**STUDENT SUMMER 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 :

Exchange Period :

I’m a student of Faculty/Institute/…………….Department of ………….., at Koç University. I voluntarily accept to attend to ……….University (COUNTRY) during the Academic Year of 20..-20.. for summer term within the scope of Summer Exchange Program. Within this context, I have been completely informed about my rights and obligations regarding the Summer Exchange program through the information sent per e-mail and information available in OIP web page.delivered to me personally by Office of International Programs, I agree and undertake to fulfill all responsibilities imposed on me as a participant to the program.

* To get approval from the faculty for the courses before to participate to the program (in case you want to transfer the courses)
* The final decision on the course transfer belongs to the faculty.
* To submit all required documents by OIP within the deadlines.
* To complete the partner university application within the deadline and submit the required documents to the partner university

**Documents to be delivered before mobility:**

1. Course Equivalency Form (Before Mobility)
2. Letter of Acceptance

**Documents to be delivered after mobility:**

1. Partner university transcript
2. Certificate of Attendance
3. Course Equivalency Form (During/After Mobility)

I accept and undertake that the program may be cancelled if I have not submitted all the required documents to Koç University, International Programs Office and to the partner university within the deadlines. I have been informed that the participation to the program is not guarantee until the partner university acceptance.

\* **Your Personal Data**: The personal data you have shared in this form will be processed for the purpose of receiving and evaluating your Summer 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](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 and Surname/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)