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| üni logo jpeg | T.C.KILIS 7 ARALIK UNIVERSITY FACULTY OF ECONOMICS AND ADMINISTRATIVE SCIENCES | kilis-İİBF-EnSonLOGO26 |

TO THE DEANERY

I hereby submit the necessary requirement for my assignment on the specified days and dates for the task below. .../ ... / 20 ...

Signature

Name surname

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| Whom Requesting Assignment | ( ) Faculty Member | ( ) StudentStudent No:…………………… |
| Department  | ( ) Business Administration | ( ) Daytime education( ) Evening Education |
| ( ) Economics  | ( ) Daytime education( ) Evening Education |
| ( ) Political Science and Public Administration | ( ) Daytime education( ) Evening Education |
| ( ) International Trade and Logistics | ( ) Daytime education( ) Evening Education |
| Assignment Reason  | ( ) Congress  | ( )Conference | ( ) Symposium | ( ) Research | ( ) Other \* |
| Duty  | 1. ( ) “…………………………………………………………………………………………………………..............................................................................................................................................................................................................................................................."To make a presentation on the subject.2. ( ) Attending the Congress/Symposium as a spectator.3. ( ) “………………………………………………………………………………………………………………................................................................................................................................................................................................................................................................."To do research.\* 4. ( ) to be assigned to “…………………………………………………………………………………................................................................................................................................................................................................................................................................" |
| Assignment Method | ( ) with travel allowance and remuneration ( ) without travel allowance and remuneration  |
| Assignment Time | …… days |
| Date of Assignment | From …./…../20…. to .…./…../20….  |
| Duty Place and Organization | ( ) Abroad : ……………………………………………………………………………………….( ) National: ……………………………………………………………………………………….. |

ANNEX:

( ) 1. Acceptance Letter / Event Programme

( ) 2. Invitation Letter / E-mail

( ) 3. Other: ……………………………………………

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| Suitable. I supply it to the Dean's Office.      Head of Department (Signature) |  It is appropriate to discuss in the Board.                                 Dean (Signature) |