

## General Organisation of Programme activities

### **C1. General Organisation**

Please describe the structure at your institution for the implementation and organisation of European and international mobility (division of tasks, operational and communication methods). (max. 1000 characters)

Please provide the direct web link with the contact details of the international office (or equivalent) in your institution dealing with the implementation and organisation of European and international mobility:

Cankiri Karatekin University International Relations Office serves coordination and consultancy in international platform through coordinating with academic and administrative units of the university. The Office acts for the development and continuance of international cooperations in educational, cultural, social and artistic aspects of life and education. CNU assists in the active involvement of CNU in EU Education and Youth Programs (Erasmus, Leonardo Da Vinci, Grundtvig). CNU Organizes conferences and seminars to inform the students and the faculty on EU Programs. CNU takes required actions in preparation to participation process and inform all the administrative/academic units and students. CNU give efforts to the academic units in forging new relationships with partner institutions. CNU maintains an active portfolio of academic partners for its students and faculty. It can be reached our interantional relations office through <http://relationsoffice.karatekin.edu.tr/en/about.html>

### **C2. Fundamental Principles**

**By applying for the Erasmus Charter for Higher Education my institution will:**

Respect in full the principles of non-discrimination set out in the Programme and ensure equal access and opportunities to mobile participants from all backgrounds.

Ensure full recognition for satisfactorily completed activities of study mobility and, where possible, traineeships in terms of credits awarded (ECTS or compatible system.). Ensure the inclusion of satisfactorily completed study and/or traineeship mobility activities in the final record of student achievements (Diploma Supplement or equivalent).

Please explain the academic credit system and the methodology used to allocate credits to the different course units followed by your students abroad. (max. 1000 characters)

In addition, please provide the direct web link where the methodology is explained:

Religion, belief, race, gender, and age does not matter that will cause any discrimination in terms of education and training. Equal and open approach is essential for each participant.

We use ECTS catalog that resembles to European Union, Bologna Process. We transfer students' courses that are taken in abroad to our national system. Firstly we take care the content of the courses, if they are same with our University, we take it credit and grade same. Yet, if there are some differences, we try to find the most resemblance one then transfer it with the same methodology. If the students are successful, we recognize all the courses whether to the compulsory courses or optional ones. It can be reached our courses and methodology: <http://bbs.karatekin.edu.tr/default.aspx>

Charge no fees, in the case of credit mobility, to incoming mobile students for tuition, registration, examinations or access to laboratory and library facilities.

### **C3. When Participating in Mobility Activities - Before mobility**

Publish and regularly update the course catalogue on the website of the Institution well in advance of the mobility periods, so as to be transparent to all parties and allow mobile students to make well-informed choices about the courses they will follow.

Provide guidance to incoming mobile participants in finding accommodation.



Please explain if all courses taught at your institution are described in the Course Catalogue and in which languages. (max. 500 characters)

In addition, please provide the direct web link to your Course Catalogue:

All courses taught at our institution are described in the Course Catalogue in Turkish language. And some of them are taught in English. We have enough capacity to give courses in English to the incoming foreign students. We have also announced the English given courses. All our courses can be reached through <http://bbs.karatekin.edu.tr/default.aspx>. All incoming and outgoing students can see the courses before they come in our university and go abroad. We find accommodation to all mobile participants

Carry out mobility only within the framework of prior agreements between institutions. These agreements establish the respective roles and responsibilities of the different parties, as well as their commitment to shared quality criteria in the selection, preparation, reception and integration of mobile participants.



Please describe the institutional procedure for the approval and monitoring of inter-institutional agreements for study and teaching mobility and/or learning agreements in case of traineeships (work placements). (max. 1000 characters)

Firstly, international relations office staff are responsible for the necessary investigation for the agreements. Our academics staff find their convenient departments in abroad and they contact with the relevant persons. If they have mutually agree on making agreements, international relations office staff prepare a draft agreement in accordance with the rules. Then our Rector or Vice-Rector in charge of international relations approves the agreements. As for the learning agreement, firstly departmental Erasmus Coordinator check the convenience of the courses with our university then if they are suitable then s/he approve and send to the Institutional Erasmus Coordinator. Then our Institutional Erasmus Coordinator approve the learning agreement. Finally, after the mobility, when we take the transcript of records, our Board for Ren. Education transfer the courses to our national courses.

Ensure that outgoing mobile participants are well prepared for the mobility, including having attained the necessary level of linguistic proficiency.



Please describe your institution's language policy for preparing participants for mobility, e.g.: course providers within or outside the HEI. (max. 750 characters)

If possible, please provide the direct web link for your language policy:

In all academic year, we announce erasmus mobility to both students and academic & administrative staff. We have an international language center where there are at least four native speakers. After the application process we make a foreign language proficiency exam. According to the results, we give students and (if necessary to the staff) at least three months intensive language courses with tutoring native speakers. Then in the midst of the courses we reevaluate the trainees and select the best ones. Beyond our international language center, students have chance to take optional foreign language courses that are fully recognized in their departments. <http://udom.karatekin.edu.tr/enu/default.asp> and <http://yabancidil.karatekin.edu.tr/default.asp>

Ensure that student and staff mobility for education or training purposes is based on a learning agreement for students and a mobility agreement for staff validated in advance between the home and host institutions or enterprises and the mobile participants.



Provide assistance related to obtaining visas, when required, for incoming and outgoing mobile participants.



Provide assistance related to obtaining insurance, when required, for incoming and outgoing mobile participants.



#### **C4. When Participating in Mobility Activities - During Mobility**

Ensure equal academic treatment and services for home students and staff and incoming mobile participants.

Integrate incoming mobile participants into the Institution's everyday life.

Have in place appropriate mentoring and support arrangements for mobile participants.

Please describe mentoring and support arrangements for incoming mobile participants and outgoing students for study and traineeships. (max. 750 characters)

After we have called for new mobilities, we take the applications. When we finish the application process, we start to give orientations. After the examination and above mentioned Erasmus Intensive language courses, we select mentors for each applicant or each group of students. The mentors are the students who have gone abroad with erasmus programme and sufficient knowledge about the ongoing country. For incoming students, we have buddy system. We select an former erasmus student from the same department of the incoming students. Beyonds mentors, our International relations staff are always ready to help both incoming and outgoing erasmus students. For both study and traineeship students, we prepare a info package about previous erasmus ss.

Provide appropriate linguistic support to incoming mobile participants.

Please describe your institution's language support for incoming students and staff with a minimum of 2-month mobility period. (max. 500 characters)

If possible, please provide the direct web link for your language policy:

We have a course named Turkish as a foreign language with 5 ects. Beyond this course, incoming students and staff can take help from our international language center. Beyond all, our mentors are very helpful and eager to help our incomings.  
<http://yabancidil.karatekin.edu.tr/default.aspx>  
<http://udom.karatekin.edu.tr/enu/default.asp>

#### **C5. When Participating in Mobility Activities - After Mobility**

Accept all activities indicated in the learning agreement as counting towards the degree, provided these have been satisfactorily completed by the mobile students.

Provide incoming mobile participants and their home institutions with transcripts containing a full, accurate and timely record of their achievements at the end of their mobility period.

Regarding the above two Charter principles, please describe the mechanisms your institution has in place to recognise mobility achievements for study and traineeships in enterprises. (max. 750 characters)

In addition, please provide the direct web link for this recognition procedure:

Firstly, in our university recognition process starts with learning agreements. Our Departmental Erasmus Coordinator checks the convenience of the courses and if they are appropriate then s/he approves and sends to the Institutional Erasmus Coordinator. After the mobility, according to the transcript of records, our Board for Ren. Education investigate the courses and their convenience and then they approve the courses whether compulsory or optional courses.  
<http://bbs.karatekin.edu.tr/default.aspx>

Support the reintegration of mobile participants and give them the opportunity, upon return, to build on their experiences for the benefit of the Institution and their peers.

Ensure that staff are given recognition for their teaching and training activities undertaken during the mobility period, based on a mobility agreement.

Please describe your institution's measures to support, to promote and to recognise staff mobility. (max. 750 characters)

We announce the erasmus mobilities to all staff. We are helpful to find a university in their field for the teaching mobility. If they have enough language competence, we also help them in their formal procedure. Their all rights continue in our university during the mobility time. Our university is planning to give extra marks in their department to the staff who have gone to abroad with erasmus programme. As an incentive, we try to pay our staff flights tickets.

### ***C6. When Participating in European and International Cooperation Projects***

Ensure that cooperation leads to sustainable and balanced outcomes for all partners.

Provide relevant support to staff and students participating in these activities.

Please describe your institutional measures to support, promote and recognise the participation of your own institution's staff and students in European and international cooperation projects under the Programme. (max. 750 characters)

Our university announce the Erasmus Mobility Programmes at least two time in an academic year. CNU puts the announcements to both our university main page and also to Erasmus page. Beyond these, we prepare a poster in order to arrise the visibility. We send the e mails to our departmetnal erasmus cooordinator in order to take notice to all participants. For staff mobility, we send our announcements to the staff's personel e mails. Our administrative officials always encourage our staff and youth to make EU projects. We have also design regular inforamtional meetings which are open to all staff and students.  
We also put important deadline to our erasmus page. We announce international weeks and similar organization in our Erasmus web page.

Exploit the results of the projects in a way that will maximise their impact on individuals and participating institutions and encourage peer learning with the wider academic community.

### ***C7. For the Purposes of Visibility***

Display the Charter and the related Erasmus Policy Statement prominently on the Institution's website.

Promote consistently activities supported by the Programme, along with their results.

**D. Erasmus Policy Statement (Overall Strategy)**

The Institution agrees to publish this overall strategy (all three parts) on its website within one month after the signature of the Erasmus Charter for Higher Education by the European Commission.

Please describe your institution's international (EU and non-EU) strategy. In your description please explain a) how you choose your partners, b) in which geographical area(s) and c) the most important objectives and target groups of your mobility activities (with regard to staff and students in first, second and third cycles, including study and training, and short cycles). If applicable, also explain how your institution participates in the development of double/multiple/joint degrees. (max. 5000 characters)

Original language [EN]

Cankiri Karatekin University arranges relevant information and coordination about 7th Framework Programme being executed to provide support to scientific researches of European Union. Beyond this, CNU has agreements with Middle Asia and Middle East. CNU has double degree programme with New Zealand. CNU firstly pay attention to convenience of the courses with the universities. Secondly, partner's concerns to our students and staff affect our selection. Especially CNU focuses on European Union, then Middle Asia and Middle East. We strogly pay attentions to our students mobility in order to faciliate them a new vision in their lives. We believe that students interactions with each others are higher than any other units. Secondly, CNU encourage academic staff in teaching mobility to see what's new in our partner universities. And they can get new experience and new ideas in order to make projects with our partner institutions.

If applicable, please describe your institution's strategy for the organisation and implementation of international (EU and non-EU) cooperation projects in teaching and training in relation to projects implemented under the Programme. (max. 2000 characters)

Original language [EN]

Our administration gives strong support for mobility programmes.

Please explain the expected impact of your participation in the Programme on the modernisation of your institution (for each of the 5 priorities of the Modernisation Agenda\*) in terms of the policy objectives you intend to achieve. (max. 3000 characters)

Original language [EN]

1. CNU tries to increase the number of participants to the programme. We see that our mobility number is increasing year by year.
2. CNU Improves the quality and relevance of higher education with more international mobility. It is easily seen that our students who have abroad and come from abroad change the university atmosphere. We see many positive affect of the mobilities.
3. CNU encourages learning mobility more systematically into curricula. Our incoming students affect the course units, CNU may offer new courses in English to the incoming students.
4. CNU encourages partnership and cooperation with business as a core activity of higher education institutions, through reward structures, incentives for multidisciplinary and cross-organisational cooperation, and the reduction of regulatory and administrative barriers to partnerships between institutions and other public and private actors. CNU organizes short time trainings for our vocational members and for incoming traineeship.
5. CNU supports the internationalisation. For future co-operation in our university in the framework internationalisation, we have a special strategy to increase our active partnership. We focus especially European Union but we also make partners from Middle Asia and Middle East.

\* COM (2011) 567 (<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=COM:2011:0567:FIN:EN:PDF>)