**T.C.**

**ABDULLAH GÜL UNIVERSITY**

**TO THE DEAN OF THE FACULTY OF ENGINEERING**

|  |  |  |
| --- | --- | --- |
| Student’s | Full Name |  |
| ID  |  |
| Department |  |
| 202….-202….  | FALL (…….) | SPRING (…….) | SUMMER SCHOOL (…...) |
|   …………………. due to my excuse stated in the attached health reports on/dates, I would like to inform you about the relevant education information for the courses and exams that I could not attend due to my illness in accordance with the 25th and 26th sections of the Abdullah Gül University Undergraduate Education-Teaching and Exam Regulation.I kindly request the necessary..  **Address :** **…../…../202..****Phone :      Signature****E-mail :** |

**COURSES THAT I COULD NOT ATTEND DURING MY SICKNESS**

|  |  |  |
| --- | --- | --- |
| COURSE CODE\* | COURSE NAME\* | LECTURER\* |
|  |  |  |
|  |  |  |
|   |   |  |
|   |   |  |
|  |  |  |

**Appendices:**

1- Health Report\*\*

Note:

\*All information should be filled out electronically accurately and completely.

\*\* Report confirmation is done by calling relevant doctor or institution.

 **EXPLICIT CONSENT TEXT FOR PROCESSING HEALTH DATA**

I give my explicit consent for my special personal data in the form of my health data to be processed by Abdullah Gül University, located at Sümer Campus, Erkilet Blv., 38080 Kocasinan/Kayseri, as the data controller for the purpose of conducting the make-up/excuse exam process.

Yes No

Name and Surname:

Date :

Signature :

**PERSONAL DATA PROCESSING INFORMATION TEXT**

1. **Data Controller and Personal Data Categories**

Within the scope of the Law on the Protection of Personal Data No. 6698 (“Law No. 6698”); all personal data you provide to us for student certificates, student information, identity, communication, make-up/excuse exams will be processed by the data controller Abdullah Gül University (“University”).

1. **Purposes of Processing Personal Data**

|  |  |
| --- | --- |
| **Processing Purpose** | **Data Category** |
| Processing training activities | Student Informatşon, Id card, Communication, Economic Sitution, Health, Legal Procedures |
| Processing communication activities | Id card, Communication |
| Carrying Out Activities in Accordance with Legislation | Student Informatşon, Id card, Communication, Economic Sitution, Health, Legal Procedures |
| Carrying Out Storage and Archive Activities | Student Informatşon, Id card, Communication, Economic Sitution, Health, Legal Procedures |

1. **Transferring Personal Data**

Your personal data is transferred to authorized public institutions and organizations for the purpose of providing information to authorized persons, institutions and organizations.

1. **Method and Legal Reason**

Your personal data, which you have submitted for make-up exam/excuse exam requests and/or will be collected electronically, physically, automatically, partially automatically and non-automatically provided that it is part of a data recording system, are collected and processed based on the legal grounds of “It is clearly foreseen in the laws” in accordance with subparagraph a of paragraph 2 of Article 5 of Law No. 6698; “Processing of personal data of the parties to a contract is necessary provided that it is directly related to the establishment or performance of a contract” in accordance with subparagraph c; “It is mandatory for the data controller to fulfill its legal obligation” in accordance with subparagraph ç; “Data processing is mandatory for the establishment, exercise or protection of a right” in accordance with subparagraph e.

1. **Appliaction Procedure and Principles**

As a relevant person, if you have a request regarding your rights stipulated in Article 11 of Law No. 6698; by filling out the Relevant Person Application Form that you can obtain from our web page and in any case, by meeting the minimum conditions stipulated by the Communiqué on the Procedures and Principles of Application to the Data Controller; you can apply in writing to our address Sümer Campus, Erkilet Blv., 38080 Kocasinan/Kayseri in person or through a notary public by sending a message to our KEP address agu@hs01.kep.tr with your registered e-mail address or with a secure e-signature, to our address Sümer Campus, Erkilet Blv., 38080 Kocasinan/Kayseri. As the University, we will finalize your application free of charge as soon as possible and within thirty days at the latest, depending on the nature of your request. However, if the transaction requires an additional cost, the fee determined by the Personal Data Protection Board will be collected by the University.