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| **BURSA TECHNICAL UNIVERSITY**  **SHORT TERM ASSIGNMENT REQUEST FORM-A**  **(≤ 7 DAYS+WITHOUT TRAVEL AND FOOD COMPENSATION)** | | | | | A |
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| **TO DIRECTORATE OF SCHOOL OF FOREIGN LANGUAGES**    In accordance with “BTU Academic Staff Internal and External Assignment Regulation” with Higher Education Law no 2547 Article 39, I kindly submit this requisition for your approval and appropriation to be assigned without travel and food compensation at the below stated location and deemed as assigned- on leave. | | | | | |
|  | | Title, Name-Surname | |  | |
| Date | | ….../….../…... | |
| Date | |  | |
| Name of the Event |  | | | | |
| Location of the Event |  | | | | |
| Dates of Assignment | …/…/…. - …/…/…. | | | | |
| Substitute Personnel |  | | | | |
| Will there be a make-up class? | Yes | | No | | |
|  | | | | | |
| **TO THE DIRECTORATE**  Assignment of the abovementioned academic personnel between the dates above will not hinder the education programs. | | | | | |
|  | | Title, Name-Surname | | Inst. Sıdıka ÖZEMRE  Assistant Director | |
| **e-signed** | | | |
|  | | | | | |
| **School of Foreign Languages** | | | | | |
| **DISTRIBUTED TO**  Submitted assignment request is executed in accordance with “BTU Academic Staff Internal and External Assignment Regulation” with Higher Education Law no 2547 Article 39. | | | | | |
|  | | Title, Name-Surname | | Inst. Murat BAYRAK  Director | |
| **e-signed** | | | |

**Note:** This form has been drafted in accordance with BTU Academic Staff Internal and External Assignment Regulation. This form filled by the instructor will be submitted to School of Foreign Languages Directorate ten days before the starting date of the assignment..

Appendices:  Invitation/ Acceptance Letter  Event Information,  Abstract  Make-up schedule