



# ERASMUS+

## Proposal Template

Administrative Forms (Part A)  
Project Technical Description (Part B)

Erasmus: Key action 1: Erasmus Charter for Higher Education

EACEA-03-2020 ECHE-LP-2020

Version 1.1  
4 March 2020





# **ERASMUS+**

## **PROPOSAL (PART B)**

# **Erasmus: Key action 1: Erasmus Charter for Higher Education**

**EACEA-03-2020 ECHE-LP-2020**



## IMPORTANT NOTICE

Applications must be submitted via the Funding & Tenders Portal Submission Service before the call deadline.

Applicants must use this template for their applications (designed to highlight important aspects and facilitate the assessment against the evaluation criteria).

### Character and page limits:

- page limit 20 pages
- supporting documents can be provided as an annex and do not count towards the page limit
- minimum font size — Arial 8 points
- page size: A4
- margins (top, bottom, left and right): at least 15 mm (not including headers & footers).

Please abide by the formatting rules. They are not a target! Keep your text as concise as possible. Do not use hyperlinks to show information that is an essential part of your proposal.

⚠ If you attempt to upload an application that exceeds the specified limit, you will receive an automatic warning asking you to shorten and re-upload your application. After you have submitted it, any excess pages will be made invisible and thus disregarded by the evaluators.



HISTORY OF CHANGES		
VERSION	PUBLICATION DATE	CHANGE
1.0	11.02.2020	Initial version
1.1	04.03.2020	Changes in page 10, 1st box after the Erasmus Policy Declaration



**COVER PAGE**

*Part B of the proposal must be filled out by the participants in WORD, assembled and uploaded as PDF in the Funding & Tenders Portal Submission System. The template to use is available there.*

**Note:** *Please take due account of the objectives and Charter's principles to be awarded with the Charter under the call (see Call document). Pay particular attention to the award criteria; they explain how the proposal will be evaluated.*



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## COMMITMENT TO THE ERASMUS CHARTER PRINCIPLES

### Declaration

I, undersigned, declare that if my institution is awarded with an Erasmus Charter for Higher Education, my institution will undertake to:

- Respect in full the principles of non-discrimination, transparency and inclusion set out in the Programme.
- Ensure equal and equitable access and opportunities to current and prospective participants from all backgrounds, paying particular attention to the inclusion of those with fewer opportunities.
- Ensure full automatic recognition of all credits (based on the European Credit Transfer and Accumulation System – ECTS) gained for learning outcomes satisfactorily achieved during a period of study/training abroad, including during blended mobility.
- Charge no fees, in the case of credit mobility, to incoming mobile students for tuition, registration, examinations or access to laboratory and library facilities.
- Ensure the quality of the mobility activities and of the cooperation projects throughout the application and implementation phases.
- Implement the priorities of the Programme:
  - By undertaking the necessary steps to implement digital mobility management in line with the technical standards of the European Student Card Initiative.
  - By promoting environmentally friendly practices in all activities related to the Programme.
  - By encouraging the participation of individuals with fewer opportunities in the Programme.
  - By promoting civic engagement and encouraging students and staff to get involved as active citizens before, during and after their participation in a mobility or project.

### WHEN PARTICIPATING IN MOBILITY ACTIVITIES

#### Before mobility

- Ensure that selection procedures for mobility activities are fair, transparent, coherent and documented.
- 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.
- Publish and regularly update information on the grading system used and grade distribution tables for all study programmes. Ensure that students receive clear and transparent information on recognition and grade conversion procedures.
- Carry out mobility for the purpose of studying and teaching 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, support and integration of mobile participants.

- Ensure that outgoing mobile participants are well prepared for their activities abroad, including blended mobility, by undertaking activities to achieve the necessary level of linguistic proficiency and develop their intercultural competences.
- Ensure that student and staff mobility is based on a learning agreement for students and a mobility agreement for staff validated in advance between the sending and receiving institutions or enterprises and the mobile participants.
- Provide active support to incoming mobile participants throughout the process of finding accommodation.
- 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.
- Ensure that students are aware of their rights and obligations as defined in the Erasmus Student Charter.

#### **During mobility**

- Ensure equal academic treatment and the quality of services for incoming students.
- Promote measures that ensure the safety of outgoing and incoming mobile participants.
- Integrate incoming mobile participants into the wider student community and in the Institution's everyday life. Encourage them to act as ambassadors of the programme and share their mobility experience.
- Provide appropriate mentoring and support arrangements for mobile participants, including for those pursuing blended mobility.
- Provide appropriate language support to incoming mobile participants.

#### **After mobility**

- Provide incoming mobile students and their sending institutions with transcripts of records containing a full, accurate and timely record of their achievements at the end of their mobility period.
- Ensure that all ECTS credits gained for learning outcomes satisfactorily achieved during a period of study/training abroad, including during blended mobility are fully and automatically recognised as agreed in the learning agreement and confirmed by the transcript of records/traineeship certificate. They shall be transferred without delay into the student's records, shall be counted towards the student's degree without any additional work or assessment of the student and shall be traceable in the student's transcript of records and the Diploma Supplement.
- Ensure the inclusion of satisfactorily completed study and/or traineeship mobility activities in the final record of student achievements (the Diploma Supplement).
- Encourage and support mobile participants upon return to act as ambassadors of the



programme, promote the benefits of mobility and actively engage in building alumni communities.

- Ensure that staff is given recognition for their teaching and training activities undertaken during the mobility period, based on a mobility agreement and in line with the institutional strategy.

#### **WHEN PARTICIPATING IN EUROPEAN AND INTERNATIONAL COOPERATION PROJECTS**

- Ensure that cooperation activities contribute towards the fulfilment of the institutional strategy.
- Promote the opportunities offered by the cooperation projects and provide relevant support to staff and students interested in participating in these activities throughout the application and implementation phase.
- Ensure that cooperation activities lead to sustainable outcomes and that their impact benefits all partners.
- Encourage peer-learning activities and exploit the results of the projects in a way that will maximise their impact on individuals, other participating institutions and the wider academic community.

#### **FOR THE PURPOSES OF IMPLEMENTATION AND MONITORING**

- Ensure that the long-term institutional strategy and its relevance to the objectives and priorities of the Programme are described in the Erasmus Policy Statement.
- Ensure that the principles of the Charter are well communicated and are applied by staff at all levels of the Institution.
- Make use of the "ECHE guidelines" and of the "ECHE self-assessment" to ensure the full implementation of the principles of this Charter.
- Regularly promote activities supported by the Programme, along with their results.
- Display this Charter and the related Erasmus Policy Statement prominently on the Institution's website and on all other relevant channels.

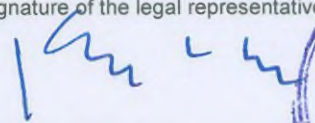

*On behalf of the Institution, I acknowledge that the implementation of the Charter will be monitored by the Erasmus National Agencies and that a violation of the above principles and commitments may lead to its withdrawal by the European Commission.*

*On behalf of the institution, I commit to publishing the Erasmus Policy Statement on the institution website.*

[https://international.ege.edu.tr/files/international/icerik/erasmus\\_ege\\_policy\\_statement.pdf](https://international.ege.edu.tr/files/international/icerik/erasmus_ege_policy_statement.pdf)

Legal representative of the institution  
Prof. Dr. Kutsal TURHAN, Vice Rector

Signature of the legal representative

*izmir, 20/05/2020*

In the following sections of the application form, you will need to explain how your institution will fulfil the ECHE principles if the Charter is awarded. You are encouraged to consult the [ECHE Guidelines](#) for support in completing this application.

Please note that your Erasmus+ National Agency will monitor your Erasmus Policy Statement and your answers to the questions given in the application. The Erasmus+ National Agency reserves the right to request more information on your activities and propose supplementary measures, for the purposes of monitoring and implementing the Charter principles by your institution.

## 1. ERASMUS POLICY STATEMENT (EPS)

### 1.1 Erasmus activities included in your EPS

In this section, you need to tick the Erasmus activities covered by your Erasmus Policy Statement. Please select those activities that your HEI intends to implement during the entire duration of the Programme.

#### Erasmus Key Action 1 (KA1) - Learning mobility:

The mobility of higher education students and staff ☒

#### Erasmus Key Action 2 (KA2) - Cooperation among organisations and institutions:

Partnerships for Cooperation and exchanges of practices ☒

Partnerships for Excellence – European Universities ☒

Partnerships for Excellence - Erasmus Mundus Joint Master Degrees ☒

Partnerships for Innovation ☒

#### Erasmus Key Action 3 (KA3):

Erasmus Key Action 3 (KA3) - Support to policy development and cooperation: ☒

### 1.2 Erasmus Policy statement (EPS): your strategy

Your Erasmus Policy Statement should reflect how you intended to implement Erasmus after the award of the ECHE. Should you wish to add additional activities in the future, you will need to amend your Erasmus Policy Statement and inform your Erasmus National Agency.

What would you like to achieve by participating in the Erasmus Programme? How does your participation in the Erasmus Programme fit into your institutional internationalisation and modernisation strategy?

(Please reflect on the objectives of your participation. Please explain how you expect the participation in Erasmus to contribute towards modernising your institution, as well as on the





goal of building a European Education Area<sup>1</sup> and explain the policy objectives you intend to pursue).

Original language (and translation into EN, FR or DE if the EPS is not in one of these languages)

Founded in 1955, Ege University is the oldest and most established university in Izmir with its 17 faculties, 9 institutions and 37 research and application centres. As per its mission, Ege University aims at educating individuals who can meet not only regional or national but also universal requirements in the fields of education, research and development. Within this framework, also in line with its vision, Ege University rapidly proceeds towards becoming a university having exceptionally quite wide network, taking place in the front lines in science and technology and being in continuous cooperation with both national and international stakeholders. Moreover, Ege University attaches great importance to gaining recognition in the fields of culture and art on international level. Cooperation on international and European level plays an important role in the strategic development of Ege University. While forming a partnership, Ege University focuses on the complementarity of the participants' study programmes with available courses, common research and teaching interests, existing faculty links, transferability of credits, required language proficiency and feasibility of achieving a sufficient number of students to keep the exchange in balance. Ege University targets increasing the number and quality of the inter-institutional agreements. Currently Ege University has 554 bilateral agreements with 340 European universities in 24 European Union member states within the scope of Erasmus Programme. It has 61 academic cooperation protocols with many foreign institutions all over the world. Activities such as joint scientific research, teaching staff and student exchange, mutual information and publication exchange, organization of joint scientific meetings and training programmes, lecturing and other educational activities are carried out under these cooperation protocols. Within the scope of internationalization policy, Ege University is aspired to:

- encourage and support the innovative activities that are open to cooperation on both national and international level,
- encourage and support the participation of its students and staff (both academic and administrative) to join the international platforms,
- establish strong cooperation with stakeholders and ensuring their continuity and enhance current collaborations with mutual support and reformer ideas and implementations,
- increase the number and quality of internationally supported and cooperated projects,
- increase the number of inter-institutional agreements with foreign universities,
- increase the number of courses taught in foreign languages within the body of university,
- increase the publications produced with foreign partners,
- increase the number of joint projects conducted with researchers from different countries,
- increase the number of international patents,
- increase the number of internationally cooperated high quality cultural and artistic activities.

European exchange mobility is one of the best ways to enable the acquisition of these internationalization strategies. In today's globalized world, by working with European and international partners around the world, Ege University envisages to contribute to its modernization and development via sharing educational and cultural experiences. EU targets to help its students with their future career by providing them with required skills and competencies. Thanks to exchange study and traineeship programmes, EU has supported its students and staff to enhance their professional development by means of accessing high-quality education and business opportunities, and will continue to do so in the future as well. Not only home students but also all of the international students are deemed equal by EU and they are included in any kind of mobility no matter what their background or gender are. In its disability policy EU states that each student is equal and is very sensitive against any kind of inequality or discrimination among their students and aims to remove the barriers before the participation of the disadvantaged or disabled students in exchange mobility projects. In compliance with our university's Ege Unhindered motto, in each faculty and department, a disabled coordinator is appointed for students and they help to guide the disabled students within the university.

As well as the study programme, traineeship programme has always been important for Ege University in terms of providing the students with required experience and skills in their own study field. By having the opportunity to be trained at foreign professional organizations and enterprises, students not only familiarize with the practice of profession, application of knowledge and skills in working life and different working cultures of different countries, but also their chance of employability increases after graduation. Ege University puts great emphasis on the efficient use of the mobility periods – making the best use of time abroad with maximum benefit. Necessary measures are taken to attract the appropriate number and the correct profile of students/staff. Methodology and the criteria are set to guarantee a transparent selection process based on equal opportunities as well as standards agreed by the partners. Practical arrangements for the incoming and outgoing students and staff such as administrative support, housing facilities, languages courses, support for visa/ residence permit are provided and improved in line with the requirements of the modern time. Also, Ege University puts a lot of emphasis on the development of joint and/or double/multiple degree programmes and aims to establish programmes with other prestigious institutions.

By signing the Charter, Ege University confirms that its participation in Erasmus Mobility Programme will be a part of its internationalization strategy for modernization. As stated above, our strategy acknowledges the key contributions of mobility programmes for the students and staff. Thanks to the opportunity to participate in European and international projects, the quality of EU will be enhanced. Ege University will implement the rules implemented by the projects always considering the requirements of ECHE principles.

<sup>1</sup> For more information on the priorities of the European Education Area, such as recognition, digital skills, common values and inclusive education, please consult the following website:

[https://ec.europa.eu/education/education-in-the-eu/european-education-area\\_en](https://ec.europa.eu/education/education-in-the-eu/european-education-area_en)

Please reflect on the Erasmus actions you would like to take part in and explain how they will be implemented in practice at your institution. Please explain how your institution's participation in these actions will contribute to achieving the objectives of your institutional strategy.

Original language (and translation into EN, FR or DE if the EPS is not in one of these languages)

As a co-partner of KA1 and KA2 projects, Ege University has fruitfully carried out its obligations and responsibilities since 2003. And EU aims at continuing its proactive participation in the mentioned actions in the future as well. Working in cooperation with European and international partners contributes to the modernisation and visibility of our institution. The partner institutions mutually benefit from the dynamics of exchange mobility both with regard to students and staff. Our institution intends to increase its sources by widening its mobility areas and form new partnerships. EU has been working with full effort in order to contribute to the modernization of its members. Undertaking the principles of the Charter, EU will continue working with its partner institutions productively to contribute to the targets of the European zone. KA1 -Learning Mobility- enables the students and staff to have an international experience by joining the mobility programmes and the HEI to add to its internationalization strategy. Erasmus+ study programme not only enables the students to get acquainted with European standards in the field of education, but also it helps them to develop their visions in compatible with future requirements of modernization. Erasmus+ traineeship programme, on the other hand, helps the students to acquire competences and skills in their field of education -which will definitely reinforce their either domestic or foreign employability after graduation. Also, the staff exchange programme allows both the academic and administrative staff to broaden their vision by way of being mobile and to get acquainted with new and innovative modes on European education standards. KA2 -Cooperation Among Organizations and Institutions- contributes to HEIs internationalization strategies by making collaboration possible among both European and international institutions. EU will do its best with future partners in order to expand and develop the fields that are substantial for the development of the partner countries such as Strategic Partnerships, Knowledge Alliances, Capacity Building, Cooperation and Jean Monnet Projects. Thanks to the application of the projects in these fields, the transfer of modern and innovative applications is enabled. By participating in this programme, EU intends to develop and adapt its curricula and learning materials, methodologies, new forms of learning and provide education and training. Over and above, the professional development of academic and administrative staff, strengthening of the internationalisation of HEI and capacity to network effectively in research, scientific and technological innovation strengthening the integration of education, research and innovation are included in our institution's future targets.

What is the envisaged impact of your participation in the Erasmus+ Programme on your institution?

Please reflect on targets, as well as qualitative and quantitative indicators in monitoring this impact (such as mobility targets for student/staff mobility, quality of the implementation, support for participants on mobility, increased involvement in cooperation projects (under the KA2 action), sustainability/long-term impact of projects etc.) You are encouraged to offer an indicative timeline for achieving the targets related to the Erasmus+ actions.

Original language (and translation into EN, FR or DE if the EPS is not in one of these languages)

Since its establishment in 1955, Ege University, as Turkey's fourth, and the region's first and the oldest university, has adopted the principles of contributing to the scientific world in a universal scale by producing knowledge rich in quantity and quality, educating productive individuals and culturally well-equipped researchers who are conscious about local and global facts, and creating a higher added value with its regional strength by prioritising social benefit. During its 63 years of background, Ege University has succeeded not only in research and education, but also in transferring the acquired knowledge to society, and thus has broken new ground in multiple fields. Besides its internationally acknowledged quality education, and the theoretical and practical research activities, with its unique model to bring the university together with industry, state, research and development, innovation, entrepreneurship, and information and knowledge transfer issues, Ege University is the pioneering representative of Fourth Generation University Concept. These universal features totally support and expedite the application of exchange programmes within the scope of EU's internationalization strategy. With its 17-year of experience in Erasmus field, EU International Relations Coordination Office currently has fruitful and sustainable links with almost all of the European countries. EU has 554 inter-institutional agreements with numerous accredited institutions. EU aims at continuing current collaborations as well as increasing the number of bilateral agreements in different and new education fields, reviving dead agreements (if any) with innovative ideas. For years, EU has been one of the top three universities who get the highest grant for KA1 project by Turkish National Agency. This is the result of a dedicated and disciplined work of International Relations Coordination Office and rectorate's support for it. EU is aspired to gain budget also for KA2 projects in the upcoming years as per the internationalization strategies.

EU targets to set balance between the number of outgoing and incoming students. For this purpose, our institution gives weight to attract more incoming students with the increased number of academicians teaching in English and



courses taught in English along with other opportunities offered by the city itself. With its highly qualified staff, EU International Relations Coordination Office has concentrated more on the promotions for future incoming students. The number of the students have been continuing to increase and will hopefully reach the number of outgoing students until 2025. We also aim to increase the number of the qualitative projects in maximum 4 years. In today's globalized and retrofitted world, the contribution of the mobility programmes is undeniable. The mobility not only enhances the professional education background of our students, but also improves their understanding of the importance of cultural diversity and international collaboration. EU is always aspired to provide their students and staff with new opportunities compatible with the world standards. Our main focus has been and will continue to be providing diverse opportunities for EU members to be a part of the international activities thanks to our transnational connections. For the last two years, EU has been using online application system for outgoing students and will soon use it for the application of incoming students as well. By this, we aim at reducing the use of paper and easing the application process for future students. Being aware of the environmental issues and innovative approaches, we have been putting into process our inter-institutional agreements that are approved in online platform for a while now. Each year EU sends almost 500 students and 50 staff abroad and accepts 250 students within the scope of different international projects. It aims to increase both the number of incoming students and projects carried out on international level at least by 10% until 2025.





## 2. IMPLEMENTATION OF THE FUNDAMENTAL PRINCIPLES

### 2.1 Implementation of the new principles

Please explain the measures taken in your institution to respect the principles of non-discrimination, transparency and inclusion of students and staff. Describe how your institution ensures full and equitable access to participants from all backgrounds, paying particular attention to the inclusion of those with fewer opportunities.

With a strong commitment to the rules of Erasmus programme set in the Programme Guide and Handbook, Ege University family attaches great importance to granting equal opportunities to all of its members for exchange mobilities. All students are deemed equal irrespective of their race, gender, color, origin, religion, belief, political or any other opinion, membership of national minority or disability. Ege University has always promoted and supported the participation of its international and disabled students in exchange programmes and warrants a transparent and fair selection process by reinforcing equality against discrimination. The grant distribution is made in accordance with the liabilities included in the agreement signed with Turkish National Agency. All the selection, evaluation and grant awarding criteria are published on our International Relations Office's web site. Disabled students, children of martyr and veteran soldiers and students under government protection are given extra points during the selection procedure. Students from lower socio-economic background can apply for extra funding -which is evaluated and granted by Turkish National Agency. EU warrants that every procedure of mobility is carried out in a fair and transparent way as per the Article 21 of the Charter of Fundamental Rights of the European Union stating "There should be no discrimination "based on sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation." EU ensures that any measure is taken to treat any individual equally and justly in compliance with the norms and principles of the Charter. Our full-time or disabled students have participated Erasmus programme beforehand without any complaint and EU warrants the continuation of the applicability and contentment in the future. Ege University's disability policy is designated as "discrimination without a sense of pity toward people with disabilities, individuals with disabilities live independently in the community, which is an important step in order to successfully complete their education lives, determination of requirements and provision for disabled staff and students' disability awareness for all humanity". EU Disability Coordinationship was established on July 28, 2008 with the aim of identifying, eliminating the obstacles that students with disability face throughout their higher education life and creating an "accessible campus" for them. In compliance with our university's Ege Unhindered motto, in each faculty and department, a disabled coordinator is appointed for students and they help to guide the disabled students within the university.

Please explain what measures your institution will put in place to implement the European Student Card Initiative, and promote the use of the programme's Erasmus+ mobile App to students. Please refer to the timeline indicated on the European Student Card Initiative website<sup>2</sup>.

Today, it is a requirement of modernization to keep up with the digitalization. Within this perspective, European Student Card Initiative is a significant move to include the HEIs in the digitalization process. The card will have such benefits as safe and secure information transfer among HEIs, online administrative management of the whole process –which diminishes the burden of the offices to a great extent-, online identification of students, automatic recognition of ECTS credits. Students will make use of the card by having an easier access to course information and prompt availability of services at host university e.g. library, sport complexes, transport, accommodation, student cafeteria and so on.

As of 2021, Ege University will accept and send nominations and acceptances through current online system and the exchange of transcript of records documents will be enabled in 2022 as per the digitalization roadmap. EU will take all the required measures and step towards taking them into process in due course of time.

EU has already started to update current inter-institutional agreements and will manage online learning agreements by 2021 through Erasmus Without Paper Network. In 2022, student nominations and acceptances will be sent and received by the online system and the exchange of transcript of records with the partners will start in 2023 in accordance with the digitalisation roadmap. EU will also inform exchange students, staff as well as the partners about mobile Erasmus+ application and, promote and encourage the use of it.

Please explain how your institutions will implement and promote environmentally friendly practices in the context of the Erasmus+ programme.

<sup>2</sup> [https://ec.europa.eu/education/education-in-the-eu/european-student-card-initiative\\_en](https://ec.europa.eu/education/education-in-the-eu/european-student-card-initiative_en)



Izmir is one of the most meticulous cities carrying the European atmosphere as well as the living standards. One of these standards is to keep the environment clean in any circumstances. As the oldest and rooted university in Izmir, Ege University takes serious measures to protect the environment and increase consciousness and awareness regarding its importance. The main focus of Ege University Centre for Environmental Studies is the education and training on environmental problems and prepare the necessary environment and facilities for the realization of this. As a result of the immense studies carried out in line with this purpose, EU succeeded to rank between first 101-200 universities of 620 universities around the world under the category of "Healthy and Quality Life" of Impact Rankings by Times Higher Education (THE). Also, according to a study carried out to discover the "Most Environmentalist Universities" by EnVision, EU ranked 2<sup>nd</sup> among 206 universities in Turkey. EU has been using its own automation system EDYS (Electronic Document Management System) and has been applying the "Paperless Office" concept ever since. Applications on environment, transportation, parking lot, zero emission, energy, bike lane, green area, zero waste and paperless office and digital transformation put into practice in accordance with EU's project titled "Pedestrian Priority Sustainable Green Campus" have been continuing to draw national and international attention. While our university is focused on quality in educational and scientific studies, it also attaches great importance to environmental issues in science, culture, art and sports practices. After the transition to EDYS system, a great deal of paper saving was enabled and thus many trees were saved. In addition to all of these, there are numerous recycle bins within the campus and rectorate borders which have been used widely.

As EU sets a great example, it directs and educates its members to become environmental friendly individuals. It will also support mobility students and staff about reducing printing, less plastic and water usage and saving energy. Such events as "planting trees with Ege University" for exchange students are among our short term plans. As Ege University, we will continue our sensitivity regarding environment in the future and will do our best to promote it for our exchange students as well.

Please explain how you will promote civic engagement and active citizenship amongst your outgoing and incoming students before, after and during mobility.

Erasmus programme is a versatile programme that enables individuals from different cultures, cities and backgrounds to come together, share experiences and reflect them afterwards. Thanks to this mobility, individuals participating in the programme engage in many different activities. Institutions and International Relations Offices are responsible for the realization of these activities with the purpose of civic engagement. Ege University has been actively working in cooperation with our ESN team in the last few years and we have seen very fruitful results of it. ESN group members are mostly made up of post-Erasmus students who have enough experience to help with the communication and direction about required matters. As the International Office, we have been organizing a welcoming week for years which includes the participation of either our Rector if he or she is available or definitely the participation of our Vice Rector who is responsible for the execution of exchange programmes. Our incoming students have the opportunity to meet our head management as well as the International Office team, other incoming students and ESN team during the welcome dinner organized for them. Then, every term a sight-seeing tour is arranged for the incoming students within the scope of orientation days with the participation of not only incoming students but also some officers from the International Relations Office and ESN team members, the mentors of the incoming students. Thanks to this day, all of the students have a good start to get to know each other well in an enjoyable way. The sightseeing tour is a kind of culture trip as well –which provides our students not only with fun but also cultural information. After our orientation days, our ESN team organizes campus tour to show each student the faculties and other facilities around the campus site. During this period, ESN team organizes various events such as presenting cultural food days, movie days, game days, trip days to different touristic parts of Turkey within the knowledge of International Relations Office. These organizations are planned in a way not to cause any discontentment and to include the participation of any student who wishes. Our academic faculty and/or departmental coordinators also take care of our incoming students individually during the mobility. Last year, EU took part in Erasmus Days event by organizing a "treasure hunt" event with the participation of incoming students and ESN mentors. All of the participants loved being part of the event. In addition to that, as the International Relations Office we held some organizations such as the promotion of local Turkish food for our incoming students at the yard of our office. Our students had the opportunity to both learn how to cook the promoted food and enjoy being in good communication both with the office and the other students. These kinds of events have long been taken into action by EU with the awareness of the importance of civic engagement. The aim of the programme is to add to your cultural experiences as well as the educational ones. EU is very well aware of this fact; therefore, by means of these activities and organizations, civic engagement among the mobility students is enabled to the fullest. We also organize orientation days for our outgoing students before the mobility. The purpose of this organization is to answer the questions our home students who are selected eligible to take part in the programme. In this way, we aim to prepare them as much as we can for the mobility. Also, during these days, we arrange our students who previously participated the programme so that they can get to know each other and help whenever needed. After the mobility, our International Office always negotiate the pros and cons of the experiences with both incoming and outgoing students. According to their feedback, we try to update the drawbacks, if any, and also inform our partner institutions as well. With the purpose of consolidating our communication with our students, we have been taking Generation Z seminars. EU will continue to do its best to ensure the civic engagement of the participants in the future as well.





## 2.2 When participating in Mobility Activities - After mobility

Please demonstrate your commitment to implement full automatic recognition in your Higher Education Institution.

Please describe the concrete steps you will take to ensure the full automatic recognition of all credits gained for learning outcomes achieved during a mobility period abroad/ a blended mobility, according to the Council Recommendation on Automatic Mutual Recognition<sup>3</sup>.

Ege University is awarded with ECTS and DS labels. The implementation, quality and transparency of the ECTS is ensured by our institution and thus mutual trust with the partners as well. Recognition process guarantees the full academic recognition of the gained ECTS credits as an integral part of the process. The outcomes from a learning period are automatically and fully recognised as agreed beforehand in the Learning Agreement and confirmed in the Transcript of Records, in line with the European Credit Transfer and Accumulation System provided all activities stated in LA document are satisfactorily completed by mobility students. This recognition process is applied to both incoming and outgoing students in an equal and transparent way. 60 ECTS credits are the optimum preference for a full time year of students but they can still choose to get more credits. The gained credits and the courses are shown on Proof of Recognition and Diploma Supplement documents by EU. Thanks to European Credit Transfer and Accumulation System, the transfer of credits between partner institutions is handled in the smoothest way. Our course catalogue, which is periodically updated, is published on our website. Thus, incoming students can easily reach information regarding the content of the courses and ask for approval from the academic coordinators whose information are published on our website as well. The same process is also valid for the traineeship students. After completion of the traineeship period, the Proof of Recognition document will be prepared for the student and the traineeship will be reflected on both Transcript of Record and Diploma Supplement document and also on After the Mobility document for the incoming students. EU fully and efficiently uses the recognition system and ensures the usage of Automatic Recognition System as soon as the digital platform is put into action for Erasmus programme.

Please describe your institution's measures to support, promote and recognise staff mobility:

Ege University fully supports and encourages the participation of both academic and administrative staff in the exchange mobilities and projects. EU is well aware of the importance staff mobility since it not only enables to create productive connections but also adds to the self-development. Staff mobility has such positive outcomes as language improvement as well as self-improvement, development of sustainable relations with partner institutions and individuals, and also curriculum development. EU also provides support for the incoming staff or coordinators by enabling the communication between academic coordinators. As International Relations Office, we haven't organized a staff week yet but it has been listed in our to do list as the mission to be realized with high priority and urgency. We believe that staff week organization consolidates current relations and enables new fruitful connections among institutions. Recognition for staff mobility is ensured for teaching and training activities undertaken during the mobility period based on a mobility agreement. The staff mobility is one of the best ways of promotion for a HEI; so, EU has always supported and awarded the participation in staff mobility and will continue to do so in the future as well. EU International Relations Office is always ready to provide counselling for the staff with disability who wish to take part in exchange staff mobilities.

## 2.3 For the Purposes of Visibility

Please provide the web link where you will host the Erasmus Policy statement in the future. Please reflect on how you plan to regularly promote the activities supported by the Programme.

Our current Erasmus Policy Statement is published on the following web site:

[https://international.ege.edu.tr/files/international/icerik/erasmus\\_ege\\_policy\\_statement.pdf](https://international.ege.edu.tr/files/international/icerik/erasmus_ege_policy_statement.pdf)

Ege University ensures the publication of the EPS and ECHE on the bilingual website of the International Relations Office as a requirement of the programme. The most important purpose of the International Relations Office is to promote, encourage and support the exchange mobility programmes both for the students and staff. Transparent visibility of the selection criteria and the result before the mobility will be published on our website, which is updated on a regular basis in line with Turkish National Agency's announcement and updates. Programme activities, calls for projects and applications are announced by e-mail to all the students, academic and administrative staff by use of our online system. Previous mobility experiences and outcomes will be published to increase the visibility and awareness. The good experiences and results are also published on our social media channels. During the mobility, both the staff and students are supervised by International Relations Office to ensure contentment. After the mobility, experiences and outcomes will be published and shared by the International Relations Office by means of all channels including the

<sup>3</sup> The text of the Council Recommendation on Automatic Mutual Recognition may be found at: [https://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1568891859235&uri=CELEX:32018H1210\(01\)](https://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1568891859235&uri=CELEX:32018H1210(01))



main website of the university. In order to increase the participation in the projects and the promotion, periodic meetings will be held and the staff included in previous projects will be awarded with regard to the promotion and visibility purposes. Moreover, personal counselling both for the students and staff regarding the mobility activities and applications is always provided by EU International Relations Office.

Please describe how you will ensure that the principles of this Charter will be well communicated and applied by staff at all levels of the institution.

As an established university included in the pilot project in 2003-2004 academic year, Ege University has been successfully carrying out the implementation of Erasmus programme until today. EU will ensure that the principles of ECHE will be delivered in the best way by applying every single process before, during and after the mobility for the students, academic and administrative staff and partner institutions. With this purpose, EU will provide assistance both for the incoming and outgoing students before the mobility. As well as the clear announcements regarding the application process made via different channels such as official letters to the related academic faculties and departments, on the website and social media accounts, availability of the Erasmus staff will be ensured especially during the application process. Related websites for incoming and outgoing students (e.g. course catalogues, contact information of academic/departamental and/or faculty coordinators) will be updated periodically and any single change will be reflected on our website. EU makes sure that outgoing students have enough language proficiency to participate Erasmus programme and incoming students are provided with linguistic support when necessary. EU has always given emphasize to communication and transparency with partner institutions; in this sense, in order to continue and enhance current fruitful collaborations, partner institutions will be provided with updated information whenever necessary. As always has been, incoming students will be deemed equal with home university students and will be provided with any kind of assistance in such fields as accommodation, communication with academic coordinators, residence permit and student card application. EU has actively been working in coordination with ESN group for the last two years; our ESN staff provides incoming students any required help such as individual home rent or address description or buying phone card. EU organizes a welcome dinner and sightseeing tours within the scope of orientation programme. During this process, the administrative staff of EU ESN team and their selected members help our office during the sightseeing tour. In this way, the students have the opportunity to get to know each other better. Also, EU each year prepares useful promotional materials for incoming students. Both incoming and outgoing students are regularly checked during the education period. When the period ends, EU ensures that After the Mobility document is prepared in accordance with the Learning Agreement document prepared before the mobility start. Proof of Recognition document is prepared by the academic departmental coordinators of outgoing students. EU ensures that mentioned document is prepared in a way not to abuse the terms and conditions of Erasmus programme. When the International Office checks and approves the compatibility of the document, the courses taken under the study programme and the training course (whether mandatory or not) traineeship programme are entered into student recognition system and this recognition is reflected on the diploma supplement. During this process, EU International Relations Office works in cooperation with Student Affairs Department to help the students. EU's Erasmus Policy Statement and Charter will be published on its website to promote visibility. Also, the charter will be displayed physically at International Relations Office both as a liability and an honour to participate in Erasmus programme.

