



**Application Form for Requests
Regarding the Long Term Foreign Missions****

**TO YAŞAR UNIVERSITY
..... FACULTY, DEAN'S OFFICE /
DIRECTORATE OFFICE OF SCHOOL**

I have been working as staff in the Department of your Faculty / School since I hereby kindly request your approval for my appointment in light of the information provided below so that I can carry out the proposed academic research and development works.

Appointment Dates : .../.../.... - .../.../.....

Country of Appointment :

Form of Appointment : Paid Un-paid Erasmus Personnel Mobility

: Travel Allowance No Travel Allowance

Amount of School Fee Provided from Abroad:.....

Financial Support Donation Amount of Scholarship:

Other (Transportation, Accommodation) Amount:

	Conditions	Declaration of Conformity	
		Conformable	Non-conformable
General Conditions for Application (valid for all academics)	* Appointment should be made for a scientific study, research and application.		
	*Proposed appointment will not cause any adverse effect on the education and learning schedule of the relevant unit.		
	* The academic to be appointed should have worked within Yaşar University at least 3 years as of the date of the application.		
	* In case of a mission of over 3 three months, as from the date of the last long-term appointment (with a term of 3 months or longer), at least 6 years, for paid appointment and at least 3 years, for a non-paid appointment should have passed.		
	*The relevant unit should meet the other conditions set forth by the Board of Directors.		
Special Conditions for Application (Valid for research assistants)	* Doctorate proficiency exam should have been completed and the first thesis monitoring committee has issued a report.		
	* During his/her postgraduate study, the academic to be appointed should have an article published with a reference to Yaşar University in a journal that is listed in the citation index (i.e. SSCI, SCI, AHCI).		
	* The academic to be appointed should have received a prize at a reputable national or international competition.		
	* The academic to be appointed should have obtained a scholarship to conduct an academic research or study abroad from an international/national institution such as TÜBİTAK, NATO, EU etc. or from an university.		

Attachments:

- 1) Study Schedule (Learning Plan/ Work Plan / Research Plan)
- 2) Invitation / Letter of Acceptance
- 3) Agreement of Cooperation if any (bilateral or multilateral agreements)
- 4) Other

Academic Title – Name & Surname : Date/Signature :	Dean / Director: Date/Signature: HR Directorate: <input type="checkbox"/> Checked out.
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Note: * The long-term appointments are those missions with duration of over three months.

**** The person should have been applied previously in the most a month of the date of starting above. Applications not made within the required period are not considered.**