

## ERZURUM TECHNICAL UNIVERSITY

### ERASMUS POLICY STATEMENT

#### **I (a) Institution's strategy, objective and priorities for its Erasmus+ activities and any other actions in the context of Erasmus+ Programme**

The future development of learning and teaching at ETU lies at the heart of student experience. As a part of its strategic plan for the upcoming years, the University is committed to increasing outstanding success in teaching and research throughout the world. With the exchange of academic staff and by providing the students with widely accepted educational experiences, ETU promotes research activities in a broad sense. The University is already engaged in the Bologna Process and therefore is completely committed to the development of integrated programmes of study, training and research with partner institutions throughout Europe by adding more staff who have international research fields and supporting these activities with the Diploma Supplement for all graduates. Through the official Erasmus website of the University, handouts, booklets, information sessions held twice every year and promotional activities that reach all the students and staff have already increased the awareness about the Erasmus+ programme activities and opportunities. These promotional activities will be even more reinforced and continue in the following programme years. The students who participated in the mobility actions also contribute much to the awareness and popularity of the Erasmus+ programme with their invaluable experience sharing in the information sessions. ETU devotes itself to increase both student and staff mobility in a broader sense by involving in other Erasmus+ projects that enable more mobility activities except for Europe. For this purpose, the University has invested in greater administrative support for the Erasmus+ programme activities that will make possible an increased number of collaborations with the leading institutions through Europe. The improvements that will be widely felt in the University strategy will also focus on developing more international consortium projects such as KA2 and KA3 projects that are already available under the roof of Erasmus+ Programme. Publication of the Erasmus Charter and the EPS on the University's official website will contribute to the awareness of the programme in order to display the rights and responsibilities of all students and staff participating in Erasmus+ activities.

## **I (b) Information on specific actions planned to give visibility Erasmus+ activities, Erasmus University Charter and the Erasmus Policy Statement (EPS)**

Equal rights are granted to all students and staff who want to participate in the Erasmus+ activities within ETU. Grant decisions are based on transparent, fair, impartial, consistent and written documents. The selection of students and staff to participate in the mobility is carried out by an election commission appointed by the Rector and the elections made by this commission are recorded in minutes. Our institution takes the necessary precautions for any situation that may turn into a conflict of interest among people. Transparency principles are followed in the process of selecting students or staff, and the parties clearly know the operation of the process. The University announces detailed explanations of the granting process, eligibility, rejection, selection and grant criteria. In grant distribution methods and selecting the individuals who will participate in the activities, it is a high priority of our institution to give a balanced approach in language, religion, race, colour, gender by providing necessary sensitivity. ETU determines the quotas for students and staff allocated for each department and announces them on time. In this regard, a fair and transparent attitude is shown in the quotas divided into sections. All documents related to the application process are kept for a minimum of 5 years and any irregularity is not allowed.

## **II Quality of academic mobility activities**

International Cooperations Office of ETU has a centralised Erasmus+ Unit under the administration of Rectorate which organizes student and staff mobility activities. Staff of Erasmus Unit hold information sessions with outgoing students before their mobility, providing information and support during application process and both during and after the mobility period of study or training. The University has completely complied with the principles of ECTS and all outgoing students receive full academic recognition for their mobility activities abroad. All the staff in the University are equally informed and encouraged for the mobility for both teaching and learning purposes in order to improve the European profile of the University. In addition, all the information needed for the incoming students and staff is available on the official website. Related to the Bologna Process, all the information about courses taught in ETU and the curricula information is available online in both Turkish and English languages. Incoming students can easily be integrated to the academic and social life of the University and the accomodation is provided for all Erasmus students both in the campus area of ETU and out of the campus, and orientation sessions are held for incoming students and staff at the very beginning of their mobility. Buddy system helps them adapt to both university and city environment more easily. Departmental Erasmus Coordinators help outgoing students get ready for their mobility more effectively and to prepare the mobility documents more precisely by providing them with academic guidance. All incoming students receive an ECTS transcript of courses taught in the University and a Certificate of Attendance prepared by the responsible department at the end of their period of study/training.

### **III Quality of student placement activities**

ETU always sticks to the principles and practises of the Council of Higher Education of TURKEY on placement activities. Placement opportunities are advertised and allocated in a fair and transparent manner to ensure that they are equally accessible to all students. The placement plan is cautiously prepared in order to ensure the students achieve the aimed learning outcomes in relation to their profession. Before the student's mobility, a placement contract is prepared and signed between the parties involved that makes clear the responsibilities of the University, the placement provider and the student. The student is provided with practical guidance in preparation for the placement about insurance, language and accomodation arrangements. The placement provider is needed to confirm all its responsibilities and to ensure that administrative and financial arrangements are in place. Along with these, a learning agreement that evidently shows learning outcomes of the mobility action is prepared and signed by all parties. This document enables the student's placement to be fully recognized. At the end of the placement period, the provider will confirm the successful completion of the placement that will be given full academic recongition on the student's return, and provides the student with a Certificate of Attendance for his/her placement.