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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 | | | ( ) Student  Student 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) |