

## ERASMUS POLICY STATEMENT

Internationalization is one of the major priorities of Karabük University. Our University should increase participation of population in workforce and its education level as well as provide opportunities to working individuals to enable them to improve their capacities related to accessing knowledge about their jobs. That's why Karabük University has applied to Extended Erasmus University Charter to start transferring the development of innovative practices for LLP in education. In order to realize the LLP, an institutional coordinator has been appointed and International Relations Office has been established to service as a consultant to the University administrative and academic staff and to the students. Departmental and faculty coordinators have also been appointed .Karabük University has already started implementing ECTS in all departments and completed Diploma Supplement and ECTS workload distribution work to participate in EU HEI activities. **KBU was awarded DS Label 2011 and ECTS Label** in 2013 by the European Commission. KBU has been participating in Grundtvig and Leonardo da Vinci programs of LLP. We are eager to organize or participate in IP, CD programs and have already participated in a Thematic Network Project. Through participation in the EU projects Our University is committed to reinforce the quality of higher education by combining the expertise and knowledge of universities from Europe .International Relations Office is eager to implement the Standards and Guidelines for Quality Assurance in EU Higher Education Area .EPS of Karabük University has been prepared parallel to its strategic plan and is given publicity on the website of the University (<http://www.karabuk.edu.tr> )and in the leaflets related to the Erasmus activities. Gender equality, integration of disabled students and combating xenophobia are highly respected at our University. Our University promotes a campus meeting the needs of disabled people, in the faculties there is a lift which can be used by the disabled people. Criteria for the selection of the students under the Erasmus Program is transparent. (academic success, language skills and personality) (Erasmus student mobility for studies is based on bilateral inter-institutional agreements between the participating higher education institutions each of which holds an Erasmus University Charter. Full recognition is given by KBU for the period spent abroad,using ECTS credits. Recognition is based on the Learning Agreement approved by all parties before the period of mobility starts. In the particular case of a period of placement that is not part of the curriculum of the student, KBU provides recognition at least by recording this period in the Diploma Supplement and in the

student's transcript of records. For Erasmus Program information sessions have been arranged regularly to the academic staff and students. An online application procedure for teacher and student mobility related to Erasmus Program has been implemented after getting EUC. For a successful international cooperation knowledge of English is a must, so many departments' first year students who don't know Basic English are required to attend a one-year intensive preparation class in English.

Teaching assignment mobility is based on inter-institutional agreements between the sending and receiving higher education institutions or an agreement between the higher education institution and the enterprise concerned.



KBU having Vocational Schools in its organization has been realizing projects to make cooperation between higher education institutions and enterprises by student and staff placements in Leonardo da Vinci program. The announcement of the allocations is made two weeks before the application deadline on the website. Each student is given Erasmus Student Charter before leaving our country. After being signed by Departmental and Faculty Boards, Learning Agreement Form is given to the students. An information package related to the hosting countries' education, culture, accommodation and social security systems is provided for both incoming and outgoing students. ECTS gained abroad is added to the students' diploma by means of Transcript of Records and full academic recognition is provided. For incoming students Our University can provide accommodation either in the dormitory or in the private hostels according to their wish. The International Relations Office promoting LLP and Bologna Process updates its website and coordinate email group communications with Erasmus coordinators, incoming and outgoing students.



Outgoing students are informed both individually and in groups by The International Relations Office through orientation program including academic support, educational system, and cultural information about the hosting country. KBU organizes Turkish intensive language Courses for incoming students for free. Karabük University supports student placement activities in enterprises and training centers in the EU countries to get their

working experience and knowledge. Duration of placement abroad is be added to the students' compulsory summer practice period. A special emphasis is given to mentoring and supervision of student placement. Student placement working plan is prearranged between the Departmental Boards of both universities and enterprises. Weekly report related to the students' participation and improvement is required from the hosting organization via email. In cooperation with the chamber of commerce we contact with the enterprises from the EU countries to find out the possibilities of transferring their expertise. Erasmus Office encourages the students and teachers to participate in mobility activities.