



ERASMUS UNIVERSITY CHARTER

Application form

Final date for submission: 28/02/2007

New

Renewal

If renewal please give your EUC number:

228914-IC-1-2005-1-TR-ERASMUS-EUC-1

Correspondence language: EN

Erasmus Policy Statement original language: EN

If the original language is not English, French or German, the Erasmus Policy Statement should also be provided in one of those three languages

Erasmus Policy Statement translation language: not applicable

Acknowledgement of receipt

Applicants are invited to consult the website of the Education, Audiovisual & Culture Executive Agency - EACEA to confirm the receipt of their Erasmus University Charter (EUC) application. If by **14.03.2007** the application has not been registered on the website, the applicant should contact the EACEA EACEA-EUC@ec.europa.eu.

A.1. Identification of the applicant institution

| | | | |
|---|----------------------------------|--|--|
| Full legal name of the institution in the national language | HAVA HARP OKULU | | |
| Translation of this name in English | TURKISH AIR FORCE ACADEMY (TAFÄ) | | |
| Erasmus ID code of the institution | TR ISTANBU24 | | |
| Internet address | http://www.hho.edu.tr | | |

A.2. Identification of the legal representative

| | | | |
|---|---|--------|------|
| First name and surname of the legal representative of the institution | Abidin UNAL | | |
| Title (optional) (e.g. Prof., Dr, etc.) | Major General | Gender | Male |
| Department/Unit | HEADQUARTERS, TAFÄ | | |
| Official function within the institution | Superintendent (Commander of TAFÄ) | | |
| Phone (including country and area codes) | +90 /212 /6632820 | | |
| Fax (including country and area codes) | + 90/212 /6632820 | | |
| E-mail address (only one address) | a.unal@hho.edu.tr | | |
| Legal address of the institution Street/Nr. Post code & Town Country Code, Country | HAVA HARP OKULU 34149 YESILYURT/ISTANBUL TR, Turkey | | |

A.3. Erasmus institutional co-ordinator - contact person

| | | | |
|--|---|--------|------|
| First name and surname | Ahmet Naci UNAL | | |
| Title (optional) (e.g. Prof., Dr, etc.) | Dr. (Major) | Gender | Male |
| Department/Unit | Branch of Education Development | | |
| Official function within the institution | Section Chief of Branch of Education Development | | |
| Phone (including country and area codes) | + 90/212 /6632490/int.4323 | | |
| Fax (including country and area codes) | + 90/212 /6628554 | | |
| E-mail address (only one address) | n.unal@hho.edu.tr | | |
| Correspondence Street/Nr. Post code & Town Country Code, Country | HAVA HARP OKULU DEKANLIGI 34149 YESILYURT/ISTANBUL TR, Turkey | | |

A.4. Statistical data on the applicant institution

| <i>The data required relate solely to higher education.</i> | | | | |
|---|--|--------------------------|-----------|-----|
| Foundation year of your institution | | | 1951 | |
| Level of degrees awarded | | | | |
| First cycle degrees | | | Yes | |
| Second cycle degrees | | | Yes | |
| One-tier degrees | | | No | |
| Third Cycle(without PhD) | | | No | |
| <u>Doctoral degrees</u> | | | Yes | |
| Number of students enrolled in 2005/2006 on <u>higher education</u> courses | | Part-time | Full-time | 999 |
| Number of students graduated in 2005/2006 | | First Cycle | | 265 |
| | | Second Cycle | | 14 |
| | | One-tier degrees | | |
| | | Third Cycle(without PhD) | | 0 |
| | | Doctoral degrees | | |
| Number of teaching staff (total) in 2005/2006 | | | 162 | |
| Number of teaching staff (full-time equivalent) in 2005/2006 | | | 96 | |
| Number of administrative staff (full-time equivalent) in 2005/2006 | | | 39 | |
| Number of these administrative staff members directly working in European/international relations in 2005/2006 (full-time equivalent) | | | 1 | |
| First year of participation in Erasmus Programme with funding from the European Community | | | 2006 | |

B**Fundamental principles**

The institution agrees to comply with the following:

YES

| | |
|--|-------------------------------------|
| 01 Inter-institutional agreements have been signed with all the institutions for the mobility purposes | <input checked="" type="checkbox"/> |
| 02 No university fees for tuition, registration, examinations, access to laboratory and library facilities are to be charged to in-coming Erasmus students | <input checked="" type="checkbox"/> |
| 03 Full recognition is given to students for satisfactorily completed activities during their mobility period | <input checked="" type="checkbox"/> |
| 04a Highest quality is ensured for: the organization of student and staff mobility | <input checked="" type="checkbox"/> |
| 04b Highest quality is ensured for: the organization of student placements (optional, ref. EPS - D4) | <input checked="" type="checkbox"/> |
| 05a Curriculum information is up to date, easily accessible, transparent | <input checked="" type="checkbox"/> |
| 05b An academic credit transfer system is applied | <input checked="" type="checkbox"/> |
| 06 Equal academic treatment and services are ensured for home and Erasmus students | <input checked="" type="checkbox"/> |
| 07 The integration of visiting Erasmus students in the activities of the institution is supported | <input checked="" type="checkbox"/> |
| 08 Transcripts and information are provided in a timely manner to incoming Erasmus students and their institutions | <input checked="" type="checkbox"/> |
| 09 Erasmus teaching activities are facilitated and acknowledged | <input checked="" type="checkbox"/> |
| 10 The institution promotes and gives visibility to the Erasmus activities | <input checked="" type="checkbox"/> |
| 11 The Erasmus Charter and the EPS are publicized in the institution and are easily accessible to the students | <input checked="" type="checkbox"/> |
| 12 The institution complies with the non-discrimination objectives set out in the Lifelong Learning Programme | <input checked="" type="checkbox"/> |

C**Information on the organisation of mobility**

1.a Recognition matters: Is your institution using ECTS (ECTS credits, learning agreement, transcript of records) to facilitate academic recognition of Erasmus study periods abroad?

- in all faculties/departments Yes
- in some faculties/departments No

1.b Recognition matters: Will your institution use ECTS as an internal credit accumulation system?

- in all faculties/departments No
- in some faculties/departments No

2. Diploma Supplement

Does your institution award a Diploma Supplement to students? Yes

3. Support for teaching staff mobility: What provision will be made to facilitate and support ERASMUS teaching staff mobility?

- a) Additional financial support from your institution No
- b) Acknowledgement of teaching activity abroad as an important part of academic career Yes
- c) Help with practical arrangements (travel, accomodation etc.) Yes
- d) Other (please specify) No

4. Support for disabled students/teachers: Will your institution provide special facilities for:

- a) Erasmus students/teachers with visual disability? No
- b) Erasmus students/teachers with hearing disability? No
- c) Erasmus students/teachers with other physical disability? No

Erasmus Policy Statement (EPS)

In order to complete this section, please refer to the instructions given below. Please note that your EPS shall be given wide visibility in your institution and must be published on the web page of your institution. The EPS should set out the overall Erasmus co-operation strategy of your institution in relation with its mission statement, underlying its Erasmus cooperation plan as well as any other activities to be proposed in the framework of the Lifelong Learning Programme (LLP).

a) Please describe briefly your institution's strategy, objectives and priorities for its Erasmus activities (mobility, multilateral projects and thematic networks, etc.) and any other actions in the context of the Lifelong Learning Programme (2007-2013).

b) Please also provide information on the following points:

What specific actions are planned to give visibility to Erasmus activities and what type of publicity will be given to the Erasmus University Charter and the EPS?

What kind of arrangements, if any, does the Institution ensure to comply with non-discrimination objectives (e.g. actions related to gender equality, integration of disabled students and staff, enhancement of social and economic cohesion and combating of xenophobia and racism)?

a. Turkish Air Force Academy (TuAFA) is a military educational establishment that supports the highest level educational activities, constructs academic coordination activities with various national and international higher education institutions and aims to constantly improve the level of its education. TuAFA offers education at both undergraduate and graduate levels. The graduate and undergraduate curriculums of the TuAFA are continuously updated according to the current needs and these programs are prepared in coordination with other universities' related departments. In case of the planned educational activities with European Union Member Countries, involving faculty member or student exchange programs, contractual agreement with the partner institutions will be signed according to the Bologna duration (süreç) principles and the responsibilities in these contractual agreements will be followed. TuAFA will primarily intensify in the faculty member and graduate student exchange activities. In view of the experience gained from these activities, exchange of undergraduate students may be considered. All the universities holding the Erasmus University Charter and having a well-matched curriculum with the TuAFA may be considered for a possible future cooperation.

b. TuAFA has been offering undergraduate level education to foreign students (Georgia, Azerbaijan, Turkmenistan, etc.) since 1992. In this education, no discriminations involving religion, language, race, nationality and sex are applied and there will not be any discriminations in the future. Because TuAFA is a military educational establishment, there are no handicapped students and for this reason there are no precautions for this aim. In TuAFA, undergraduate students are not charged for eating, accommodation, library, sports facilities, internet etc.. Following the achievement of EUC, all the necessary information will be updated in the TuAFA's web page, so that all the member institutions or people may easily achieve them.

Quality of academic mobility activities:

What kind of specific measures are implemented in the institution to ensure high quality in academic mobility activities?

Details should be provided on: recognition and credit systems, the provision of information on curricula, information and counselling of outgoing students, tutoring and integration of incoming students, provision of student services (in particular accommodation), preparatory and refresher language courses, support and acknowledgement of staff mobility.

TAFa will show the utmost effort and care in providing the highest quality in instructor and student exchange in ERASMUS cooperated projects. Our campus is located in Yesilyurt which is one of the favorite locations of Istanbul. Inner city transportation is not a problem. In the TAFa there are open air and enclosed sports facilities, as well as cafeterias, a library with Science Direct, IEEE Xplore database etc., internet and 24 hour open Infirmary with ambulance service. Exchange students may be provided with free accommodation including food expenses and Turkish classes on further agreements. All ERASMUS projects will be quality based rather than quantity and productive and beneficial activities will be preferred. In the TAFa a proactive approach will be adopted to prevent any possible problems. A fair and transparent selection procedure will be implied while selecting the instructors and the students for the exchange. Constant communication with the national agency will be established in every activity. When all things are considered it will be seen that living in Turkey will be easy and cheap for the citizens of EU. The web page of our institution will be constantly updated by the addition of informative sections about ERASMUS activities, whereby keeping the cadets and teaching staff abreast with every activity conducted. The undergraduate and graduate diplomas given to the TAFa graduates are nationally and internationally recognized. Therefore graduates may continue higher academic studies in other universities (METU, ITU, BOUN, AFIT, Old Dominion University, Virginia Polytech University, etc.). Moreover all of the undergraduate and graduate education given in the academy is ECTS credited. Exchange students will be provided with ECTS credited transcripts, an info package and orientation training. Counseling service and academic program information is given to those students going abroad from the TAFa. Similar activities are also implied for the guest students.

Quality of student placement activities:

What kind of specific measures are implemented to ensure high quality in student placements? Give details on how the work-programme and the placement agreement are prepared and implemented. Please describe the practical arrangements agreed between the parties. Please specify also the monitoring and evaluation of the placement period as well as its recognition in the curriculum.

Minimum foreign language level and academic qualification, necessary to meet the needs of the organization, will play a determining role in the selection process of the students who will be sent to the exchange. Selection procedures within these criteria will be implied by the related departments and the student names will be sent to the national agency and the related organization following the approval of the highest authority. A fair participation is essential during the selection processes.

Work program and placement agreements will be prepared and implied according to the conditions determined by mutual negotiations.

Currently there is no exchange agreement. Primarily, practical arrangements against possible problems, which may surface during the Instructor and graduate student exchange, will be considered on mutual grounds. Commuciations with the related organization, the national agency and higher educational establishments will be established in order to come up with practical solutions.

Necessary precautions to be taken will also be determined in order to monitor the delevopments of the exchange students.

ERASMUS

University Charter

2007/2008 - 2013/2014

The European Commission hereby awards this Charter to:

UNIVERSITY of EUROPE

(hereinafter "the Institution")

The Institution agrees to comply with the following fundamental principles of Erasmus mobility:

- Mobility shall be carried out only within prior inter-institutional agreements;
- No university fees for tuition, registration, examinations, access to laboratory and library facilities are to be charged to in-coming Erasmus students
- Full recognition must be given to students for satisfactorily completed activities specified in the compulsory *Learning Agreement*.

The Institution also agrees:

- to ensure the highest quality in the organisation of student and staff mobility
- to ensure that curriculum information is up to date, easily accessible and transparent and that an academic credit transfer system (ECTS or similar) gives transparency to the procedures
- to ensure equal academic treatment and services to home and Erasmus students
- to support the integration of visiting Erasmus students in the Institution's activities
- to provide incoming Erasmus students and their home institutions with transcripts containing full, and accurate and timely information at the end of their mobility period abroad
- to facilitate and acknowledge Erasmus teaching activities
- to promote and give visibility to the activities supported by the Erasmus programme
- to publicise this Charter and the related Erasmus Policy Statement of the Institution
- to comply with the objectives on non discrimination set out in the Lifelong Learning Programme.

This Charter entitles the Institution to apply to its National Agency and to the European Commission for grant support for Erasmus activities.

Violation of this Charter may lead to its withdrawal by the Commission.

ERASMUS

Extended University Charter
2007/2008 - 2013/2014

The European Commission hereby awards this Charter to:

UNIVERSITY of EUROPE

(hereinafter "the Institution")

The Institution agrees to comply with the following fundamental principles of Erasmus mobility:

- Mobility shall be carried out only within prior inter-institutional agreements;
- No university fees for tuition, registration, examinations, access to laboratory and library facilities are to be charged to in-coming Erasmus students
- Full recognition must be given to students for satisfactorily completed activities specified in the compulsory *Learning Agreement*.

The Institution also agrees:

- to ensure the highest quality in the organisation of student and staff mobility
- to ensure that curriculum information is up to date, easily accessible and transparent and that an academic credit transfer system (ECTS or similar) gives transparency to the procedures
- to ensure equal academic treatment and services to home and Erasmus students
- to support the integration of visiting Erasmus students in the Institution's activities
- to provide incoming Erasmus students and their home institutions with transcripts containing full, and accurate and timely information at the end of their mobility period abroad
- to facilitate and acknowledge Erasmus teaching activities
- to promote and give visibility to the activities supported by the Erasmus programme
- to publicise this Charter and the related Erasmus Policy Statement of the Institution
- to comply with the objectives on non discrimination set out in the Lifelong Learning Programme.
- to ensure the highest quality in the organisation of student placements.

This Charter entitles the Institution to apply to its National Agency and to the European Commission for grant support for Erasmus activities.

Violation of this Charter may lead to its withdrawal by the Commission.

Endorsement of the application

"I, the undersigned, Head and legal representative of the applicant institution,

- *certify that the information contained in this application is complete and correct to the best of my knowledge. All Erasmus activities will be implemented on the basis of written agreements with the relevant authorities of the partner institutions;*
- *agree to the content of the Erasmus University Charter outlined above and commit my institution to respect and observe these obligations;*
- *confirm that the information given in the application submitted online and in this paper version is identical;*
- *agree to the publication of the Erasmus Policy Statement by the European Commission.*

Place:

Name:

Date (dd/mm/yy):

Original *signature of the legal representative of the Institution (as identified in section A.2 above)*

Original *stamp or seal of the Institution*