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| http://depo.btu.edu.tr/dosyalar/btu/Dosyalar/TR%20LOGO(1).jpg**BURSA TECHNICAL UNIVERSITY****ASSIGNMENT REQUEST FORM -C****(Days >15 or UNIVERSITY SUPPORTED)** | **C** |
| **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 to the below mentioned scientific event.  |
|  | Title, Name-Surname | Inst.  |
| Date | ….../….../…... |
| Signature |  |
| Name of the Event |  |
| Location of the Event |  |
| Name of the Proceeding |  |
| Dates of Assignment |  |
| Type of the Presentation | Verbal [ ]  | Poster [ ]  |  |
| Requested Support | Travel [ ]  | Daily [ ]  | Accommodation [ ]   | Participation Fee [ ]  |
| Requested Support (TL) |  |
| Substitute Personnel |  |
| Make-up course | Will be [ ]  | Will not be [ ]  |
| Other Supports | Yes [ ]  | No [ ]  |
| If any, name of the institution and amount  |  |
| Support taken from BTU within fiscal year  | Taken [ ]  | Not taken [ ]  |
|  |
| **TO THE DIRECTORATE**Assignment of the abovementioned academic personnel between the dates above will not hinder the education programs.Kindly submitted for necessary action. |
|  | Title, Name-Surname | Inst. Murat BAYRAKDirector |
| **e-signed** |

Note: Instructor will submit this form to the head of the department 30 days before the start date of the assignment.

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