Dear Mr. Texeira

I have been nominated for a visit to your university under the Staff Mobility for Teaching Assignments (STA) in the spring semester between the dates 18/05/2015 and 22/05/2015. I would like to know if the dates for my visit are suitable for your institution.

During my visit I'm planning to teach for five hours during the week which will include the presentation of Insurance and Banking System and the Economic Crises of the subject area of Business and Administration (041) to students at bachelor level as follows:

**Teaching Plan**

18/05/2014 (1 Hour) The history of insurance and banking system in Turkey will be presented in details.

19/05/2014 (2 Hour) SWOT Analysis of Insurance and Banking Sector in Turkey

20/05/2014 (2 Hour) Turkey’s international banking and insurance with other countries

21/05/2014 (2 Hour) The economic crises affected Portugal and Turkey in 2008 in detail

22/05/2014 (1 Hour) The effects of ongoing economical turmoil over the banking and insurance sector and their impact on international relations and economics of the world

If the planned duration of the teaching program (8 hours) is not suitable, you may offer me possible dates you find appropriate. According to your response I’m going to start to prepare the official documents as soon as possible. If you have any questions please do not hesitate to contact me.

I'm looking forward to hear from you very soon.

Best Regards

Assist. Prof. Dr. Alper Yılmaz

Department of Business Administration

Faculty of Economics and Administrative Sciences

**\*Bu metindeki renkli kısımları değiştirerek kendi bölümünüze uyarlayabilirsiniz.**