



Erasmus Charter for Higher Education 2014-2020

Application Form Call: 2014

Note: The data of this application form will be used by the European Commission/ Executive Agency EACEA and National Agencies for evaluation and monitoring

Program	The 2014-2020 EU programme for education, training, youth and sport proposed by the European Commission on 23 November 2011 (hereafter the Programme)*
Action	Erasmus Charter for Higher Education
Call	2014
Deadline for Submission (dd-mm-yyyy)	15/05/2013 12:00 midday Brussels time.
Application language	EN
Correspondence Language	EN

266981-LA-1-2014-1-TR-E4AKA1-ECHE-1

Applicant's previous EUC number (if applicable):

220260-IC-1-2007-1-TR-ERASMUS-EUCX-1

Erasmus Policy Statement (Overall Strategy) section D of this application form - original language (official EU languages): EN

If the original language is not English, French or German, the Erasmus Policy Statement (EPS) should also be provided in one of those three languages.

Erasmus Policy Statement translation language (if applicable): -

Acknowledgement of receipt

After submission, applicants are invited to consult the website of the Education, Audiovisual & Culture Executive Agency - EACEA to check successful receipt of their Erasmus Charter for Higher Education (ECHE) application. If by the second week after the deadline, the application has not been listed on the website, the applicant should contact the EACEA (e-mail: EACEA-ECHE@ec.europa.eu).

* COM(2011) 788 (<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=COM:2011:0788:FIN:EN:PDF>)

Applicant Organisation

A.1. Applicant Organisation

PIC, if available. Cf. Application manual	0
Full legal name (official name in latin characters)	ONDOKUZ MAYIS UNIVERSITESI
Full legal name (English name)	ONDOKUZ MAYIS UNIVERSITY
Acronym	OMU
Erasmus code (e.g. F PARIS33) - if available	TR SAMSUN01
Address (N°, street, avenue, etc.)	ATAKUM
Country	Turkey
Region	Samsun
Post code	55139
City	SAMSUN
Website	http://www.omu.edu.tr

A.2. Legal Representative

Title	PROF. DR.
Gender	Male
First Name	HUSEYIN
Family Name	AKAN
Position	RECTOR
E-mail	AKAN@OMU.EDU.TR
Telephone (including country / area codes)	+90-362-4575870-78
Address (n°, street, avenue, etc)	ATAKUM
Country	TR, Turkey
Post code	55139
City	SAMSUN

A.3. Coordinator

Title	MRS
Gender	Female
First Name	EMINE

Family Name	BOL YAZICI
Department	INTERNATIONAL RELATIONS OFFICE
Position	ERASMUS INSTITUTIONAL COORDINATOR
E-mail	EMINEBOL@OMU.EDU.TR
Telephone (including country / area codes)	+90-362-3121919-7222
Address (n°, street, avenue, etc)	ATAKUM
Country	TR, Turkey
Post code	55139
City	SAMSUN

The purpose of these statistics is to put into context the actions and strategies the institution is asked to present in the following sections.

For the academic year 2012-2013:

Total number of students enrolled in all degree programmes offered by your institution (data from official HEI register)

Short cycle:	9427.0
1st Cycle:	29573.0
2nd Cycle:	3079.0
3rd Cycle:	776.0

Number of staff (Equivalent full-time)

Teaching:	2104.0
Administrative:	1800.0

Number of degree courses on offer

Short cycle:	45.0
1st Cycle:	75.0
2nd Cycle:	94.0
3rd Cycle:	58.0

STUDENTS (academic year 2011-2012)

1. Credit Mobility for Students (all types of mobility programmes for periods between 2 and 12 months)

Number of outgoing study mobility students (Erasmus and/or others): to participating countries	95.0
Number of outgoing study mobility students (Erasmus and/or others): to non-participating countries	0.0
Number of traineeship (work placement) mobility students (Erasmus and/or others): to participating countries	33.0
Number of traineeship (work placement) mobility students (Erasmus and/or others): to non-participating countries	0.0
Number of study mobility students (Erasmus and/or others): from participating countries	12.0
Number of study mobility students (Erasmus and/or others): from non-participating countries	25.0

2. International Degree Students (students enrolled for a full degree programme with foreign nationality or having completed a foreign previous degree)

Number of foreign students, if applicable: from Participating countries	100.0
Number of foreign students, if applicable: non-participating countries	1212.0

3. If applicable, number of local (having the nationality of the country) and international students (of foreign nationality / with foreign previous degree) involved in double/multiple/joint degrees:

Number of Local students, involved in Double/multiple/joint degrees	0.0
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Number of international students, involved in double/multiple/joint degrees

0.0

ACADEMIC STAFF (academic year 2011-2012)

All types of Erasmus staff mobility (for periods between 2 days and 2 months) for teaching and training purposes

Number of outgoing academic staff to participating countries

45.0

Number of incoming academic staff from participating countries

16.0

COOPERATION (academic year 2012-2013)

HEI AGREEMENTS IN EDUCATION AND RESEARCH valid in 2012/2013: European and International HEI Agreements / Consortia / Networks

Number of Erasmus interinstitutional agreements:

135.0

Number of other cooperation agreements (e.g. Memorandum of Understanding) with HEIs from participating countries

3.0

Number of other cooperation agreements (e.g. Memorandum of Understanding) with HEIs from non-participating countries

27.0

Total number of consortium agreements for double/multiple/joint degrees:

0.0

Of these, percentage of the consortium involving non-participating countries

0.0

European and International Education and Training Projects with contracts running in 2012-2013 (e.g.: Lifelong Learning Programme, Erasmus Mundus or Tempus)

Number of projects as coordinator:

10.0

Number of projects as partner:

4.0

Equivalent full-time administrative staff engaged in the HEI's European and International Offices working for the Programme (2012-2013)

Number of staff at the central level:

10.0

Number of staff at the Faculty/School/Department Level:

146.0

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:

The mission of our university International Relations Office (IRO) is to coordinate and carry out activities related to the internationalisation and modernisation of the university, implementing and organising European and international mobility. The IRO is formed of five different sub offices which all deal with European and international mobility. They are: the International Student Office, the Programmes Office (LLP/YOUTH), Mevlana Office (mobility with non-Erasmus countries), Farabi Office (national mobility) and International Collaboration Office (cooperation with worldwide universities). Each office has two full-time staff members. Each staff deals with either incoming and outgoing students, trainees or EVS volunteers or incoming and outgoing staff. Each staff has sufficient language skills for international correspondence and communication and the competence for mobility organisation which involve office formal procedures.

<http://erasmus-en.omu.edu.tr/>

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:

ECTS credits are allocated to all the academic programmes in our university. The workload for a full academic year is 60 ECTS credits for every programme. Mobility and the recognition process are fully based on ECTS Credits. The allocation of ECTS credits for the degree programmes are officially approved by the faculty boards and the University Senate and are included in the university course catalogue. Credits of the courses/traineeship to be taken in a mobility activity are recorded in a signed Learning Agreement before the mobility period and recognition is based on this document. All the credits that the student earns during the mobility period are recorded in the students' transcript of records and diploma supplement in their original course/subject titles and grades as awarded by the host institution. All earned ECTS credits which are originally agreed in the learning agreement are recognised automatically without further requirements.

<http://erasmus-en.omu.edu.tr/ects-ds/120/>

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 the courses taught in our university are described in the course catalogue available in English and Turkish. Information on the language of instruction of these courses and whether these courses are open to mobile students are also given. Our university has also launched an online system for course information update. All academic departments and academic staff can personally update their programme and course information online.

<http://erasmus-en.omu.edu.tr/>

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)

Our inter-institutional agreements are either initiated by the academic departments or the IRO. However, all agreements are evaluated by the relevant department which gives its final approval depending on the compatibility of the academic profiles and its interest and need in cooperating with a particular university and region. Only then, the IRO is authorised to sign the agreement. The validity period of the agreements is followed up by the IRO and all renewals are done through the office again after consultation and confirmation of the relevant department. Before renewing the agreements, they are evaluated according to the monitoring results, the relationship of trust, the experience of previous years (in terms of activity and realism of the agreement) and the opinions of our students/staff as defined in their final activity reports. Training agreements of incoming placement students are all checked and approved by the relevant department, before the approval of the IRO.

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:

The language proficiency levels of our outgoing students are measured through tests carried out by our university at the selection stage. After they have attained our university's minimum language requirement, the proficiency level of language required by the partner institution is taken into consideration before each student is placed into a particular pre-departure intensive language course organised by our university. These courses are optional, free of charge, also open to staff and are organised at different levels and fields of study. Students and staff can also benefit from language teachers and the English Language Speaking Club members who volunteer to assist them in language preparation.

www.omu.edu.tr/UserFiles/ERASMUS.pdf

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)

The International Relations Student Club and ESN-Samsun assist the IRO in running the voluntary "mentor" programme for incoming mobile students and staff.
ESN-Samsun acts as a guide for them from day one of their application to our university. It helps them with the extra questions and queries they have via Facebook, e-mails and hardcopy information. It arranges their pick-up services and helps in the orientation programmes (campus and city tours, introductory meetings, trips, etc.) organised for them. Since ESN-Samsun is mainly formed of former Erasmus students, it also provides one-on-one practical information about the country and the university the outgoing students will be going to and helps them to fill in their required forms.

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 provide our incoming students and staff with a survival kit including a mini dictionary of basic everyday Turkish vocabulary before arrival. They may take short intensive Turkish language courses in our university. These courses are free of charge and are optional. Furthermore, each academic semester we offer an elective Turkish language course in various levels. ESN-Samsun members also volunteer to teach Turkish to incoming students and staff.
<http://www.omu.edu.tr/UserFiles/ERASMUS.pdf>

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:

Full recognition of earned ECTS credits (study and/or traineeships) is given to all achievements as defined and guaranteed by the Programme Directive of our university. After the mobility period, the recognition process starts automatically in correspondence to the original learning agreement. The achievements are recognised and counted towards the final degree made apparent in their transcript of records and Diploma Supplements. The students also have the right to object in case of any recognition problems of their mobility period.

Transcripts including detailed information of the incoming students' achievements are given to them within 2 weeks after the end date of the mobility period.

<http://www.omu.edu.tr/UserFiles/ERASMUS.pdf>

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)

At the end of mobility, our university staff members share their experiences with their peers in departmental seminars, meetings, articles written in the university bulletin and the university website. Furthermore, the results of all staff mobility are included in the university database. All of these activities serve as a support to other staff and recognition of their mobility. Any short or long term staff mobility are also recognised, rewarded and encouraged by our university with fringe benefits such as: extra stipend, a letter of gratitude signed by the university rector, advantages in academic promotion and chances of further fully financed mobility within different international programmes and projects.

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)

Many measures are taken by our university to support staff and students in projects such as YOUTH (including EVS), Intensive Programmes, Leonardo da Vinci, Central Finance and Contracts Unit Projects, VETPRO, Product Lifecycle Management Projects, etc.

Informative seminars and training courses on all kinds of projects are regularly given by our university Project Management (PMO) and International Relations offices at departmental and institutional levels to students, administrative and academic staff free of charge. The PMO provides financial, laboratory and office equipment, documentary and counselling support to prospective project participants, coordinators and partners. All course and project participants and applicants are awarded monetarily.

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.



Erasmus Policy Statement (Overall Strategy)

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]

Our university's international (EU and non-EU) strategy is:

- to implement and effectively carry out all kinds of European, international and national programmes for education, training, youth and sport,
- to further develop (in quality and quantity) and strengthen international academic, mobility and activity cross-border cooperation with EU and non-EU countries, especially third and neighbouring countries,
- to take part in more promotional activities such as participation in international fairs and exhibitions for international recognition,
- to prepare and disseminate more attractive and informative promotional materials of our university (brochures, booklets, catalogues, CDs, etc.) in many more different languages,
- to implement more academic degree programmes in English,
- to implement joint-degree and international virtual degree programmes,
- to further support, promote and recognise student and staff mobility (including those from under-represented and disadvantaged groups) at all levels (academic and administrative) and from all fields of study and training,
- to increase the number of degree and non-degree international and European students,
- to develop an international and multi-cultural campus environment,
- to link our university education, research and business for excellence and regional development,
- to further develop our multi relations with the City Council, Chamber of Commerce and Trade, the Governorship, governmental and non-governmental organisations and enterprises of the city and their international partners and further develop joint international projects,
- to further develop our university non-discrimination policy,
- to further develop our university policy towards the development of integrated, transnational teaching activities (joint courses / modules / curricula, double / multiple / joint degrees) and to improve their funding and
- to further develop suitable supplementary support for inbound and outbound mobility staff and students with disabilities, from lower socio-economic backgrounds, with family responsibilities, such as providing top-up grants, appointing special counsellors and adapting suitable study environments.

Coinciding with our international strategy, our prospective partners are considered among those we have met through international fairs, conferences (such as ERACON), scientific congresses, contact seminars, European University Association and International Association of Universities Conferences. We mainly choose our international partners according to the demand of our incoming international students and staff and the international partner and local academic / administrative departmental requests (depending on their interests, needs and mutual compatibility). Sometimes we even consider partnerships with countries of origin of our university permanent foreign staff. After these aspects have been evaluated, we make further and in depth research on the appropriateness of the partnership consulting the relevant department authorities and sometimes even consulting the Turkish Higher Education Council.

Our main non-EU partner profile is from the Balkan, Middle East and African countries. On the other hand, our main EU partner universities are found in Poland, Italy, France, Germany, Czech Republic and Spain. The principle reasons for cooperating in the area of mobility with such countries, rather than UK, Scandinavian countries, the USA, Canada and Australia, are the easier visa requirements, cheaper costs of living and closer distance to our country. These factors are crucial for our local students who do not want to experience tough visa procedures with a lot of certificate and document requirements and who are from lower socio-economic backgrounds and cannot afford to subsidise in expensive countries with their grants provided by our university.

The most important objectives of our mobility activities for our students and staff are:

- To improve their academic, administrative and work skills and
- To add value and quality to our university programmes and student / staff experience.

Our students, at all levels (short, first, second and third cycles) and all our administrative and academic staff members are the target groups of our university mobility activities. Their selection process is done fairly, transparently and coherently, in line with the stipulations set out in our contract with the National Agency (NA). All the potential participants have equitable opportunities, even those who are under-represented in mobility programmes. For example, our Medical Residence students can also benefit from student traineeship programmes and our staff who are employed on a contractual basis can benefit from the staff training programmes.

Our university is currently working on developing new joint degrees with Ukrainian HEIs in the area of Medicine and Economics. After our initial experience we plan to widen our partner and area profile.

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 university 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 is clearly set out in the Projects Management Directive and The Programme Directive of our university. Our university PYO and IRO are the main two offices which work in close collaboration to promote programmes and projects in our university, through our websites, regular introductory meetings, presentations, publishing of information brochures and posters and disseminating them within the university to all target groups (staff and students). The IRO is the central office that organises staff and student mobility in accordance to the office duties set out and published in the Programme Directive. The office also works with the mobility coordinators in all academic departments, who also play a significant role in raising awareness of the Programme and assisting the students and staff in the Learning Agreements and Teaching Assignments. The main actions of organising and implementing international cooperation projects are as follows:

- to announce the application dates and requirements,
- to collect all applications and evaluate them according to the selection requirements set out by the NA /our university,
- to announce all results in the university website, the announcement boards of all departments and personal e-mail accounts,
- to give information on the mobility process through the website, seminars and e-mails,
- to direct, assist, give information, advice and consultations on formalities before the mobility, such as, passport, visa, insurance and documentary issues, etc.

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]

In terms of the policy objectives we intend to achieve, we believe that our university participation in the Programme will provide significant impact on the modernisation of our university. Participation in the Programme is essential to make the priorities of modernisation more visible in our university.

In order to increase the number of higher education graduates in our university, one of the initiatives our university has taken is establishing a Distance Learning Centre (mainly for students who are working and cannot attend day classes) several years ago. The Centre currently has a number of 3130 enrolled students. It has on-going 2 undergraduate degree, 4 Masters and 2 certificate programmes. The Centre plans to increase the numbers of programmes, students and staff in the upcoming years.

Our university is working on improving the quality and relevance of teaching and researcher training by recruiting more research and academic staff with good, sound and modern knowledge and expertise in their field of study. Our university is also effectively working on bettering the skills and experience of its already employed academic and administrative staff by promoting and fully supporting (financially and administratively) staff teaching and training mobility. The staff's shared knowledge and experiences will aid in equipping graduates with the knowledge, additional skills and core transferable competences they need to succeed in high-skill occupations. The graduates can also gain these from the many opportunities our university provides them, through the various supported national programmes (such as "Farabi") and international study / training programmes (the Programme, IAESTE, Leonardo da Vinci, "Mevlana", etc) and research programmes (financially supported by the Turkish Higher Education Council and our university) to EU and non-EU countries.

Our university encourages cross-border co-operation to boost higher education performance and as such works on building new, strong and active international partnerships with EU and non-EU universities in the area of mobility of staff teaching / training, student study / training and research.

Our university also aims to strengthen the "knowledge triangle", linking education, research and business. We are aware that close cooperation with enterprises is important as they are essential for students to gain experience in the area of their future professions and careers. Our university has established a centre with the purpose of further developing the cooperation between our university, industry, businesses and non-governmental organisations. Within the existing agreements with some enterprises, these enterprises guarantee employment to our graduates.

The PMO in our university is very effective in providing funding to our staff and students and many areas of research, mobility and projects. Nonetheless, our university is working on further developing effective governance and funding mechanisms in support of excellence.

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

E

Endorsement of the application

I, the undersigned, legal representative of the applicant institution,

certify that the information contained in this application is complete and correct to the best of my knowledge. All Programme activities will be implemented on the basis of written agreements with the relevant authorities of the partner institutions;

agree to the content of the Erasmus Charter for Higher Education (ECHE) application outlined above and commit my institution to respect and observe these obligations;

agree to the publication of the Erasmus Policy Statement by the European Commission

Place: Samsun

Name: Huseyin Akan

Date (dd/mm/yyyy): 13/05/2013

I have read and accept the Privacy statement

Original signature of the legal representative of the Institution (as identified in section A.2 above)

Original stamp or seal of the Institution