**IZMIR INTERNATIONAL BIOMEDICINE AND GENOME INSTITUTE DIRECTORATE**

I hereby submit this application to be assigned in accordance with Article 39 of Law No. 2547 on the dates and conditions stated below.

Date : …../…../20…

Title Name Surname:

…………………………………………

Signature :

…………………………………………

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| --- | --- | --- | --- | --- |
| **SUBJECT/PURPOSE OF THE ASSIGNMENT (English) SUBJECT/PURPOSE OF THE ASSIGNMENT (Turkish)** | | | | |
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| |  |  | | --- | --- | | **Type of assignment/event:** |  | | * Congress | * Fair | | * Symposium | * Conference | | * Festival | * Joining a meeting for administrative purposes | | * Workshop | * TÜBİTAK Project Evaluation | | * General Assembly | * Sokrates-Erasmus | | * Seminar | * Jury member for Master’s and Phd thesis | | * Bienal/Triennial | * Associate Professorship exam | | * Panel | * Other |  |  |  | | --- | --- | | **Purpose of attendance** |  | | * As an observer/attendee | * Organizer as Secretary | | * To present a paper/presentation (Poster, oral presentation, etc) | * Organizer as member of Organizing Committee | | * Panel Moderator | * Organizer as member of Advisory Board Member | | * Panelist | * Organizer as member of Executive Board Member | | * As guest speaker | * Contributor as member of Evaluation Board Member | | * As a guest speaker and to present a paper | * Session moderator | | * Head organizer | * Curator | | * Organizer as Trainer | * Other |   **Scope of assignment**   |  |  | | --- | --- | | * National | * International |   **Place of assignment**   |  |  | | --- | --- | | * Local (City) | * Abroad (Country, City) | | | | | |
| **Date and Duration of assignment** | | | | |
| **Start Date:**  **End Date:** | **Duration ……days** | **Travel time included** | | **Travel time excluded** |

**Type of assignment**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| * with allowance | * with daily allowance | | * without allowance | | * without daily allowance |
| * Air travel | * Only bus is accepted for assignments in Turkey (except for Associate Professor Exams) | | | | |
| * Bus |
| **The way the expenses are covered:** | | | | | |
| Unit budget | | * Own budget | | * Erasmus budget | |
| DEU Scientific Research Projects (BAP) (Project #) :  With payment in advance participation fee ( …………...., TL) with financial support | | | | | |
| * Tubitak project | | | | | |
| From the budget of the Rectorate | | | | | |
| Other ………………………………………………………………………………. | | | | | |

**Make up programme for classes**

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| --- |
| Course Code Course Name Make up date Make up time  ……………………… …………………………………………….. ……………………….. ………………………  ……………………… …………………………………………….. ……………………….. ………………………  ……………………… …………………………………………….. ……………………….. ………………………   * I have no class on the assignment dates |

**ATTACHMENTS**

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| * Letter of Invitation (Letter of Acceptance) and its Turkish translation * Paper/Project/Presentation Abstract and its Turkish translation * Program of event * Work schedule of research * Work Paper for investigation and reseach and application assignments |

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| **Approval of the department**  **Approved.**  Date : …../…../20…  Title Name Surname :  …………………………………………  Signature :  ………………………………………… |

**NOTES**

1. Forms and attachments that are not given in time, missing or incorrect will not be processed.

2. Attaching the documents related to the assignment and marking the relevant places,

3. Make up programme for classes must be given,

4. Requests for domestic / international assignments that needs Institute Board of Directors decisions must be sent to our Institute at least 15 days in advance.