	EPOKA UNIVERSITY				
	DIRECTIVE ON ASSIGNMENT TO DUTY				
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Article 1 Purpose

The purpose of this guideline is the regulation of issues related to the task assignment within and abroad the country of the academic staff of the Epoka University.

Article 2 Definitions:

- a. **Assignment to temporary duty:** Academic staff members may be appointed at most for a period of 1 month in order to participate in scientific meetings, research and application activities. For appointments for a period of more than 15 days, it should be required the permission of the Administrative Board of the Faculty after being prepared a detailed report on the subject. Participation in scientific activities with works is essential.
- b. **Assignment to long-term duty:** Academic staff members may be appointed in office for a period longer than 1 month, in order to carry out of researches, applications or pursuing graduate study programs, after the Administrative Board of the Faculty and the Administrative Board of the University has approved his work plan.

Article 3 Assignment to temporary duty

Permits for a period not more than a week, with the aim of the academic staff participation in any activity; as a scientific congress, symposium, conference, seminar or similar meeting, within or abroad the country or investigative or research visits including the travel to country where the research and investigation will be developed, are given by the proposal of the Head of Department with approval of the respective Dean. For permission over 15 days the approval is given out by the Rector. For all the permits over 15 days, with or without travelling, the approval from the Administrative Board of the Faculty and of the University is necessary. For the assignments to which it is necessary the approval taken from the respective boards the applications should be done at least 20 days before meanwhile for the others at least 10 days before.


Article 4 Assignment to long-term duty

The Academic staff member who requires long-term permit, should figure as a member of the academic staff for at least three years, and must have given courses for at least one year.

Academic staff members assigned on duty abroad the country that have benefited scholarships from international organizations, the University or is being provided remuneration, on the decision of the Administrative Board of the University may be granted leave with the right of remuneration, or leave without the right of remuneration. The decision due to the permission to leave with or without the right of remuneration is taken by considering whether the scholarship or remuneration provided in the foreign country will ensure the livelihood of the concerned staff.

The permit period abroad the country with the right of remuneration, for the members of the academic staff cannot exceed 1 year. If deemed necessary at the end of the permit by decision it may be extended by 1 year without remuneration.

Drafting Unit	Controlling Unit	Approving Unit
Senate	Academic Evaluation and Quality Improvement Board	Higher Board

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The Research assistants may be assigned to duty outside the country for a period up to 3 years in order to carry out graduate studies. The Administrative Board takes the decision to grant the permit with the right of remuneration or not.

Article 5 The procedure to be followed for the assignment to duty

The request for the assignment to duty shall be made in written manner to the Head of the Department concerned. In cases when the purpose of assignment to duty is the participation in conferences / symposia or scientific meetings, the program of the activity, the abstract of the paper and letters of acceptance latter shall be attached to the request for permission.

If the cases where the permit is for pursuing a graduate program the information about the concerned program, documents certifying the acceptance in the program and information on the remuneration and scholarship granted from the institution that offers the graduate program shall be attached to the request.

The decision on granting or not of the permit shall be communicated to the applicant.

Article 6 Compulsory Service

Epoka University reserves the right that by the proposal of the Head of the Department and by the approval of the Administrative Board of the Faculty and of the University, to assign to duty in developed universities the appropriate members of the academic staff in order of their specialization in certain areas. Tracking of the staff will be carried out by a commission composed of one representative from each faculty and one of the Vice-Rectors.

The term of compulsory service is twice the term of the assignment. The staff that does not fulfill the compulsory service is obliged to pay as compensation twice the sum of the paid capital (including travelling cost) paid for him by the University during his assignment period. A contract is signed between the University and the staff to be assigned on the conditions of the compulsory service and compensation to be paid.

If for any reason, a member of academic staff ends obliged to carry out compulsory service ends the assignment before the term is forced to turn back the received scholarship or paid remuneration.

Article 7 Report


Persons assigned to the task of pursuing graduate studies programs are required to submit to the Head of Department quarterly a report on the situation.

In any assignment, a month before the end it should be prepared a report which has to be presented to the body that gave the duty assignment.

Implementation

Article 8 This directive enters into force after the acceptance by the Senate and the approval by the Higher Board.

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Article 9 The implementation of this directive is ensured by the Rector of Epoka University.

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