#  SUMMER EXCHANGE PROGRAM

#  OUTGOING STUDENT COMMITMENT LETTER

**Name & Surname:**

**Place of Birth:**

**Date of Birth:**

**Address:**

**TR Identity No/ Passport No:**

**Telephone No:**

 **Email Address:**

**Host Country**

**Host University:**

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 Summer Semester as part of the Summer Exchange program. Within this context, I have been completely informed about my rights and obligations regarding the Summer 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 am committed to fulfilling all responsibilities before, during, and after my participation in the Exchange Program:

* + The student is required to obtain approval from their respective faculty for the courses they plan to take during the summer term before participating in the program.
	+ Students participating in the exchange are obligated to take courses equivalent to a minimum of 3 KU credits and a maximum of 12 KU credits at the partner institution during the summer term.
	+ The recognition of the courses taken during the summer term will be in accordance with the "Regulation on the Transfer of Courses Completed in the Summer Term."

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.

Subjects and updates not covered in this commitment letter will be governed by tthe Koç University Exchange Programs Directive.

# 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
* KU transcript (showing the course/credit/grade transfer to KU)

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

Before, during, and after the exchange period, all expenses that may arise are the responsibility of the student. The partner institution may request additional payments from students for health insurance, books, course-specific materials, campus facility subscriptions, etc. These additional costs are the responsibility of the student. The student cannot claim financial loss from Koç University in case of cancellation of the exchange program.

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 their Summer Exchange participation after the indicated commitment letter deadline. The student who wishes to cancel their participation in the program due to a force majeure event is responsible for submitting a cancellation petition explaining the force majeure reason to the OIP for evaluation. Following the review by the OIP, if the force majeure reason is deemed appropriate, the student will not incur a -10 point deduction in the subsequent Summer Exchange program application.

\* **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 damages arising 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)

**Delivered by:**

Name- Surname:

Date:

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)