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| **ANABİLİM DALI BAŞKANLIĞI’NA**  ................. / ........................ tarihlerinde İzinli/Raporlu/Görevli (sempozyum, konferans, seminer, bildiri vb.) olmam nedeniyle Anabilim Dalınızda yürütmekte olduğum Lisansüstü/Lisan/Önlisans ders/derslerin telafisini aşağıda belirtilen tarih ve saatlerde yapabilmem hususunda gereğini arz ederim.  İmza  Öğretim Üyesi Ad-Soyadı     |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Dersin** | | **Programdaki** | | **Telafi Edileceği** | | | **Kodu** | **Adı** | **Tarih** | **Saat** | **Tarih** | **Saat** | |  |  |  |  |  |  | |  |  |  |  |  |  |   **EK:** İlgili dersin/derslerin telafi yapılmasını gerektiren görevlendirme ve sağlık raporu vb. belge/belgeler  **Mevcut ve Telafi Ders Programı (...-…Tarihleri Arası)**   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | Ders | Saat | **Pazartesi** | **Salı** | **Çarşamba (24 Nisan)** | **Perşembe (25 Nisan)** | **Cuma** | | 1 | 08.30 - 09.15 |  |  |  |  |  | | 2 | 09.25 – 10.10 |  |  |  |  |  | | 3 | 10.20 - 11.05 |  |  |  |  |  | | 4 | 11.15 - 12.00 |  |  |  |  |  | | 5 | 12.30 – 13.15 |  |  |  |  |  | | 6 | 13.25 – 14.10 |  |  |  |  |  | | 7 | 14.20 – 15.05 |  |  |  |  |  | | 8 | 15.15 – 16.00 |  |  |  |  |  | | 9 | 16.10 – 16.55 |  |  |  |  |  | | 10 | 17.05 – 17.50 |  |  |  |  |  | | 11 | 18.00 – 18.45 |  |  |  |  |  | | 12 | 18.55 – 19.40 |  |  |  |  |  | |

**NOT:**

* Telafi tarihleri telafisi yapılacak dersin tarihinden sonra olacak şekilde belirlenmelidir.
* Telafinin yapıldığı hafta ek ders saati en fazla I.Öğr. 20 saat, II.Öğr.10 saati ve toplam uygulama 10 saat üzerinden hesaplanır.
* Telafi Ders Programında yapılacak derslerin mevcut ders programı ile çakışmaması gerekmektedir. Öğretim Üyesinin Ders Yükü Bildirim Formunda Belirtilen Haftalık Ders Programına **Lisans/Lisansüstü Programda telafisi** yapılacak derslerin birlikte belirtilmesi gerekmektedir.