

COMMITMENT TO THE ERASMUS CHARTER PRINCIPLES

Declaration

I, undersigned, declare that if my institution is awarded with an Erasmus Charter for Higher Education, my institution will undertake to:

- Respect in full the principles of non-discrimination, transparency and inclusion set out in the Programme.
- Ensure equal and equitable access and opportunities to current and prospective participants from all backgrounds, paying particular attention to the inclusion of those with fewer opportunities.
- Ensure full automatic recognition of all credits (based on the European Credit Transfer and Accumulation System – ECTS) gained for learning outcomes satisfactorily achieved during a period of study/training abroad, including during blended mobility.
- Charge no fees, in the case of credit mobility, to incoming mobile students for tuition, registration, examinations or access to laboratory and library facilities.
- Ensure the quality of the mobility activities and of the cooperation projects throughout the application and implementation phases.
- Implement the priorities of the Programme:
 - By undertaking the necessary steps to implement digital mobility management in line with the technical standards of the European Student Card Initiative.
 - By promoting environmentally friendly practices in all activities related to the Programme.
 - By encouraging the participation of individuals with fewer opportunities in the Programme.
 - By promoting civic engagement and encouraging students and staff to get involved as active citizens before, during and after their participation in a mobility or project.

WHEN PARTICIPATING IN MOBILITY ACTIVITIES

Before mobility

- Ensure that selection procedures for mobility activities are fair, transparent, coherent and documented.
- 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.
- Publish and regularly update information on the grading system used and grade distribution tables for all study programmes. Ensure that students receive clear and transparent information on recognition and grade conversion procedures.
- Carry out mobility for the purpose of studying and teaching 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, support and integration of mobile participants.

- Ensure that outgoing mobile participants are well prepared for their activities abroad, including blended mobility, by undertaking activities to achieve the necessary level of linguistic proficiency and develop their intercultural competences.
- Ensure that student and staff mobility is based on a learning agreement for students and a mobility agreement for staff validated in advance between the sending and receiving institutions or enterprises and the mobile participants.
- Provide active support to incoming mobile participants throughout the process of finding accommodation.
- 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.
- Ensure that students are aware of their rights and obligations as defined in the Erasmus Student Charter.

During mobility

- Ensure equal academic treatment and the quality of services for incoming students.
- Promote measures that ensure the safety of outgoing and incoming mobile participants.
- Integrate incoming mobile participants into the wider student community and in the Institution's everyday life. Encourage them to act as ambassadors of the programme and share their mobility experience.
- Provide appropriate mentoring and support arrangements for mobile participants, including for those pursuing blended mobility.
- Provide appropriate language support to incoming mobile participants.

After mobility

- Provide incoming mobile students and their sending institutions with transcripts of records containing a full, accurate and timely record of their achievements at the end of their mobility period.
- Ensure that all ECTS credits gained for learning outcomes satisfactorily achieved during a period of study/training abroad, including during blended mobility are fully and automatically recognised as agreed in the learning agreement and confirmed by the transcript of records/traineeship certificate. They shall be transferred without delay into the student's records, shall be counted towards the student's degree without any additional work or assessment of the student and shall be traceable in the student's transcript of records and the Diploma Supplement.
- Ensure the inclusion of satisfactorily completed study and/or traineeship mobility activities in the final record of student achievements (the Diploma Supplement).
- Encourage and support mobile participants upon return to act as ambassadors of the

programme, promote the benefits of mobility and actively engage in building alumni communities.

- Ensure that staff is given recognition for their teaching and training activities undertaken during the mobility period, based on a mobility agreement and in line with the institutional strategy.

WHEN PARTICIPATING IN EUROPEAN AND INTERNATIONAL COOPERATION PROJECTS

- Ensure that cooperation activities contribute towards the fulfilment of the institutional strategy.
- Promote the opportunities offered by the cooperation projects and provide relevant support to staff and students interested in participating in these activities throughout the application and implementation phase.
- Ensure that cooperation activities lead to sustainable outcomes and that their impact benefits all partners.
- Encourage peer-learning activities and exploit the results of the projects in a way that will maximise their impact on individuals, other participating institutions and the wider academic community.

FOR THE PURPOSES OF IMPLEMENTATION AND MONITORING

- Ensure that the long-term institutional strategy and its relevance to the objectives and priorities of the Programme are described in the Erasmus Policy Statement.
- Ensure that the principles of the Charter are well communicated and are applied by staff at all levels of the Institution.
- Make use of the "ECHE guidelines" and of the "ECHE self-assessment" to ensure the full implementation of the principles of this Charter.
- Regularly promote activities supported by the Programme, along with their results.
- Display this Charter and the related Erasmus Policy Statement prominently on the Institution's website and on all other relevant channels.

On behalf of the Institution, I acknowledge that the implementation of the Charter will be monitored by the Erasmus National Agencies and that a violation of the above principles and commitments may lead to its withdrawal by the European Commission.

On behalf of the institution, I commit to publishing the Erasmus Policy Statement on the institution website.

Legal representative of the institution

Signature of the legal representative

Prof. Dr. Güven SAK



In the following sections of the application form, you will need to explain how your institution will fulfil the ECHE principles if the Charter is awarded. You are encouraged to consult the [ECHE Guidelines](#) for support in completing this application.

Please note that your Erasmus+ National Agency will monitor your Erasmus Policy Statement and your answers to the questions given in the application. The Erasmus+ National Agency reserves the right to request more information on your activities and propose supplementary measures, for the purposes of monitoring and implementing the Charter principles by your institution.

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 Area¹ 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)

TOBB University of Economics and Technology (TOBB ETU) is a private non-profit foundation university founded officially in 2003 by "The Union of Chambers and Commodity Exchanges of Turkey" (TOBB). TOBB ETU, despite its relative youth, is now one of Turkey's leading universities, with an acknowledged reputation for excellence in research and teaching, for innovation and links with business and industry. The tailor-made education system in TOBB ETU is designed in line with the needs of the Turkish industry and global business preferences. The education is practice-based, open to innovations, and entrepreneurship. TOBB ETU's main objective is to graduate students who will become the business and research leaders and entrepreneurs of the future. The university has 6 faculties, three institutes, and the Department of Foreign Languages with over 6000 students.

Internationalization is defined to be one of the five policy profiles at TOBB ETU. Through internationalization and participation in the programme, TOBB ETU's main objective is to achieve high international standards in the quality of education, research, and university-business cooperation that will ultimately strengthen the university's international recognition and profile. In its strategic plan, TOBB ETU has identified four internationalization policy objectives around which all international initiatives are focused.

Increasing international mobility of faculty, staff and students in all cycles will enable to reach cultural diversity and international experiences for all; foster a stronger sense of European identity; create an intercultural learning environment that improves the quality of the university's degree programmes; enhance the visibility and international ranking of the university; attract more established researchers, teachers and the best students to the university. Participation in the Programme will significantly contribute to TOBB ETU's aspirations in fulfilling these objectives for the upcoming years.

Enhancing the university's facilities and academic/staff/student support will enable TOBB ETU to create an international and multicultural community. In line with the renewed EU agenda for Higher Education, TOBB ETU commits to provide necessary campus facilities to attain safe places for all students, free from gender-based violence and discrimination.

Strengthening international cooperation partnerships in education and research is a core of TOBB ETU's broader strategic objectives to build an outward-looking culture of innovation and entrepreneurship. Many of our partnerships result from international connections among our faculty members, entrepreneurs and public authorities established via previous research projects, the cooperative education programs, start-up companies established by faculty members. The complex global challenges cut across boundaries, sectors and academic specializations. Our international partner institutions are diverse, reflecting the different needs and priorities of our academic and business partners' and our own students and staff. The Programme will heavily assist us in providing mobility and cross-border co-operation. It will strongly facilitate our use of technological developments in education in international and national platforms, explore new teaching methods for creativity and innovation in our education, and create interaction fields for our future research.

Equipping the students with the entrepreneurial skills required to offer creative solutions to the problems experienced by the national and international business world within the framework of university-industry cooperation is one of the main strategic objectives of TOBB ETU. Our cooperative education program is a pillar both in supporting our cooperation with local and international businesses and enabling us to offer our students an education of the highest possible quality and allow them to graduate with competencies that are in demand on the labour market both in the local region and internationally. Our students acquire skills and experiences through activities in real business environments and apply what they have learned in industrial or trade companies related to their first cycle program. They reinforce their skills by researching the subjects that can be solved through joint studies with university-industry opportunities or by conducting model productions. The co-op education aims to tackle skills mismatches and promote excellence in skills development. The Programme activities support the cooperative education program that consists of three long-term internships recognised through ECTS points. Through the co-op program, we commit to keep our strong cooperation with business, hence keep our departmental curricula up-to-date to offer not only based on the requirements of the sectors, but also seize opportunities for innovation in priority sectors, and help local businesses and other organizations understand and adopt new ways of thinking. This aims to ensure that our university contributes to innovation.

¹ For more information on the priorities of the European Education Area, such as recognition, digital skills, common values and inclusive education, please consult the following website:
https://ec.europa.eu/education/education-in-the-eu/european-education-area_en

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.

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TOBB ETU undertakes to achieve the priorities of the European Union's new agenda for higher education and European Education Area goals by participating in the key actions detailed below.

The mobility of higher education students and staff under **Erasmus Key Action 1 (KA1)** has had and will have a key role for TOBB ETU in encouraging and promoting cross-border mobility of outgoing and incoming faculty, staff and students in all cycles in the EU and non-EU countries. TOBB ETU ever since its establishment has valued that its students develop a global outlook, intercultural understanding and language skills. Parallel to the goals of the European Education Area, it aims to provide them with the opportunity to include in their study programme a period of study or training abroad that provides full credit transfer and to improve their foreign language competences. The intercultural learning environment created over the incoming students and incoming faculty enable to oversee the quality of the university's degree programmes and our outgoing students gain considerable learning experiences abroad.

TOBB ETU strives to establish strong relationships with internationally known Universities, Institutions and Organisations and has signed a wide-ranging cooperation agreement with universities from 32 countries. TOBB ETU focuses on the research of the highest quality. The goal is to provide internationalised teaching and research programmes that contribute to the high concentration and mobility of talent at all levels.

TOBB ETU supports and acknowledges the benefits of international mobility among the administrative staff. Administrative staff on all levels and in all parts of the university are encouraged to engage in international activities and to take part in training opportunities abroad.

TOBB ETU also aims to train students with strong entrepreneurial skills to respond to the needs of leading Turkish companies during business with major economic partners of the country. TOBB ETU is the first and only university to offer cooperative education in Turkey. Except for the faculty of medicine, in all the departments, the undergraduate program lasts four years (11 terms): 8 terms of education at the university, 3 terms of internship (cooperative education). In the framework of this model, TOBB ETU students work as trainees (3 terms, 14 weeks each internship) in companies and firms not only in Turkey but all around the world, thus they gain experience in the sector in which they would like to work in the future. TOBB ETU faculty members and administrators are all involved in the running of the cooperative education program. As a result of the programme, we establish extensive relations with the industry in research partnerships. TOBB ETU is a member of the World Association of Cooperative Education (WACE) and the university has agreements with over 1400 companies in Turkey participating in the co-op program. The Programme mobility for traineeship significantly support the internationalization of cooperative education program that includes 3 long-term internships recognised through ECTS points.

TOBB ETU's goal is to increase the international cooperation's in Erasmus and non-Erasmus partnerships qualitatively and quantitatively. The Programme activities under **the Erasmus Key Action 2 (KA2)** will assist TOBB ETU in fulfilling this objective to engage in both European and non-European partnerships for Cooperation and exchanges of practices and innovation and will offer us a framework to both strengthen established links and initiate new ones. TOBB ETU supports, values and reward all international partnerships under the Key Action 2 and will support its administrative backbone to offer the necessary administrative issue in carrying out the project activities and disseminating project results at both institutional and departmental level. Our faculty has a vast experience in disseminating internationally project results via the programme infrastructure and support. Outputs of international partnership projects facilitate TOBB ETU to regularly update its degree programs. New courses, new degree programs, new departments are established on an ongoing basis to stay competitive. Research initiatives such as project proposals, project participation establishing new graduate programs are highly valued and encouraged by the university with strong support. Our faculty members have strong research agendas, they publish internationally participate in international research projects. This also affects students there are many TOBB ETU graduates who now study in graduate programs all over the world or work for international companies.

TOBB ETU has never been part of a project under **the Key Action 3**. Given its experience in the KA2 strategic partnership projects under the previous ERASMUS+ program, the faculty aims to direct its research agenda towards policy reform activities in the higher education across the EU.

TOBB ETU External Affairs Directorate and Erasmus Office are responsible for providing assistance in establishing international partnerships and provide a wide range of services for outgoing and incoming international students and visiting scholars in close cooperation with the university's academic and administrative departments. The office

provides the required assistance for foreign and Turkish academic staff handle all necessary practical and legal challenges connected to their stays at TOBB ETU or for going abroad. Subscribing to the ESC will definitely help administrative units to better overview the mobility cycle, increase participant satisfaction, and will help our institution to be at the forefront of international cooperation.

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.

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The expected impacts (outcomes) of our participation in the Erasmus+ Programme on TOBB ETU are:

- (1) Achieving high international standards in the quality of education, research, and university-business cooperation;
- (2) Strengthening the university's international recognition and profile via cross-border cooperation with partners in EU or non-EU countries in the framework of TOBB ETU's internationalization strategy.

The impact indicators are defined in the TOBB ETU's strategic plan in line with The Scientific And Technological Research Council Of Turkey (TUBITAK) and QS ranking indicators. The following output targets, including the indicators in monitoring the outcomes and timeline, are defined for the programme activities.

1. Increasing the number of outgoing mobilities of

- a. **students for studies:*** In the previous programme period, 20-25 students per year on average benefitted from mobility for studies. Our target is to support 40 students per year by 2025.
- b. **students for traineeships:** In the previous programme period, 90 students per year (around 30 students in one term) on average benefitted from mobility for studies. Our target is to support 150 students (around 50 students in one term) per year by 2025.
- c. **staff for teaching:** In the previous programme period, 5-6 teaching staff per year on average benefitted from mobility for teaching. Our target is to support 10 teaching staff by 2022, and 15 teaching staff by 2025.
- d. **staff for training:** In the previous programme period, 5 staff per year on average benefitted from mobility for training. Our target is to fund 8 teaching staff by 2022, and 10 teaching staff by 2025.

2. Increasing the number of incoming mobilities of

- a. **students for studies:*** In the previous programme period, due to the reasons explained below, the number of incoming students for studies were low. By increasing the international recognition of our university via outgoing students and new alliances via partnership projects, our target to welcome 10 incoming students per year by 2026.
- b. **students for traineeships:** By extending our relationships with non-EU countries, especially via the collaboration of the Department of Foreign Languages with Canada and USA, our target is to welcome 12 students for traineeship by 2022.
- c. **staff for teaching:** In the previous programme period, 3-4 teaching staff per year taught in our university via the funding of mobility for teaching. Our target is to welcome 6 teaching staff by 2022.
- d. **staff for training:** In the previous programme period, 3 staff per year came for a period of training in our university. By extending our relationships with non-EU countries especially via the collaboration of the Department of International Entrepreneurship, our target is to welcome 6 staff by 2022.

*TOBB ETU has three terms in a year, each term has 12 weeks of teaching and 2 weeks for final exams. TOBB ETU's academic calendar (3 terms/14 weeks in total, including final exams) hinders students both incoming and outgoing for mobility, because of differences between the beginning and end of terms.

3. **Increasing the number of inter-institutional agreements (IIA) between TOBB ETU and partner universities under KA1 Action.** Our target is increasing the number of IIA with universities in the following subject fields (departments): Medicine (5 IIAs by 2025), Biomedical Engineering (3 IIAs by 2025), Industrial Design (4 IIAs by 2025), Interior Design (3 IIAs by 2025), Visual Communication Design (5 IIAs by 2025).
4. **Increasing the number of organisations (economic stakeholders) hosting mobility:** TOBB ETU has agreements with 15 organisation for student mobilities for traineeship. Our target is to have 25 agreements with firms by 2025.

5. Introducing new international first or second cycle joint-degree programs established via the programme actions. Our target is to be involved in 2 Partnerships for Excellence, Erasmus Mundus Joint Master Degrees and start 2 international joint-degree programs by 2027.
6. **Increasing the number of KA2 projects** (either as a partner or as coordinator): TOBB ETU conducted or partnered 5 KA2 Strategic partnership (innovation) projects (2 in the field of Higher Education, 2 in the field of Vocational Education, 1 in the field of youth) under the previous programme. Four projects were developed by the teaching staff of the Faculty of Architecture and Design and one by the Faculty of Economics and Administrative Sciences. Our first target is to involve the teaching staff from the other faculties in these projects. Till the end of this programme, our target is to make 15 applications (as coordinator in total) for funding and coordinate or partner 10 new projects in total.
7. TOBB ETU has never been involved in a project under the Erasmus Key Action 3 (KA3). Our target is to make 2 applications for funding and coordinate or partner 2 projects.
8. Involvement in the dissemination of KA2 project results/outputs: Organisation of dissemination events, production of dissemination materials. In 2022, our target is to organize 2 multiplier events.

The quality of the implementation, support for participants on mobility is monitored via the following actions:

1. **Monitoring of students' mobility for traineeship:** At TOBB ETU, it is mandatory for students to make a presentation of their traineeship activities at the official meeting organized separately by each department at the beginning of the term following co-op education. Erasmus departmental coordinators report the quality of the mobility term to the Erasmus Office.
2. **Monitoring of students' mobility for studies:** The number of outgoing mobility students is relatively low compared to other HEIs, this allow our Erasmus Departmental Coordinators to be in direct contact with mobility students. During and/or after mobility, brief interviews are held with students.
3. **Erasmus participant reports** for all mobility schemes are examined by staff working in the Erasmus Office, in terms of questions related to the Practical and Organisational Arrangements. Our target is to opt for 90% of staff or student rate our support as rather satisfied/or above. We monitor the open-ended questions in the report and take due action if applicable.

The long-term impact of projects

The expected impacts are believed to contribute in the long-term to the achievement of the priorities of the European Union's new agenda for higher education (especially in the priorities defined in the innovation and education; tackling skill gaps and mismatches) and European Education Area by 2025.

2. IMPLEMENTATION OF THE FUNDAMENTAL PRINCIPLES

2.1 Implementation of the new principles

Please explain the measures taken in your institution to respect the principles of non-discrimination, transparency and inclusion of students and staff. Describe how your institution ensures full and equitable access to participants from all backgrounds, paying particular attention to the inclusion of those with fewer opportunities.

TOBB ETU makes the selection of mobile staff and students based on a fair, transparent, coherent and documented way in line with the rules defined by the Turkish National Agency in the Handbook for Higher Education Institutions for KA 1 action, which is updated yearly. The deadlines and information for application and the selection results including the list of applicants and their placements are announced based on the rules defined by the handbook. Our Erasmus Office staff provide the required support to mobile students/staff throughout all stages of mobility.

In the participant selection phase, we promote mobility opportunities abroad to people with fewer opportunities, for either economic, social, cultural, geographical, health reasons or for reasons such as disability or educational difficulties and ensure that their support needs are met and their privacy respected. Following the handbook of each project year, we include required points to the following applicants: disabled students (provided that their disability is documented); students who are children of martyrs and veterans, students who have been decided to be protected, cared or sheltered within the scope of the Turkish Social Services Law No. 2828

For the selection of mobile staff, the selection criteria prioritise veteran staff, martyred/veteran spouse or child staff. TOBB ETU gives the option to all individuals applying for a mobility to disclose that they have fewer opportunities for participation. Details about applying to the additional financial support are fully available on TOBB ETU Erasmus website. For the selection of mobile students/staff under the other key actions are defined in line with the project objectives.

Please explain what measures your institution will put in place to implement the European Student Card Initiative, and promote the use of the programme's Erasmus+ mobile App to students. Please refer to the timeline indicated on the European Student Card Initiative website².

TOBB ETU ERASMUS Office following the renewal of the ECHE will undertake the necessary steps to implement digital mobility management in line with the technical standards of the European Student Card Initiative developed as the single online entry point. Prior to starting the following steps, an official meeting will be held among our legal representative, Erasmus Office, information technology office, and student affairs office.

The 1st Step involves us to digitise all our Erasmus procedures. The procedures will start with accessing the ERASMUS Without Paper (EWP) system. TOBB ETU is currently not using any digital tool to exchange mobility students data, thus we will use the EWP Dashboard which is already integrated to Online learning agreement (OLA), Erasmus+ App, online Inter-institutional agreement. The course catalogue will be integrated to the OLA. Erasmus Office will provide information to our students about the OLA.

The 2nd step will be the integration of students' e-identifier from MyAcademicID (incorporating eIDAS, ESC and EduGain). The 3rd step will connect all the services into a single entry point for staff and students. While EWP will be the entry point of our institution, Erasmus+ App will be for our mobile students. The 4th step is the training for informing administrative offices involved in the Erasmus program activities.

From 2020 till the end of 2021, we will finish managing all our interinstitutional agreements digitally before the first mobilities of the new programme in 2021. In 2021, we will start using online learning agreements. By 2022, we commit to send and receive student nominations and acceptances via the single channel. By 2023, we commit exchange transcripts of records related to student mobility to and from the universities via the EWP.

We will apply for registration of TOBB ETU to the European Student Card Platform to join the related process. Prior to the registration, we will explore the options for interoperability, card production process adaptation, services that will be offered to cardholders from other countries, and determine the people in charge of system implementation and system administration.

² https://ec.europa.eu/education/education-in-the-eu/european-student-card-initiative_en

Please explain how your institutions will implement and promote environmentally friendly practices in the context of the Erasmus+ programme.

TOBB ETU promotes environmentally sustainable and responsible behaviour among its students, faculty, staff and programme participants. TOBB ETU finished an EU funded project entitled "Increasing Climate Change Awareness At TOBB ETU," whose purpose was first to measure TOBB ETU's carbon footprint and then determine strategies to reduce the level of carbon footprint. This project supported our university to have a strategy for reducing greenhouse gas emissions.

With respect to this project results, TOBB ETU aims to obtain 27% of its required energy from renewable energy sources and ensure 27% energy savings via energy efficiency applications. These objectives are in parallel with the climate strategies and targets set by the European Commission, until 2030. TOBB ETU aims to reduce its GHG emissions 20% by 2030, compared to its 2016 levels and defined a clear path for attaining these objectives. In-direct GHG emissions stem from the paper work related to Erasmus mobilities, EWP will definitely reduce these impacts.

TOBB ETU aims to train its students who have awareness in climate change and aims to create a wider impact on the reduction of greenhouse gas emissions by indirectly raising this awareness also in the institutions where its students and graduates are involved. Within the next 12 years, projects will be produced to achieve these goals and efforts will be made to access the financing required to realize these projects. TOBB ETU will extend its strategies via future cooperation and mobility projects within the framework of the Erasmus programme.

Please explain how you will promote civic engagement and active citizenship amongst your outgoing and incoming students before, after and during mobility.

TOBB ETU foresees first-hand experience-sharing as a mean to motivate and inspire potential Erasmus student applicants, who might have second thoughts about mobility stemming from various issues, that may not be directly answered via coordinators, like envisaged obstacles in living, pursuing courses in a foreign language, or workload. TOBB ETU will organize events where previous Erasmus beneficiaries will become storytellers and share their stories based on their experiences abroad. These events aim to promote mobility and explain ways to overcome obstacles via direct live examples.

Volunteering activities is a potent non-formal learning environment for international exchange students/staff. Their involvement in volunteer activities with the local community is explained to enhance not only their civic engagement but also their skills in managing their own learning key to address complex challenges brought by the world that is changing fast. At TOBB ETU, there is more than 50 students' club organizing numerous volunteering activities. TOBB ETU Erasmus Office will ensure that orientation events for international exchange students introduce them to these clubs.

2.2 When participating in Mobility Activities - After mobility

Please demonstrate your commitment to implement full automatic recognition in your Higher Education Institution.

Please describe the concrete steps you will take to ensure the full automatic recognition of all credits gained for learning outcomes achieved during a mobility period abroad/ a blended mobility, according to the Council Recommendation on Automatic Mutual Recognition³.

TOBB ETU commits to implement full automatic recognition of the outcomes of a learning period abroad as agreed beforehand in the learning agreement and confirmed in the Transcript of Records, in line with the European Credit Transfer and Accumulation System and counted towards the students' degree without any additional work or assessment of the student.

To ensure full recognition, original names and credits of the courses/internship students have taken in the receiving institution and included in the learning agreement are included in the transcript and Diploma Supplement and the footnotes clearly indicate that student took part in the Erasmus mobility programme. In addition, the transcript and Diploma Supplement show which courses are taken under Erasmus and at which higher education institution. TOBB ETU Erasmus Office closely work with Students' Affairs Office to make sure the full academic process is executed in line with the ECHE.

³ The text of the Council Recommendation on Automatic Mutual Recognition may be found at: [https://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1568891859235&uri=CELEX:32018H1210\(01\)](https://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1568891859235&uri=CELEX:32018H1210(01))

Please describe your institution's measures to support, promote and recognise staff mobility:

TOBB ETU supports and acknowledges the benefits of international mobility among the administrative staff. Administrative staff on all levels and in all parts of the university are encouraged to engage in international activities and to take part in training opportunities abroad. There is informal recognition in the management (by the head of the department, administrative unit).

2.3 For the Purposes of Visibility

Please provide the web link where you will host the Erasmus Policy statement in the future. Please reflect on how you plan to regularly promote the activities supported by the Programme.

Link for the Erasmus Policy Statement: <https://www.etu.edu.tr/tr/uluslararasi/sayfa/erasmus-programi>

Our Erasmus Office organize yearly informative open days for our students to inform them about the opportunities provided with the mobility activities, deadlines for application; the role of our institution in guiding them through the mobility process. Future open days will promote EWP and Erasmus+ App to give them the opportunity to explore possible mobility programs to which they can apply via TOBB ETU and other cooperation projects for youth. During the next programme, we plan to publish Erasmus Students' experiences on our official website.

Please describe how you will ensure that the principles of this Charter will be well communicated and applied by staff at all levels of the institution.

The Charter is published on our official university website. All relevant administrative and academic units are informed about the principles. All academic and administrative staff (student affairs directorate, the cooperative education coordinatorship, human resources directorate, informatic technologies directorate, financial affairs directorate, external affairs directorate, library, health and sports directorate, dormitory directorate) involved in the programme activities are informed via meetings about the necessary steps to implement these principles.