

GIRNE AMERICAN UNIVERSITY PART TIME AND OVERTIME CLAIM FORM

FACULTY:

MONTH:

DEPARTMENT:

YEAR:

TITLE, NAME, SURNAME OF STAFF:

DAYS			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Theoretical lessons																	
Other Activities																	
DAYS	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total
Theoretical lessons																	
Other Activities																	

COURSES AND OTHER ACTIVITIES

Theoretical Lessons and Other Activities			WEEKLY PROGRAM				Number of students in groups
No	Codes	Course Description	Number of Theoretical Lessons	Number of Students in Group	Time of other activity	Number in Group	
1							
2							
3							
4							
5							
6							

CALCULATION OF PART TIME AND OVERTIME LOAD

WEEKS	Total hours of theoretical lessons	Other activities	Mandatory weekly work load	Load subject to payment		TOTAL (cannot exceed 20 hours)	Explanation
				Theoretical load	Other Activities		
1							
2							
3							
4							
5							
TOTAL							

Signature of Teaching Staff

Signature of Dean/Head of Department

Signature of Vice Rector