**Erasmus Üniversite Beyannamesi -Erasmus Policy Statement (EÜB/EPS)**

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:

Mersin University (MEU) was formally established on November 10, 1992 and it has the legal status of a state higher education institution. Mersin University is involved in Erasmus programme since 2004-2005 academic year and certified ECTS Label and DS Label since 2012. MEU has a Foreign Affairs Office since 2002 for promoting and representing all European Union Educational Programs which includes Erasmus Unit, Project Unit, Bologna Unit and Youth Unit.

We have 3 specialists at Erasmus Unit. All of them are responsible for outgoing students and each one is responsible for different faculties. One of them is responsible for placement mobility, another is responsible for staff mobility and the other is responsible for incoming mobility. Additionally, one specialist deals with accounting transactions.

Web link: [http://www.mersin.edu.tr/meui/erasmus-dis-iliskiler-sube-mudurlugu/iletisim-contact](http://www2.mersin.edu.tr/meui/erasmus-dis-iliskiler-sube-mudurlugu/iletisim-contact)

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: (1012)

Students who completed their study/traineeship abroad bring their transcript of records or evaluation forms to the Erasmus Unit. Departments enter the course names and credits to the students’ transcript with original course names and credits. The Erasmus period of the student is indicated at his/her transcript and Diploma Supplement. In our University, ECTS Credit calculation is based on “work load” which indicates the time students need to complete all learning activities required to achieve the expected learning outcomes. At the end of the semester students’ workload is measured through conducted questionnaires for each course. ECTS Coordinators measure 1500-1800 hours of workload for 60 ECTS in a year, 750-900 hours of workload for 30 ECTS for each semester. Instructors offering courses assign a certain number of ECTS credit to each course and the academic board of the department including the ECTS coordinator reviews these credits.

<http://oibs.mersin.edu.tr/bologna/?id=/university/ects&dil=en>

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:

The short cycle programs and the programs in which students are not  involved  are not described in the course catalogue. Our language of instruction is Turkish but some departments give 30% of their courses in English. Our course catalogue is in English.

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)

We planned to establish stronger and deeper partnerships which define number of students, staff and the duration of their mobility by inter-institutional agreements. We will ensure geographical and subject area balance of our inter-institutional agreements. We will overview all of our Bilateral Agreements and we will avoid to renew and sign inter-institutional agreements which are not going to be active by getting opinions of the related departments. If the coordinator specifies an institution for agreement, Erasmus Unit starts the legal procedure for signing inter-institutional agreement. Learning and training agreements and recognition sheets are prepared while application documents are filled. After approval of learning and training agreement by the host institution, the recognition sheet is certified by the faculty board. At the end of the mobility period, all successful courses written on host institution’s transcript are transferred with original names and grades on Mersin University transcript and DS.  (1024)

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:

Some departments give 30% of their lectures in English and these departments have English preparatory classes. Besides, The Center for Continuing Education organizes English and German courses during the semester. Erasmus Unit promotes students for attending EILC. During the new programme, language courses will be given at our institution to all outgoing mobility students before the mobility and a Turkish language course for incoming students will also be organized before the semester starts. The staff should have a minimum required profiency level and they can also attend language preparation courses.

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

After receiving signed application documents, Erasmus Unit writes an acceptance letter, makes reservation for accommodation and also prepares documents for residence permit.  Every Erasmus student has one mentor student and these mentors are required to help Erasmus incoming students whenever they need. Mentor students meet these students at the airport and pick them up to the place where they will stay. Erasmus Unit also organizes trips around Mersin and nearby places free of charge. After selecting the Erasmus outgoing study and traineeship students, Erasmus Unit organizes an orientation program for these students about their Erasmus period, the steps they will follow and meeting with previous Erasmus outgoing students. All courses are shown at DS and ToR documents. (778)

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:

Mersin University organizes Turkish language courses before and during the semesters for  incoming mobility and training students free of charge. At the end of each semester, all successful participants get language certificate who are awarded with 5 ECTS credits. All incoming staff can attend these courses during their mobility. Turkish language courses are given 2 days, 6 hours per week.

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:

Learning agreement and recognition sheet are prepared while application documents are filled both for training and study mobility. After approval of the learning agreement by the host instituiton, the recognition sheet is certified by the faculty board. At the end of the mobility period, all successful courses written on host instituiton transcripts are  transferred to the Mersin University ToR with original names, grades and credits. This information is also specified at DS.

Erasmus traineeship students submit the Evaluation Form after the mobility period. The related department transfers traineeship period to the ToR as a course approved by the faculty board before mobility. The student gets 5 ECTS and is specified at ToR and DS.

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

Staff shares their experiences with the other academic and/or administrative staff after the mobility. These experiences are used for personal and professional development. All these experiences awarded for staff's academic and administrative progress. Before mobility, academic and administrative counseling is given to the mobility staff. Staff can have language support. After mobility, the academic staff is required to submit a report. They use the mobility for social and professional career development.

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)

We announced the international and national grant schemes through our website and written documents to our staff and students. We are arranging project cycle management trainings executed by our certified instructors periodically once a year or upon request any time during the year. These trainings are held for our academic and administrative staff. We give necessary support also during the preparation and application stages and try to answer questions during project’s implementation through our Project Coordination Unit.  Our Technopark and Technology Transfer Office gives service to our staff for research  development.  Second cycle , third cycle students and academic staff may get financial support  for their projects via our Scientific Research Center.

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)

Our university has grown with its infrastructure and young academic staff and become one of the most reputable universities in Turkey and our education programs are planned to cooperate with institutions that share our view of our commitment to excellence and innovation in academic fields. Educational and research programs designed to meet the needs of participating and non-participating countries with the developed international networks. Our university selects partner universities according to their academic performance, language of instruction and their technical quality. Mersin University aims to cooperate with universities from all over the worldthat fits our mission, vision and Bologna Process requirements. As a global university, Mersin University cooperates with universities which allow students to best fit their own personal and career goals, comfortable in international exchanges and would also make international students part of the community. Studying and training abroad gives students an international perspective and adds social, cultural and professional contributions to their careers. They can also make international career contacts and collaborate with other students. Our target groups of students' and academicians’ mobility activities are besides their academic goal, making them a part of global community. Our goal is to cooperate with Europen Union countries, EFTA, third countries and countries in the region.

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.

Our institution’s strategy for  implementation is to give full support to our staff  in terms of project development . We have different mechanisms in order to  implement this strategy .

We are announcing  the international and national  grant schemes through our website or by written document  to our staff and students. We are arranging project cycle management trainings executed by our certified instructors periodically once a  year or upon request any time during the year. These trainings are open to our academic and administrative staff as well as to interested groups from our region.  We can also arrange special  trainings upon request .

Our  Technopark  is founded in 2004, and provides service to all academic staff for their scientific researches. Our institiuion has also  Project Coordination Unit and  Technology Transfer Office with full time staff in order to answer all inquiries received during application, preparation and implemention stages of the projects.

We are also supporting other institutions in our region by being partners in their projects. As a result of this cooperation,  our staff and studenst  can gain experience  thorugh this process and can develop their own projects more easily.

With new programme we aim to improve our project unit, project groups and increase the number of cooperation projects with Latin American countries, Asia, neibourhood countries, Africa. As a global university, we would like to make strategic partnerships, knowledge alliances and global projects.

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)

We would like to increase the number of our well educated graduates who can easily find jobs, improve the quality and relevance of teaching and researcher training, equip graduates with the knowledge and core transferable competences they need to succeed in high-skill occupations. Our University expects to solve the identified issues by increasing achievement and skill levels of graduates and researchers. Based on the rapid economic and social changes and developments in the knowledge economy, higher education institutions, academic research and other services made necessary by the systematic and strategic approach. Our university is the only public university in Turkey which has TSE-ISO EN 9001-2008 quality management system certificate in academic and administrative areas. In today's competitive environment, universities have to develop co-operation with industries. For this reason, we should make cooperation which includes the information transfer and training projects in addition to research and development. For regional development, our university aims to achieve the target of research, higher education and business cooperation. With our MEU Technology and Research Center (MEITAM) and Distance Learning Center education programs and with research activities, we share new technologies with the business world. Together with the student activities like Regional Project Market, our university plans to continue the quality on research and continuity. The surveys that have been made in the business world make us to reorganize our teaching methods. We would like to strengthen the knowledge triangle which is composed of the business world, Mersin University and urban by encouraging partnership and cooperation with business.  Second cycle and third cycle students and the academic staff can put account their project via Scientific Research Center and Directorate of Circulating Capital. These projects subsidize financial gain, and also support the infrastructure, human resources and equipments of the university. These resourses are used for improvement of the education quality.