# ERASMUS+ STAFF EXCHANGE

# LETTER OF COMMITMENT

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| --- | --- |
| Name and Surname: |  |
| Place of Birth: |  |
| Date of Birth |  |
| Address: |  |
| TR Identity No or Passport No: |  |
| Tel. No: |  |
| E-mail Address: |  |
| Destination Country: |  |
| Destination University |  |
| PIC Code of the Host Institution(Only for KA131- mobilities within Europe) |  |
| Date of Mobility (Start-End Date): |  |
| Duration of Mobility (number of days) |  |

I am a member of the academic/administrative staff at ................................................ [Faculty/Institute/Department] at Koç University . For the Academic Year 20.......-20......, within the date range of ......................................[specific dates-dates of mobility], I voluntarily agree to participate in the Erasmus+ Program Staff Mobility for Teaching/Training activity at ......................................................................................................[Host University/Institution]. I have fully familiarized myself with my obligations and rights related to the Erasmus+ program, as outlined by the Koç University Office of International Programs (OIP), through the electronic mails sent to me and the information provided on the OIP website, as well as through my attendance at Information Meetings/Sessions.

* The duration of stay specified during the application phase for the exchange program cannot be changed after the completion of the application. The grant is calculated based on the number of days specified in the Mobility Agreement and the invitation letter received from the host institution, and the travel grant planning is made according to the announcement made to the participant in the Selection and Placement announcement.
* For Staff Training/Teaching Mobility, the duration of mobility with program-related countries (KA131) is a minimum of 2 consecutive days excluding travel, while with non-program-related countries, it is a minimum of 5 consecutive days excluding travel.
* Teaching or training activities can be carried out at multiple host institutions within the same country.
* In Staff Teaching/Training Mobility, if it is observed on the participation certificate that the beneficiary has engaged in the activity for less than 2 days due to reasons other than force majeure, or has taught fewer hours than required (applicable only for Teaching Mobility), the activity will be considered invalid, and no grant payment will be made to the beneficiary, or if made, it will be requested back. If force majeure can be documented, activities that do not meet the minimum duration will be accepted; a grant will be given for the duration stayed, and travel expenses will be paid based on the distance calculator. Before being considered force majeure, the participant must inform the OIP of any incident or situation. Subsequently, the OIP consults with the Turkish National Agency (NA) and submits the issue for approval. The participant cannot return from the visited country/institution without approval from the OIP.
* A 20% deduction is made from the Erasmus+ grant calculated based on the total realized activity days and the distance band for participants who do not complete the final participant survey sent via the Beneficiary Module.
* In cases where the Teaching Mobility lasts longer than 1 week, the mandatory course hours to be provided should increase proportionally with the duration.
* Upon participating in the exchange program, the participant understands that the Erasmus+ grant provided by Koç University is intended to support the period spent abroad and is insufficient. The participant understands and commits that for the exchange period to be productive and as comfortable as possible, personal financial resources should be sufficient, and this preparation should be completed before the start of the exchange period. The participant understands and commits not to request any grant amount other than that what is announced to the participant by Koç University. The participant commits not to claim the financial loss incurred in case of cancellation of the exchange program from Koç University.
* Subjects and updates not covered in this commitment letter will be governed by the Implementation Handbook of the relevant Erasmus+ program year and/or the Koç University Exchange Programs Directive.

I acknowledge that I am aware of the rules and regulations and will complete and submit all required documents and other requested information and documents to the Office of International Programs within the specified time frame. I accept and undertake all of the above.

**Documents to be Submitted Before Going Abroad:**

* Erasmus Staff Exchange Commitment Letter
* Copy of the invitation letter (must include possible visit dates, information, and signature of the hosting person/department)
* Teaching/Training Agreement (must be submitted before the mobility and include a detailed program for the exchange period)
* Euro (€) bank account, IBAN number
* Grant Agreement

**Documents to be Submitted After Returning from Abroad:**

* Teaching/Training Assessment (after the mobility) (must be signed and stamped by the host institution)
* Confirmation of Participation
* Flight tickets/Passport copies (showing entry-exit dates to the visited country)
* Final Report (will be automatically sent to the beneficiary via the Beneficiary Module after the mobility)
* Explanatory and documentary evidence for special cases (deductions from grants, early return due to force majeure, etc.)

If I fail to submit all the information and documents requested or if it is determined that I need to repay the grant amount as a result of the final grant calculation, I acknowledge that if I do not pay my debt to Koç University within the specified time frame, legal proceedings will be initiated against me. I accept and undertake that, in accordance with the Erasmus+ Program Rules, other punitive measures (such as the return of the entire grant) may be applied to me.

For debts arising from this undertaking, Koç University's documents and records shall be valid and acceptable, and they shall be deemed as evidence in accordance with the relevant articles of the Law of Civil Procedure; no further evidence shall be sought. All disputes arising from the application of this commitment will be settled by the Istanbul Courts and Execution Offices.

I undertake to immediately notify Koç University by registered letter of any changes to my address for service regarding this commitment, and I acknowledge that even if the notification is not returned, all notifications made to the above address will be deemed to have been made to me.

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

* To learn whether your personal data is being processed,
* To request information if your personal data has been processed,
* To learn the purpose of processing personal data and whether they are used appropriately for their purpose,
* To know the third parties to whom personal data are transferred domestically or abroad,
* In case personal data are incomplete or incorrectly processed, to request their correction and, within this context, to request the notification of the transaction to third parties to whom the personal data have been transferred,
* Although they have been processed in accordance with the Law No. 6698 and relevant other laws, in case the reasons requiring the processing of personal data are eliminated, to request the deletion or destruction of personal data and, within this scope, to request the notification of the transaction to third parties to whom the personal data have been transferred,
* To object to the occurrence of a result against the person by analyzing the processed data solely through automated systems,
* In case personal data are processed unlawfully, to request the compensation of the damages in case of damage suffered due to the processing.

You can apply for the rights mentioned above via the e-mail address kisiselverilerim@ku.edu.tr, which is allocated to you for use during your student status, through your registered e-mail address in our system. Your applications will be concluded free of charge within the shortest time and within a maximum of thirty days, depending on the nature of your request; however, according to the criteria determined by the Personal Data Protection Board, a fee may be requested from you.

The deadline for the final submission of this Commitment Form will be determined by the Office of International Programs according to the notification made by the Office of International Programs. If there is a cancellation request from the staff without force majeure reasons after this date, the staff member's total score will be reduced by -10 points in the next Erasmus+ application.

**Delivered by:**

Name & Surname:

Date:

Signature: