# **ERASMUS+ INTERNSHIP MOBILITY LETTER OF COMMITMENT**

Name/Surname :

Place/Date of Birth :

Address :

TR Identity No. or Passport No. :

Tel. No. :

1. mail Address :

Destination Country/Universtiy :

Date of Mobility (Start-End Date) :

I’m a student at the department of …………………………………………….…, at Koç University. I voluntarily accept to attend to …………………………………………………………… (Host University/Institution) during the academic year of 20………...-20………. between……………………………………….... (dates of mobility) within the scope of Erasmus+ Internship Exchange Program. Within this context, I have been completely informed about my rights and obligations regarding the Erasmus+ program from the Erasmus student declaration, the orientation program I have attended, through notification e-mails and KU daily announcements, as well as the Erasmus+ Internship section of the OIP website. As an exchange student, I accept and undertake that I will fulfill all my responsibilities during my mobility and I am aware of all the rules stated on the “Erasmus+ Internship” section of OIP website.I also know that I have to complete and deliver the documents stated below and any other documents or information required within the prescribed time.

## Documents to be delivered before Mobility:

## Letter of Commitment

## Copy of Acceptance Letter

## Learning Agreement for Internship (Before Mobility section)

## Yapi Kredi Bank Euro Account/IBAN Number

## Mandatory Student Health/Liability/Accident Insurance

## Roadmap for students with special needs (applicable for disabled students)

## Online Linguistic Support (OLS) test

## Grant Agreement

## Documents to be delivered during mobility:

## Learning Agreement (During Mobility section)

## Documents to be delivered after mobility:

## Learning Agreement for Internship (After Mobility section, signed by all authorities)

* Certificate of Attendance: The student receives a Certificate of Attendance (signed and stamped) confirming the start and end time of the internship from the institution where the internship activity is carried out. A passport copy is also required to confirm the period of stay abroad. The duration of the mobility corresponds to the shortest time interval in the documents in question.
* Passport Copy: Copies of passport pages with entry-exit stamps need to be submitted to OIP in order to check the duration of the student's stay abroad.
* EU Survey (Online Final Report Form)
* Online Lingusitic Support (OLS) second test

In case I fail to deliver all information and documents requested above or that may be requested later by the Office of International Programs within the time period given to me, or in case there is a grant amount that I have to reimburse and I fail to pay such amount fully to Koç University within the time period given to me, I accept and undertake that I will be subjected to at least one of the below mentioned actions;

- Disciplinary investigation and necessary legal actions

- Sending a written warning by the notary in case the student fails to pay the requested refund within the given time.

- Beginning of enforcement procedures

For the debts that may arise from this commitment deed, Koç University’s documents, records and books of 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 for settlement of all disputes arising from implementation of this commitment deed.

I agree and undertake that I will promptly notify any 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 been delivered to me even if it is returned.

\* **Your Personal Data**: The personal data you have shared in this form will be processed for the purpose of receiving and evaluating your Erasmus application. For more information about your personal data, please refer to the Student Personal Data Processing and Protection Policy. Law No. 6698 on the Protection of Personal Data Article 11, you have the following rights to your personal data:

• Being informed about whether personal data is processed,

• Request information if personal data has been processed,

• Being informed about the purpose of processing personal data and whether the processed data is used appropriately,

• Knowing the third parties to whom personal data is transferred in the country or abroad,

• Requesting amendment or correction of personal data in case of incomplete or incorrect processing and in this context requesting the third parties with whom such data is shared to be corrected,  
•    Although it has been processed in accordance with the provisions of Law No. 6698 and other relevant laws, in case of the disappearance of the reasons requiring processing, requesting the deletion of the personal data and requesting that the transaction carried out within this scope be notified to the third parties,

• Object to the occurrence of a result against the person by analyzing the processed data exclusively through automated systems,

• Request for damages in case of arising damages due to unlawful processing of personal data.

You can also apply to the above-mentioned rights through your registered e-mail address in the system and by sending an e-mail to [kisiselverilerim@ku.edu.tr](mailto:kisiselverilerim@ku.edu.tr). Depending on the nature of your request, your applications will be finalized free of charge as soon as possible and within thirty days at the latest; however, if the transaction requires a separate cost, you may be charged a fee according to the criteria set by the Personal Data Protection Board.[[1]](#footnote-1)

## Delivered by Date:

**Name-Surname/Signature:**

NOTE: This document has been issued in 2 (two) copies, one of which shall remain with the staff and the other shall be kept in Koç University.

1. Communiqué on Procedures and Principles of Application to the Data Officer

   **ARTICLE 7** - (1) If the application of the person concerned is to be replied in writing, no fee is charged up to ten pages. A processing fee of 1 Turkish Lira may be charged for each page if it exceeds 10 pages.

   (2) In case the response to the application is provided on a recording medium such as CD, flash disc, the fee which may be requested by the data officer shall not exceed the cost of the recording medium. [↑](#footnote-ref-1)