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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 BAYRAK  Director | | |
| **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