financial assistance and submit his application for consideration and approval to the head of the department of financial and economic work and accounting.
 - 2) Upon permission to leave, the HR department prepares an order.
 - 3) A copy of the order is forwarded to the International Relations Department for review.
- II. The paperwork must be completed within 5 working days prior to the check-out date.
- III. The report, certified by the signature of the responsible person and the official seal of the receiving party, must be submitted to the International Relations Department within 3 working days (Appendix 4).

Article 3. Financial issues of trips abroad.

- I. Financing of the trip is carried out in accordance with the Decree of the Government of the Kyrgyz Republic “On the establishment of norms for travel expenses and the procedure for their reimbursement” and in the presence of funds.
- II. In the event that the trip of a student or teacher / employee is financed at the expense of the KSMA, the following documents are submitted to the department of financial and economic work and accounting:
- 1) A copy of the order signed by the rector;
 - 2) A copy of the invitation;
 - 3) Receipt for payment of an air / railway ticket (round trip, the amount must be indicated in soms);
 - 4) Preliminary invoice for accommodation in a hotel, hotel, hostel, etc.
- III. Upon arrival, **within 3 working days after arrival**, the student or teacher / employee must provide the following documents to the department of financial and economic work and accounting:
- 1) Final invoice for hotel, hotel, hostel, etc.
 - 2) Travel tickets, boarding pass and ticket payment receipt.

Rector of KSMA
Prof. Kudaibergenova I.O.
from student

faculty _____
form of studies _____
course _____
group _____
full name _____

Application

I ask you to allow me to take part in (Olympiad, conference, seminar, etc.), held from and to (date), financed by (which party).

Upon arrival, I undertake to submit a report endorsed by the host party to the International Relations Department in the approved form (Attachment 2 to this Instruction).

* If it is necessary to provide financial assistance, the student must indicate this in his application and submit a copy of his application for consideration and approval to the head of the department of financial and economic work and accounting.

The invitation is attached.

Signature _____

Date: _____

Dean's petition

* Application of the head of the department of financial and economic work and accounting
Attachment 2

REPORT of the undergraduate student, resident, postgraduate student

Full name (student / resident / graduate student /) _____
(Underline whatever applicable)

Faculty / department _____

Name of the event _____

Place (institution, city, country) _____

Duration of the trip: from _____ 20__ to _____ 20__

Purpose of the trip: _____

Content and objectives of event: _____

Certificates / Diplomas _____
(title, date of issue, if documents are available, copies are attached to the report)

FULL NAME and the position of the person in charge

Signature: _____ / Seal of the institution /

Further filled on arrival

Describe how the result of the trip to KSMA will be completed and implemented:

Use an extra sheet of paper if necessary

The report accepted: _____

SIGNATURE of Head, International Relations Department

Attachment 3
Rector of KSMA
Prof. Kudaibergenova I.O.
from

(position) _____
Academic chair/department _____
Full name _____

Application

I ask your permission to participate in (conference, seminar, etc.), held from and to (date), financed by (which party).

Upon arrival, I undertake to submit a report to the International Relations in the approved form (Appendix to Instruction No. 3), endorsed by the receiving party.

* If it is necessary to provide financial assistance, the employee must indicate this in his application and submit a copy of his application for consideration and approval to the head of the department of financial and economic work and accounting.

The invitation is attached.

Signature _____

Date: _____

Application of the head of the department / head of the department

* Petition of the head of the department of financial and economic work and accounting.

REPORT

Full name of faculty/staff _____
(underline)

Academic chair/Department _____

Name of event _____

Place _____
(organization name, city, country)

Dates of event: c _____ по _____ 20__ г.

Purpose of travel: _____

Content and objectives of event _____

Documents received _____
(title, date of issue, if documents are available, copies are attached to the report)

FULL NAME and the position of the person in charge

Signature: _____ / Seal of the institution /

Further filled on arrival

Describe how the result of the trip to KSMA will be completed and implemented:

Use an extra sheet of paper if necessary

The report accepted: _____

SIGNATURE of Head, International Relations Department