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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

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| **Dersin** | **Programdaki** | **Telafi Edileceği** |
| **Kodu** | **Adı** | **Tarih** | **Saat** | **Tarih** | **Saat** |
|  |  |  |  |  |  |
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**EK:** İlgili dersin/derslerin telafi yapılmasını gerektiren görevlendirme ve sağlık raporu vb. belge/belgeler**Mevcut ve Telafi Ders Programı (...-…Tarihleri Arası)**

|  |  |  |  |  |  |  |
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| 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 |  |  |  |  |  |

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**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.