

# OUTGOING STUDENT COMMITMENT LETTER

**Name/Surname:**

**Place/Date of Birth:**

**Address:**

**TR Identity Number:**

**Telephone Number:**

1. **mail Address:**

**Destination Country/University: Date of Mobility (Start/ End Date):**

I’m a student at the department of …………………………………………….… at Koç University. I voluntarily accept to attend to an exchange program at………………………… University during the 20….-20…Academic Year Fall/Spring Semester as part of the Global Exchange program. Within this context, I have been completely informed about my rights and obligations regarding the Global Exchange program from the Office of International Programs, the orientation program I have attended, through notification e-mails and KU daily announcements, as well as the student mobility section of the OIP website. As an exchange student, I accept and undertake that I will fulfill all my responsibilities during my mobility and at the end of the exchange program;

* + If the exchange GPA is lower than 2.00, all the exchange credits and grades are transferred directly to the student’s Koç transcript.
	+ If the exchange GPA is higher than 2.00, the student will have right to transfer either all the credits with the grades or all the credits without the grades to his/her Koç transcript. However, credits or grades cannot be transferred partially.

I know that I have to complete and submit the documents stated below and any other documents or information required to the Office of International Programs within the prescribed time.

# Documents to be delivered before mobility:

* A copy of the Acceptance Letter
* Course Equivalency Form

# Documents to be delivered after mobility:

* Transcript of Records
* Course Equivalency Form (during and after mobility)
* Certificate of Attendance

Visa and accommodation processes are completely under the responsibility of the student.

The date determined by OIP for the submission of the commitment letters will not be extended.

There will be a deduction of 10 points if the student cancels his/her Global Exchange participation after the indicated commitment letter deadline. This is applicable for students who do not have a pending scholarship application.

\* **Your Personal Data**: The personal data you have shared in this form will be processed for the purpose of receiving and evaluating your Global Exchange 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. 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)

Name:

Signature:

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)