

ESKİŞEHİR OSMANGAZI UNIVERSITY

INTERNATIONAL STUDENTS'

APPLICATION, ADMISSION AND REGISTRATION PROCESS

CLARIFICATION TEXT

According to the Law on the Protection of Personal Data No.6698 (hereinafter referred to as the "KVK Law"), Eskişehir Osmangazi University (hereinafter referred to as "UNIVERSITY") is the Data Supervisor because it processes personal data about you. As the relevant person, we process your personal data as the person concerned, as explained below and within the limits prescribed by the legislation.

We would like to inform you about our personal data processing, as Data Supervisors are obliged to inform the real persons whose personal data they process according to Article 10 of the Law regulating the Obligation of Clarification.

1- About the Data Controller

According to the Law on KVK, as a university, we may process disclose or transfer your personal data as the Data Supervisor as long as necessary within the scope of our purposes explained below and in line with the principles stipulated in the legislation.

2- Your Processed Personal Data, Legal Reasons and Processing Purposes

Your Personal Data subject to processing;

International Students Unit;

- **International Students Application Process** (Name/Surname, TR Identity Number, Passport Number, Date/Place of Birth, Gender, Mother's Name, Father's Name, Information on Having a Blue Card or Not, Dual Citizenship Information, Nationality, Phone number, E-mail address, Application Type Information (International Exam/ National Exam/ Diploma)
- **International Students Admission/ Registration Process** (Name/Surname, TR Identity Number, Passport Number, Date/Place of Birth, Gender, Nationality, Phone number, E-mail address, Identity/ Passport Document Information, Original High School Diploma and "Certificate of Equivalence" to be issued by the Turkish Embassy or Consulate in the relevant country which proves the equivalence of foreign higher education diplomas to their Turkish counterparts. Original or Copy Information of the Exam Result Document (Sat I, Gce, Act, Tawjihı ...etc.) to be Used for Application, Bank Receipt Showing Tuition / Tuition Fee Payment, Information of "Education Annotated Visa" to be issued by the Turkish Embassy in the relevant country, Foreign language- Turkish Proficiency Certificate Information, Photograph, Permit Certificate Information (Faculty / Class of Study), Health Board Report

Your personal data collected are processed according to the basic principles stipulated by the KVK Law, "a) Being in compliance with the law and honesty rules, b) Being accurate and up-to-date when necessary c) Being processed for specific, clear and legitimate purposes, ç) Being connected, limited and proportionate to the purpose for which they are processed. d) It is processed in accordance with the basic principles stipulated in the relevant legislation or being kept for the period required for the purpose for which they are processed.

5/2 of the KVK Law. Foreseen in the article;

a) "It is clearly stipulated in the laws",

ç) "It is mandatory for the Data Supervisor to fulfill his legal obligation",

e) "When data processing is mandatory for the establishment, use or protection of a right",

f) "Data processing is mandatory for the legitimate interests of the Data Supervisor, provided that it does not harm the fundamental rights and freedoms of the person concerned"

5/1 and 6/2 of the KVK Law. Foreseen in the article;

- In the absence of any of the legal reasons we have specified, obtaining your explicit consent for your personal data based on the processing condition,

- ✓ Determination and certification of the proficiency of the foreign language level,
- ✓ Evaluation and certification of the competencies required for the students to be accepted into the program they applied for,
- ✓ Preparing the necessary documents for visa application and sending them to the student,

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- ✓ Preparing a letter of the institution that sends it to the relevant consulate or the Directorate of Migration Management to be submitted by the student herself/himself and submit it to the student.
- ✓ Arrangement and delivery of documents such as acceptance letters,
- ✓ Carrying out the procedures to be applied within the scope of education and training legislation throughout the education period,
- ✓ Planning, reporting and monitoring of tuition fee payment processes and making payments,
- ✓ Planning and executing processes related to student status and communicating with the student on matters deemed necessary in order to carry out education and training activities in accordance with the Higher Education Law and related secondary legislation,
- ✓ Conducting communication processes with students regarding education and training activities and making announcements / informing,
- ✓ Protecting and fulfilling the rights and obligations of students studying in the relevant academic units / departments within the university,
- ✓ Fulfilling legal obligations and taking necessary measures within the framework of occupational health and safety,
- ✓ Fulfilling of legal obligations, requirements or requests of judicial bodies or authorized administrative institutions including the protection of life and property of all university stakeholders or compliance with the rules within this scope; recording of user internet access traces / logs collected through systems such as student information system (OGUBS) and www.ogu.edu.tr website and transferring them to the data processing infrastructures to achieve these goals by taking legal measures, fulfilling and archiving legal obligations in electronic or physical environments,
- ✓ Evaluating and finalizing the demands of the students who are enrolled and want to be exempted from the courses they previously studied in other higher education,
- ✓ Conducting distance education processes,
- ✓ Conducting consultancy activities for student clubs,
- ✓ Conducting consultancy activities in processes such as project, thesis, homework preparation,
- ✓ Fulfilling the decisions of court and enforcement offices or other public institutions and organizations,
- ✓ Evaluation of exam success and conducting of exam processes,
- ✓ Evaluation of exam grade objections and execution of the processes,
- ✓ Evaluating the makeup applications of the students and carrying out the processes,
- ✓ Receiving and evaluating students' demands and complaints,
- ✓ Delivering other documents such as cargo, package and notification sent on behalf of the student to the student,
- ✓ Issuing a student card and handing it over to the student, renewing the card in case of loss

will be processed with these purposes. When the purpose of data storage is no longer required and it is not required to be stored in accordance with any legal obligation or legal obligation, personal data will be destroyed by taking into account the provisions of the KVK Law and the Regulation on the Deletion, Destruction or Anonymization of Personal Data, and if a legislative provision is imposed, in accordance with the relevant provisions and the University's Personal Data Storage and Destruction Policy.

3- Transfer of Your Personal Data

Article 8 of the KVK Law has the title of transferring personal data, and in accordance with the second paragraph of the article, 5/2 of the Law. And 6/3. It is possible to transfer your personal data without your explicit consent in the presence of the conditions specified in the articles. The conditions specified in this article are as follows:

In terms of personal data:

- a) It is clearly stipulated in the laws,
- ç) It is mandatory for the Data Supervisor to fulfill its legal obligation,

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e) Data processing is mandatory for the establishment, use or protection of a right,

f) Data processing is mandatory for the legitimate interests of the Data Supervisor, provided that it does not harm the fundamental rights and freedoms of the person concerned.

If one of the reasons we have stated is not found, it will be possible to transfer your personal data within the scope of your explicit consent.

Your personal data of special nature within the scope of the activity subject to this clarification text can be processed and transferred if you give your explicit consent.

An example of the transfer of personal data is the storage of the collected personal data on a domestic server for storage, or the initiation of an administrative or criminal investigation based on a dispute within the scope of the relevant educational activities or sending it to the relevant public institutions and organizations in case of a lawsuit. In this context, if requested, within the stipulated purpose and limitations, we may transfer your personal data to public institutions and organizations specified in the laws (public institutions and organizations mainly ministries and Presidency Boards, Council of Higher Education, but not limited to these).

In order to resolve legal disputes, to carry out or follow-up judicial processes, or to fulfill legal or legal obligations, the personal data in question can be transferred to judicial authorities in accordance with the relevant legislation, to legal authorities, authorized official institutions and organizations and special persons authorized by law or to the relevant law enforcement agencies or our contracted lawyers who carry out our legal processes.

We would like to emphasize that while performing the relevant processing and transfer activities, we take reasonable administrative and technical measures permitted by technical means in order to ensure the security and confidentiality of personal data.

4- Methods of Obtaining Personal Data

Your personal data can be collected by applying non-automatic methods such as filling in the required forms for application, through the website <https://ybf.ogu.edu.tr/>.

5- What are your rights as a Relevant Person listed in Article 11 of the KVK Law?

The rights of real persons whose personal data are processed in accordance with Article 11 of the KVK Law are as follows;

- ✓ Learning whether personal data is processed or not,
- ✓ Requesting information if personal data has been processed,
- ✓ Learning the purpose of processing personal data and whether they are used appropriately for their purpose,
- ✓ To learn whether personal data is transferred in the country or abroad and to know the third parties to which it is transferred,
- ✓ To request correction of personal data in case of incomplete or incorrect processing and to request notification of the transaction made within this scope to third parties to whom personal data are transferred
- ✓ To request the deletion or destruction of personal data in the event that the reasons requiring its processing disappear, despite the fact that it has been processed in accordance with the provisions of the KVK Law and other relevant laws, and to request the notification of the transaction made within this scope to third parties to whom the personal data has been transferred,
- ✓ To object to the emergence of a result against the person himself by analyzing the processed data exclusively through automated systems,
- ✓ To demand the recover of the damage in case of damage due to the processing of personal data illegally

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You can submit your application for your rights listed above, including the necessary information to identify your identity and your explanations about your right to use the rights specified in Article 11 of the KVK Law, by filling out the Data Subject Application Form at www.ogu.edu.tr and send a signed copy of the form to EskiŐehir Osmangazi University, MeŐelik Campus BÜyÜkdere Mah.Prof. Dr. Nabi AVCI Bulvarı No: 4 Postal Code: 26040 Odunpazarı - ESKİŐEHİR 'address by hand with documents identifying you, via notary public or via e-mail to kvkk@ogu.edu.tr or by other methods specified in the KVK Law. or you can send the relevant form to the address eskosmangaziuni@hs03.kep.tr with secure electronic signature. For more information about the application method, methods and the content of the application, you can examine the text ""Exercising the Rights of the Related Person in Accordance with the KVK Legislation" in www.ogu.edu.tr.

We declare in the capacity of "Data Supervisor" under the KVK Law.

Regards,

EskiŐehir Osmangazi Üniversitesi

Adress: MeŐelik Kampüsü BÜyÜkdere Mah.Prof. Dr. Nabi AVCI Bulvarı No:4 Posta Kodu: 26040 Odunpazarı/ EskiŐehir

Tel: +90 222 239 37 50

Faks: +90 222 229 14 18

E-Posta: kvkk@ogu.edu.tr

<input type="checkbox"/>	I have read and understood the Clarification Text for Volunteers in Accordance with the Law on the Protection of Personal Data No.6698.
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<input type="checkbox"/>	In accordance with the Law on the Protection of Personal Data No.6698, I request a more detailed explanation from the sections explained in the Clarification Text for Volunteers on the following matters. Write your requests here:
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Related Person

Name & :
Surname
Date :
Signature :