

ERASMUS STAFF EXCHANGE LETTER OF COMMITMENT

Name and Surname:	
Place/Date of Birth:	
Address:	
TR Identity No or Passport No:	
Tel. No:	
E-mail Address:	
Destination Country/University:	
Date of Mobility (Start-End Date):	
Yapi Kredi Bank Account/IBAN No (Euro)	

I am an administrative/academic staff of Faculty/Institute/Department of at Koç University. I voluntarily accept to attend to during the Academic Year of 20..... - 20..... between (dates of mobility) within the scope of Erasmus+ Staff Exchange Program. Within this context, I have been completely informed about my rights and obligations regarding the Erasmus+ program through the information sent per e-mail and information available in Erasmus Office web page delivered to me personally by Office of International Programs, the Information Session/Orientation Training which I have attended, I agree and undertake to fulfill all responsibilities imposed on me as a participant to the program, to attend the activities for minimum 2 days which excludes travelling time. If it is a teaching activity, it must comprise a minimum of 8 hours per week of actual teaching time. I know I will complete and deliver all the documents listed below as well as all other information and documents requested within the period given to me to OIP.

Documents to be delivered before mobility:

- 1) Erasmus Staff Exchange Letter of Commitment
- 2) Copy of the invitation letter: If the dates of mobility are changed, staff member is responsible of submitting the revised version of the invitation letter to OIP.

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- 3) Training/Teaching Agreement before mobility: If the dates of the mobility or any other information changes, staff member is responsible of submitting the revised version of the Training/Teaching Agreement to OIP.
- 4) Yapı Kredi Bank Euro (€) Account Number
- 5) Grant Agreement: This will be drafted and sent by OIP to the staff member. The staff member is responsible of signing 2 copies of the agreement and handing in original copies to OIP.

Documents to be delivered after mobility:

- 1) Training/ Teaching Agreement After Mobility: Similar to before mobility part, after mobility part should be filled out by the staff members and required signatures should be collected by the staff member.
- 2) Participation [Confirmation Certificate](#) (Confirmation, Duration Sheet, Certificate...etc.)
- 3) Copy of Boarding Pass/Passport pages (Seals of entry in the country- exit from the country)
- 4) EU Survey (Online final report form): After the completion of the mobility, the staff member will receive an online survey from the European Commission and the staff member is required to fill in that form on time.

I accept and undertake that I know I will be subjected to the necessary legal process and that other penal clauses as required by Erasmus Program Rules (including requesting the entire grant back) shall be applicable in case I fail to deliver all information and documents requested above or that may be requested later by Office of International Programs, within the period stated to me, or in case there is a Grant amount that I should reimburse and I fail to pay such amount fully paid in cash to Koç University within the period stated to me.

For the debts that may arise from this commitment deed, Koç University's documents, records, and books are valid and eligible, and they will be accepted as the base and evidence in accordance with relevant articles of Code of Civil Procedure and no further evidences shall be sought.

Istanbul Courts and Executive Offices are authorized of settlement of all disputes arising from implementation of this commitment deed.



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I accept and undertake that I will promptly notify and change to my address for any notification to be served to me regarding the disputes related to this commitment deed to Koç University per registered and reply paid letter, and that I know if I fail to notify the change, the notification served to the above address shall be deemed to have delivered to me even if it is returned.

Delivered by

Name and Surname/Signature:

Date: