

C.1 General Organization

General Organisation

Describe the structure at your institution for the implementation and organization of European and international mobility (division of tasks, operational and communication methods)

Kırıkkale University has a high publication rate, and a young generation academic staff, many of whom received PhD degrees from prestigious universities abroad. Our university aims to be an active partner in EU Education and Training Programs, and makes an effort to introduce these in its all units and in the neighbourhood. Therefore, International Relations and EU Coordination Office was established nine years ago, and 7 full time staff are appointed to work for each program. Apart from having an Institutional Erasmus Coordinator, each faculty and department has its own Erasmus-ECTS coordinator. International Relations and EU Coordination Office informs both students and staff of the University about the EU Programs, and represents the University in national meetings on this subject. Similarly, within these nine years, there have been seminars and daily conferences about Bologna Process, Erasmus-Life Long Learning, F8 and other exchange programmes such as Mevlana are also organized by this office at our University.

Link: <http://abofisi.kku.edu.tr/english/>

C.2 Fundamental Principles

Explain the academic credit system and the methodology you use to allocate credits to the different course units followed by your students abroad.

Prior to taking place in the exchange programme, students see which courses are offered in the universities abroad where they intend to study. Course selection process takes place within the knowledge of the department coordinators. The Learning Agreement and the Recognition Sheet are sent to the International Relations and EU Coordination Office to be signed by the Erasmus Institutional Coordinator.

The transcripts of records for the respective academic terms of the students pursuing their education abroad are sent to the respective departments by the International Relations and EU Coordination Office and the departments undertake the recognition of the students' studies abroad.

The Registrar's Office is informed for the process of entering the grades of the students. The recognition of the courses, the ECTS and work placement details are documented on the Diploma Supplement.

C.3 When participating in mobility activities (Before Mobility)

Explain if all courses taught at your institution are described in the course catalogue and in which languages they are taught

The medium of instruction at our university is Turkish; however, the language of education in some academic departments is 30% English. As of the 2012-2013 Academic Year, those English medium academic departments are International Relations, Political Science and Public Administration and Economics. Detailed information on departments and department courses are provided in the information package.

Link: <http://otomasyon.kku.edu.tr/katalog>

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)

Bilateral agreements between institutions and the subsequent follow-up of the agreements are arranged by the International Relations and EU Coordination Office. Foreign institutions are contacted in accordance with the bilateral partnership proposals made by the academic departments, and the curricula of the foreign institutions are analyzed. Upon the confirmation of the correspondence of course contents of both sides, the formal bilateral agreement format is prepared by the International Relations and EU Coordination Office. The bilateral agreement is signed by the Institutional Erasmus Coordinator and sent to the other party. A signed and sealed copy, coming from the other institution, is recorded and kept in the respective folder.

Probable proposals coming from foreign institutions are also taken into account, and these proposals are confirmed in accordance with the confirmation from the respective departments, thus beginning new processes of bilateral agreements.

Describe your institution's language policy for preparing participants for mobility, e.g: course providers within or outside the HEI

Communication in foreign languages is a constant focus in the presentation of Erasmus and other EU programmes to the students, and students are advised to put in their time and effort to increase their levels of foreign languages. Kirikkale University has started preparatory class system in which students study English or French during a whole academic year. The Continuing

Education Center and the Department of Foreign Languages offer various language courses for the students. We are also planning to open intensive language courses in the 3-month period right before they head for the foreign institutions. In these courses, the focus will be not on the grammar but on the communicational strategies.

The students wishing to partake in the Erasmus programme are required to prove their proficiency.

C.4 When participating in mobility activities (During Mobility)

Please describe mentoring and support arrangements for incoming mobile participants and outgoing students for study and traineeships.

The necessary information for the incoming and outgoing students and academic staff is provided by the International Relations and EU Coordination Office. The contact information of the incoming and outgoing students and academic staff is e-mailed to the responsible coordinators and related departments with available brochures and documents.

The incoming students are also assisted within the "buddy system." Buddies are carefully chosen from a select list of students with Erasmus experience. The International Relations and EU Coordination Office helps incoming students and academic/administrative staff with the accommodation. There are also orientation programmes for incoming and outgoing students

Describe your institution's language support for incoming students and staff with a minimum of 2-month mobility period.

Our university has applied to the Turkish National Agency in order to be able to provide Turkish Language Courses (EILC - Intensive Language Course) for the students coming from foreign countries. These language courses are expected to be of help to the students with their Turkish language proficiency.

At present, the Turkish language courses for the incoming students are prepared and delivered by the Turkish Education Center of Kırıkkale University.

C.5 When participating in mobility activities (After mobility)

Regarding the above two Charter principles, please describe the mechanisms your institution has in place to recognize mobility achievements for study and traineeships in enterprises

The tracking of academic records of the outgoing students is done by the International Relations and EU Coordination Office. Against any problems in recognition of the grades on the

academic records received from abroad, the "Learning Agreement" and the "Recognition Sheet" are prepared before the student leaves.

Academic records sent by other institutions are delivered to the relevant academic units. The recognition of the courses taken by students on exchange programmes are done via academic board decisions in accordance with the recognition documents prepared beforehand. One bundle of the copies of these documents is sent to the Registrar's Office and to the International Relations and EU Coordination Office.

The recognition of the courses taken abroad, the ECTS and work placement information is shown on the Diploma Supplement.

Describe your institution's measures to support, to promote and to recognize staff mobility

Kirikkale University encourages the academic staff to partake in Erasmus Staff Mobility. There are annual informational meetings, focusing on the significance of internationalization and mobility. There are ongoing works to increase the number of bilateral agreements each year in order to provide the academic staff with more opportunities for pursuing their academic activities in different institutions. International Relations and EU Coordination Office helps the programme by preparing the necessary documents, forms etc. for the use of academic staff who are to join the staff mobility programme.

C.6 When Participating in European and International Cooperation Projects

Please describe your institutional measures to support and recognize the participation of your own institution's staff and student in European and international cooperation projects under the Programme.

Even though our main focus has been on Erasmus program for the last nine years, our university is also interested in other international programs such as Comenius, Grundtvig, Leonardo Da Vinci and Youth. In order to support mobility of our students and staff, Foreign Languages Department has been founded, which organizes language courses for academic and administrative staff free of charge. Continuing Education Center has been established to support lifelong learning programs. At the heart of the European Higher Education Area lies quality. To increase the quality of the education, Kirikkale University gives importance to the international cooperation and the objectives of the Bologna Process. Therefore, intercultural dialogue is encouraged.

D.8 Erasmus Policy Statement

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 student 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.

Kırıkkale University International Relations and EU Coordination Office, founded with the purpose of determining, pursuing and accelerating the policies of internationalization, helps the university in forming international partnerships and collaborations, increasing the international experience of the students and the academic/administrative staff and creating an international, multicultural, and inclusive campus environment.

This office provides all international students with services of guidance and coordination. For doing so, the office develops and follows various projects in order to help increase the interaction between foreign students and local students. There are new collaboration agreements at our university, enhancing the number of already present agreements with many different universities from various countries. Yarmouk University from Jordan, and Southern University and A&M College from the U.S.A. are some of these new universities with which our university has formed bonds.

The number of incoming students and outgoing ones as part of the Erasmus Programme is increasing year by year. As of today, there are agreements for student and staff mobility with 45 different universities from 15 different European countries. Our students also have the opportunity to do their internships in companies based in Europe as agreed. We keep on putting in our effort to increase the number of agreements, and we take part in a number of exhibitions organized by EAIE and other organizations.

Aside from those coming with the Erasmus programme, we have 118 foreign students, as of the 2012 - 2013 academic year, coming from 34 different countries and pursuing their education here in our institution.

Moreover, the negotiations with esteemed universities from various regions of the world (The U.S.A., Asia, Africa, Middle East and Far East) to sign protocols regarding collaborations in various fields are also ongoing. The international exhibitions that our university attends, the colleagues met in these meetings and our staff that have completed or are continuing their PhD studies abroad all help us in increasing the number of international agreements we have.

Alongside all these, our university is also a part of the Mevlana Exchange Programme which provides many higher education institutions with the opportunities to exchange students and staff. In this context, Kırıkkale University students will have the opportunity to benefit from the Mevlana Programme within the upcoming years.

In conclusion, Kırıkkale University follows its internationalization policies with determination.

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

Kırıkkale University sets forth serious targets for Leonardo as well as for Comenius and Grundtvig. Having three Vocational Schools, Continuing Education Centre and Faculty of Education within its body, our university is willing to participate in these programs more actively. Our experience in Erasmus Mobility Program will be vital to achieve the high quality student placement. Almost all undergraduate and short cycle students at our University have to participate in a training period to receive their degrees. Training period is a compulsory part of the curriculum in almost each faculty and vocational school. Our students attend their training courses in the firms or institutions closely related to their subjects. The agreements are signed between the training institution and our university before the training period starts. Work-program is determined by both parties, and monitored by the department coordinator. Evaluation is carried out both by the institution and by the department coordinator representing the University. Since the placement is a part of curriculum, full recognition is given, when it is over. Our university has placement agreements with some European Universities and institutions and has taken the necessary measures to achieve a high standard in the placement program.

Our university takes part in many collaborations geographically ranging from the U.S.A. to Jordan, and the exchange, research and development activities continue to be realized within the frames of the existing protocols.

Mevlana Exchange Programme, organized by Turkish Higher Education Council, has provided students and staff from many different countries with the opportunity for taking part in exchange programmes. The preliminary works for the 2013 - 2014 academic year, have started, and plans include agreements with universities already recognized by Turkish Higher Education Council, which will make it possible to have exchange opportunities not only with European universities, but also with one from various regions of the world.

Explain the expected impact of your participation in the programme on the modernization of your institution (for each of 5 priorities of the Modernisation Agenda (in terms of policy objectives you intend to achieve.

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

Kırıkkale University aims to increase the quality of the education and believes that international cooperation contributes a lot to the quality of the education as students and academic staff participating in exchange programmes and international projects gain experience and develop self-confidence. As Kırıkkale University, we understand the importance of educating more people from every section of the society and sharing the knowledge and experience with more people. Therefore, international cooperation and publicizing and promoting of the international exchange programmes will help increase not only the number of people attracted to the university but also the quality of the education because such international programmes spark competition among students and staff, motivating them to work harder. We are also aware of the importance of the governing and funding of the international cooperation and have already established a fair system to reach and support all potential students who are willing to participate in Erasmus and other international programmes. Kırıkkale University encourages students and academic staff to be involved in more research by organizing project competitions and rewarding successful projects. By this way, we are also building a relationship between education, research and business. All in all, as Kırıkkale University, we believe that Erasmus Programme is very important for the internationalization of higher education and of great contribution to the quality of education and bringing up competent individuals for the community.