**T.C.**

**ABDULLAH GÜL UNIVERSITY**

**FACULTY OF ENGINEERING**

**DEAN’S OFFICE**

|  |  |  |
| --- | --- | --- |
| Student’s | Full Name |  |
| ID |  |
| Department |  |
| 202….-202….  | Fall (…….) | Spring(…….) | Summer School (…...) |
|  Due to the excuse stated in the attached medical report dated …………………, I kindly request, in accordance with Articles 25 and 26 of Abdullah Gül University’s Undergraduate Education and Examination Regulation, that the relevant instructors be informed about the courses and exams I missed during my illness.Thank you for your consideration.  **Address:** **…../…../202..****Phone :      Signature****E-mail:** |

**COURSES I MISSED DURING MY ILLNESS**

|  |  |  |
| --- | --- | --- |
| Course Code\* | Course Name\* | Lecturer\* |
|  |  |  |
|  |  |  |
|   |   |  |
|   |   |  |
|  |  |  |

Attachments:
1- Medical Report\*\*

Note:
\*The information must be filled out accurately and completely in the electronic system.
\*\*Verification of the report will be conducted by contacting the relevant institution/doctor.

CONSENT FORM FOR THE PROCESSING OF HEALTH DATA
I hereby give my explicit consent for the processing of my special personal data in the form of health information, by Abdullah Gül University, located at Sümer Campus, Erkilet Blvd., 38080 Kocasinan/Kayseri, as the data controller, for the purpose of managing my course make-up/excuse exam procedures.

Yes No

Full Name :

Date :

Signature :

PERSONAL DATA PROCESSING INFORMATION NOTICE

1. Data Controller and Categories of Personal Data

Within the scope of the Personal Data Protection Law No. 6698 (“Law No. 6698”), all personal data you provide to us related to your student document, student information, identity, contact details, and make-up/excuse exam process will be processed by Abdullah Gül University (“University”), as the data controller.

2. Purposes of Processing Personal Data

Processing Purpose Data Categories

Conducting Educational Activities Student Information, Identity, Contact, Economic Status, Health, Legal Process

Conducting Communication Activities Identity, Contact

Conducting Activities in Compliance with Legislation Student Information, Identity, Contact, Economic Status, Health, Legal Process

Conducting Storage and Archiving Activities Student Information, Identity, Contact, Economic Status, Health, Legal Process

3. Transfer of Personal Data

Your personal data may be transferred to authorized persons, institutions, and organizations, especially authorized public institutions and organizations, for information purposes.

4. Method and Legal Grounds

Your personal data collected through your make-up/excuse exam requests and/or via electronic, physical, automatic or partially automatic means, or by non-automatic means as part of a data recording system, are processed based on the following legal grounds in Article 5(2) of Law No. 6698:

Subparagraph (a): “Explicit provision in laws,”

Subparagraph (c): “Necessity of processing personal data belonging to the parties to a contract directly related to the establishment or performance of a contract,”

Subparagraph (ç): “Necessity for the data controller to fulfill a legal obligation,”

Subparagraph (e): “Necessity for the establishment, exercise, or protection of a right.”

5. Application Procedures and Principles

If you wish to exercise your rights as a data subject under Article 11 of Law No. 6698, you may submit your request by filling out the Data Subject Application Form available on our website and sending it to our KEP address agu@hs01.kep.tr, or via an email from your registered email address or with a secure electronic signature to kvkk@agu.edu.tr. You may also apply in person or via a notary to our address at Sümer Campus, Erkilet Blvd., 38080 Kocasinan/Kayseri. We will finalize your request free of charge within thirty days at the latest. If additional costs are incurred, fees set by the Personal Data Protection Board will be applied.