



## 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)

University of Turkish Aeronautical Association, by participating in the Erasmus Programme, would like to improve its quality, to work with targeted and qualified foreign academics, to provide cultural exchange, to increase the number of partnership, and so the number of project-oriented studies, to duplicate its recognition. UTAA also aims to use the Erasmus + Programme as an effective role to make the institution a center of attraction for foreign students. UTAA will gain more qualified international experience in research and educational activities by supporting the cultural exchange. In order to develop cooperation within the framework of internationalization strategy of Council Of Turkish Higher Education, UTAA get in contact with the universities all over the world to discuss the educational and training opportunities of the students and staff at UTAA and the supports that may be provided mutually by making the maximum use of international programs and projects subjected to mobility activities, innovation, creation, cooperations and exchange of practices. The one of the strategies of the UTAA is to ensure the effective communication of the university with the national and international community to provide the flow of information on the best opportunities in the world and how to use them to provide expertise in the related fields.

UTAA has become a member of "Study In Turkey" Platform, an online program that gives importance to reliability, equality, and diversity, with the membership module, where information and data can be collected and the communication keeps alive. By introducing the university, informing on the located city and living conditions, sheltering opportunities, culture, climate, transportation etc.. The Platform, with the aim of accessing all the information from a single program, supports to achieve our goals. UTAA is the center of attention for many students under the favour of international accreditation providing 100% English language of instruction and diversification of the existing programs and the specialized areas in aviation.

UTAA will carry out its 6 years of Erasmus Programme experience to a higher level, and work to prepare projects such as Strategic Partnerships which will reveal the creativity in the field of aviation and create a good image for both our country and our institution, and we have been already in communication with many universities in this regard.

Within the scope of these purposes, International Relations Department has been established in our university and it is divided into sub-units and working in coordination (Subunits: Erasmus Coordinatorship, Bologna Coordinatorship, International Relations Office etc.) The University participates in international fairs, meetings, conferences, and produces software programs in order to increase the recognition. UTAA aims to reach the level of satisfaction and to obtain the suggestions data by conducting the studies on “Foreign Student Satisfaction Survey”. UTAA student recruitment commission, including academicians and qualified administrative staff in the process, has been established in order to determine target countries and collect data for these countries, to increase the international collaborations. In order to use the Erasmus+ Program effectively, Strategic Partnership Projects will be carried out especially in aviation and engineering areas. Erasmus Office invites visitors/academicians to the university and visit universities abroad to build bridges for more cooperations, cultural exchange and ensure the participation of the students with fewer opportunities by attending the lessons of invited staff. Using the advantage of the geographical location of the university, UTAA provides all the information by sharing an Erasmus Incoming Info Package on our web site and by sending it via e-mail. The package includes the information in many areas such as the university, Ankara (located city) and living conditions, the access to the campus from the airport and other districts, accommodation, visa procedures, basic Turkish, life in campus, embassies in Ankara, information required for health insurance, education programs and language of instruction, etc. We are working in cooperation with THK lodgings of Turkish Aeronautical Association to support incoming participants for their accommodation. All incoming and outgoing participants are provided all kinds of support by being in contact with Erasmus Office and departmental coordinators. Outgoing students are prepared and informed practically not only by informing conferences and pre-departure meeting, but also sharing experiences and advices of all ex-Erasmus Students. UTAA guarantees to select the candidates for the programme without regarding to ethnic origin, race, gender, religion, nationality, social or economic background. Even if not so many students with disabilities exist in University the cause of the departments concerning the aviation procedures, we supported them with extra scores during the election process according to the Erasmus User’s Guide rules. Departmental and faculty coordinators and Erasmus Office will be in contact with all the participants of student mobility for studies and for traineeship and follow their advancement during the mobility. The staff are also motivated by the teaching and training experience abroad. The academics, participated to staff mobility, feel confident and satisfied by the new tasks they assume in the university thanks to the certificates of attendance of the mobility and its recognition.

Erasmus+ Programme is promoted on the web page and throughout the campus by putting up posters, hanging up banners and informing conferences. With a view to achieving our aims, UTAA organized a Bologna Co-ordination Commission, which is responsible for policy related to EU and credit systems, course catalogues and syllables. We have already completed the ECTS and update course catalogues and syllables regularly and the internationalization of curricula. Hence, the incoming students will have no difficulty in their credit transfers. UTAA ensures that all ECTS credits and learning outcomes achieved during the mobility will be recognized automatically upon their delivery of transcripts of records from the host university. After the recognition of ECTS Credits, the degree can be seen in the student’s transcript of records and the Diploma Supplement.

UTAA has been registered for Erasmus Without Paper Dashboard to reduce the time spent on key parts of the mobility management and continue the efforts to renew and reproduce our international agreements in a digital format. All our students are informed about the Erasmus Mobile application, guidance is given and encouraged to use it. With the EWP Dashboard, UTAA aims to increase the number of mobility by making the program more attractive and easily accessible. UTAA will start the new applications such as European Student Card Initiative and EWP Dashboard to have more efficiently and securely exchange data related to participants, to help the students to have their status recognized, facilitate the access to services in the wider community; and also by using eQuATIC tool, Erasmus Office will analyse and assessing the partnership.

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)

UTAA would like to take part in Student Mobility for studies and for traineeship and in Mobility for Staff Teaching and Staff Training. In consideration of Erasmus User's Guide Book and UTAA institutional strategy, Erasmus Office specify the optimal dates for the implementation and announcement of the mobility call in academic calendar for outgoing participants. Erasmus Office prepare the announcement text including all the details of the process (general information about the related mobility, the documents to be prepared for application and all the process step by step, minimum requirements, election criteria and scores for each criteria, inter-institutional agreement list, programme countries and the amount of grants, quotas for each department, calendar for application process including UTAA Erasmus English Proficiency Exam date to be done free of charge by Department of Foreign Languages, support for the participants with special needs and disabilities, check list etc.) and Erasmus Office announce it on the web site and social media. In the meanwhile, by using brochures and banners all over the campus, organizing meetings for impulsion, presentations, sending memos and letters via system and e-mail, informing them in Erasmus Office face to face, declaring frequently asked questions, handing out Erasmus promotional materials, UTAA promotes the Programme. After the evaluation of the applications by UTAA Erasmus Commission, Erasmus Office declares the results on the web site. Following the declaration of the results, Erasmus Office hold an informing conference concerning the programme rules and requirements, new applications for all the candidates. This process is implemented for each mobility (Mobility for staff training and for staff teaching, student mobility for studies and for traineeship) and also Erasmus Office supports the participants in the process of visa by contacting with embassies formally, and health insurance issues (Turkish Aeronautical Association, founder of the University, has its insurance department to support all the students and staff). During the Mobility the participants can communicate with the home university by the help of the online programmes and via e-mail and whatsapp groups by mobile phones.

UTAA Bologna System and Recognition Sheet guarantee the recognition of all the learning outcomes achieved during mobility. In addition to signed Learning Agreement, Recognition Sheet is prepared by the coordination of student and the faculty coordinators. It is accepted as Senate decision as it is signed by the related faculty members, Erasmus coordinators and by the rector before mobility. After Mobility UTAA provides the full recognition by taking Faculty decision following the deliverance of the transcript of records coming from the host institution automatically, and Erasmus Office keeps transcript of records of the University declaring recognized credits taken via programme and mobility terms in the student file as a proof. So UTAA supplies the contentment of the participants before, during and after mobility. In this process Erasmus Office keeps in touch with the host institutions which provides the university to cooperate for the other (such as KA2) projects which will ensure to set up new partnerships and to obtain funding from various sources, to expand the areas of the activity.

Erasmus Office has a link to inform Erasmus incoming participants for promoting the programme in UTAA. The implementation of the procedures starts with the nomination of incoming participant to Erasmus Office. After the nomination process, Erasmus Office send an informing e-mail about the requirements for Acceptance Letter of the incoming participant. Erasmus Office and departmental coordinators, Department of Student Affairs assist the participant about necessary procedures accompanied by a "FAQ" document and "Info Pack For The Mobility at UTAA" which is sent electronically both before and after arrival. Afterwards, pre-visit meetings are arranged. Each of the incoming participants is assigned to a mentor who has an Erasmus experience in the home country of incoming participant for the better integration of the participant to the University and Ankara. Incoming

participants are met by the mentors and Erasmus expert. Upon the arrival of the students an orientation program is offered to familiarize the participant with the context within and outside of the campus. Short trips are arranged to develop intercultural communication skills. An orientation program is held to prepare the participant about living abroad and integration. It includes setting up communication among the participants, getting information about the home universities and the satisfaction of the impact, assistance in the visa procedures if necessary, handing on activities in the process of mobility. These impacts ensure establishing links among universities, conducting accreditation process and participating in other international occasions and flow of information.

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)

The most effective envisaged impact of the Programme on the institution is to be internationally recognized institution and to increase the quality of the students and staff. The participants develop both individually and professionally via such projects. UTAA organized more detailed and renewed courses and programmes in UTAA Lifelong Learning Department by the help of the staff who come by new certificates via mobility and more qualified for the students. Also we open new courses in Lifelong Learning Department for all the people in Turkey via thanks to the certificated staff who carry out the training mobility. The office tries to maximize the training opportunities for our students as well as trying to organize visits to industrial zones to prepare possible joint projects. The ultimate aim of the UTAA in achieving this is to blend theory with practice and invest on high-tech intensive projects. Our students are supposed to take part in at least two training and work experience programs till they graduate. With regards to mobility, our students and staff are in contact with universities within the scope of their own field of study both across Europe and the world. To specify, while designing our programs UTAA are in close coordination with the industry such as TUSAŞ, ASELSAN, General Directorate of Civil Aviation etc., the leading entrepreneurs in Turkey in the field of aviation. Erasmus for all programme is the core element of our international strategy. Thanks to this programme, UTAA projects to be more colorful, mobile and multicultural university and also contribute to international cooperation. UTAA is in search of international projects subjected to exchange mobilities within the framework of KA107 projects, innovation, capacity building like excellence of quality within the scope of KA2 projects and mobility activities regardless of the geographical area. Namely, universities and enterprises eligible for the programme, in particular in the field of aviation and engineering, are within the scope of our University, the main focus is on Europe and bringing an European dimension to our endeavors.

As the digitalization is one of the main target of UTAA, Erasmus Office will fulfill setting up online inter-institutional agreements via EWP Dashboard till the end of 2021. The target groups for mobility activities are basically first cycle students and academic staff projected to be extended to second and third cycles and short cycle vocational school via Erasmus mobility on vocational education. One of our priority while achieving the aforementioned goals is to reinforce the link between curricular education activities with business and employment needs. Erasmus office is eager to strengthen our endeavors to be involved in projects which enable UTAA to characterize well-rounded graduates utilizing state-of-the-art developments in their field of expertise. UTAA believes that realization of the following policy is the mean to achieve the goal to carry out integrated programs aiming to transmit transversal skills. These programs may be a part of bachelor, master or doctoral studies leading to a recognised joint, double or multiple degree on highly interdisciplinary areas (for example by participating Erasmus Mundus Joint Master Degrees); or curricula and modules for continuing education for updating knowledge and skills obtained in the past.



As Europe creates knowledge-based jobs, benefits from globalization and sustains the Europe model, attaining a knowledge-based European society is one of the means to accomplish this goal. This can only be realized via investing higher education endeavors throughout Europe. We applied for some KA2 Projects in the past concerning aviation and created a team to manage all the process. For the next years we are preparing more educatory and barnburner studies for KA2 Projects wishing to develop measures to obtain funding from various sources.