

**ALTINBAS UNIVERSITY SCHOOL
OF FOREIGN LANGUAGES GERMAN
PREPARATORY PROGRAM
DUAL-DEGREE TURKISH-GERMAN LAW DEGREE PROGRAM APPLICATION
PRINCIPLES**

Principles on Education and Training

PART ONE

Purpose, Scope, Basis and Definitions

Objective

ARTICLE 1- (1) The purpose of this Code of Practice is to regulate the principles regarding the education carried out within the scope of Altınbaş University School of Foreign Languages German Preparatory Program, which enables students who are newly admitted to the Dual-Diploma Turkish-German Law Undergraduate Program (UOLP - International Joint Undergraduate Program) to reach the German language level required to start their courses at the University of Cologne, the program partner.

Scope

ARTICLE 2- (1) This Code of Practice covers the provisions regarding the education and exams conducted within the scope of the University School of Foreign Languages German Preparatory Program.

Basis

ARTICLE 3- (1) This Regulation has been prepared based on subparagraph (2) of subparagraph (d) of the first paragraph (d) of Article 7 and Article 49 of the Higher Education Law dated 4/11/1981 and numbered 2547.

Definitions

ARTICLE 4- (1) In this Regulation;

- a) Rector: Rector of Altınbaş University,
- b) Senate: Altınbaş University Senate,
- c) University Altınbaş University,
- ç) School of Foreign Languages: Altınbaş University School of Foreign Languages,
- d) German Preparatory Program: Altınbaş University School of Foreign Languages German Preparatory Program,
- e) Cologne Program: International Joint Program (UOLP): An international joint education and training undergraduate program with the University of Cologne for a dual degree,
- f) Cologne Program Directorate: International Joint Undergraduate Program Directorate.

PART TWO

German Preparatory Program Implementation Principles

German Preparatory Program and Placement Test

ARTICLE 5- (1) In order for students to start their courses at the University of Cologne, they must successfully complete the advanced level (B2 level) of the German Preparatory Program and obtain one of the following language level certificates.

- a) B.2.2 German Language Certificate of the University of Cologne (Lehrbereich Deutsch als Fremdsprache der Universität zu Köln),
- b) DSH (Deutsche Sprach Prüfung für den Hochschulzugang) 2 or 3 certificate,
- c) TestDaF (Test Deutsch als Fremdsprache) certificate 4 or 5,
- d) DSD II (Deutsche Sprachdiplom der Kultusministerkonferenz - Zweite Stufe),
- e) Holders of the above-mentioned equivalent certificates (certificates accredited by the Common European Framework for the Teaching of Languages)– or language level certificates accepted by the University of Cologne.

(2) Students who request exemption from any of the levels from A1 to B2 in the German Preparatory Program must submit a certificate specified in Article 5, a certificate from the Goethe Institute or an internationally recognized language level certificate of the relevant course to the School of Foreign Languages at the beginning of the academic year (within the add-drop period). If they fail to submit their certificates to the School of Foreign Languages within the deadline, they start their German language education at level A1 and receive education in the German Preparatory Program for one year.

(3) The student's German language level can be determined as a result of a placement test conducted by the University of Cologne.

(4) The maximum duration of study in the German Preparatory Program is two years. Students who have not completed all levels up to level B2 at the end of the first year and have not submitted a certificate in Article 5 within the course registration periods specified in the academic calendar of the University of Cologne, may continue their undergraduate studies in the Cologne Program after receiving their language certificate and submitting it within the specified period.

Preparatory Course Program

ARTICLE 6- (1) In the German Preparatory Program, a total of 1086 hours of education is given from Beginner (A1) level to reach the language criteria at the levels specified in Article 5 above.

(2) Levels A1 and A2 consist of at least 475 lesson hours. Each course day consists of 6 hours (Monday - Thursday) and 3 hours (Friday) of lessons. All courses in the levels are scheduled and completed within 5 working days of the week. The School of Foreign Languages may change the course hours and days.

(3) In order to reach the language skill levels specified in Article 5 from language level B1, the course duration is at least 250 hours at B1 level and at least 230 hours at B2 level. Each course day includes 6 hours (Monday-Thursday) and 3 hours (Friday) of lessons. All courses at these levels are scheduled and completed within 5 working days of the week. The School of Foreign Languages may change the course hours and days.

(4) Students who have successfully completed the B2 language level continue with the intensive training consisting of at least 60 lesson hours during the TestDaF Preparation weeks. During the TestDaF Preparation weeks, classes are given for 6 hours on 5 working days of the week. The School of Foreign Languages may change the course hours and days.

(5) Classes at all levels are generally held on Mondays, Tuesdays, Wednesdays, Thursdays and Fridays at the following times.

Class hours:

Monday - Thursday: 09.00-09.50

10.00-10.50

11.00-11.50

12.00-13.00 Lunch Break

13.00-13.50

14.00-14.50

15.00-15.50

16.00-16.50 (May be scheduled as additional study hours)

Friday: 09.00-09.50

10.00-10.50

11.00-11.50

(6) The duration of each lesson is 50 minutes.

(7) The syllabus and exam schedule are shared with students in writing at the beginning of the academic year and in the first week of each module.

(8) Students can attend the German language training program trip at the University of Cologne on the dates specified in the German Preparatory Program academic calendar. All expenses of this educational trip, the conditions, dates, scope and participants of which will be determined by Altınbaş University Dual-Degree Turkish-German Law Undergraduate Program Coordinatorship and the University of Cologne, belong to the students. Partial scholarships may be provided to students within the possibilities. Altınbaş University reserves the right to change the content, date and scope of the Cologne Trip program and/or cancel it completely.

Success and Evaluation

ARTICLE 7-(1) Students' language skill development and levels are evaluated by different assessment and evaluation tools such as exams, homework, projects, etc. applied in modules within an academic year.

Evaluations	Effect on success grade
A1-A2-B1-B2 Modules Midterm Exam (Listening, Speaking, Reading, Writing)	% 50
Classroom Assessments (A1-A2 Small Speaking and Writing (8), Quiz (4), Presentation (2), F2F-Face-to-Face (2), Vocabulary Exam (5) / B1-B2 Small Speaking and Writing (4), Quiz (4), Presentation (2), F2F-Face-to-Face (2), Debate (1) Vocabulary Exam (5)	% 50
Total	% 100
In A1-A2-B1-B2 Modules Level Final Exam (Listening, Speaking, Reading, Writing)	% 100

The passing grade for the semester is **70**. *Students who fail to reach a total grade of 70 in all assessments in the levels cannot take the Level Final Exam.* The passing grade for the Level Final Exam is **70**.

(2) Project Assignments, Oral/Written Additional Performance Assignments may be given to students as additional points to the In-Class Assessments, provided that the date, date and method of completion are announced before the start of the module. The effect of additional assignments on the total assessment cannot exceed **20** points.

(3) Students can take the Goethe Institute's level certification exams (Goethe Zertifikat A1, Goethe Zertifikat A2, Goethe Zertifikat B1, Goethe Zertifikat B2) during their preparatory education. In this case, the student himself/herself completes the application process for the certificate exam and pays the exam participation fee.

(4) The application process for the TestDaF exam that students will take at the end of their German language education is independent from the Preparatory Program. The student is responsible for the whole process and pays the exam fee himself/herself. The German Preparatory Program has no control over the dates, exam quotas, exam changes and/or cancellations of the Goethe-Institut Language Level and TestDaF Certificate exams; requests from students regarding their arrangement, change and/or quota increase are not taken into consideration.

For A1-A2-B1-B2 Levels

ARTICLE 8-(1) Students are required to attend the Module Final Exams at the end of all levels. In order to be considered successful in the relevant level, students must have scored 70 or more points in total from the Midterm Exam and In-Class Assessments specified in the table in Article 7 and must have scored at least 70 points out of 100 in the Module Final Exam. Students who fail to achieve this success are subject to the Repeat Week provisions described in Article 9.

Repeat Week

ARTICLE 9-(1) Students who fail the Module Final Exam;

- Students are required to attend the Review Week in the following week, which is shown as the Inter-Module Week in the German Preparatory Program academic calendar. During the Repeat Week, classes are scheduled to continue for at least half of the hours in the weekly schedule. The list of repeating students, the lecturers who will conduct the courses, the course hours and the Repeat Week Final Exam information are announced in writing. Students participate in the repetition training by observing the days and times in the announced course schedule.
- Attendance to all scheduled classes during the Review Week is compulsory. Students who are absent from more than 85% of the total scheduled class hours without an excuse will lose their right to participate in the Repeat Week Final Exam.

- c) At the end of the Review Week, students take the Review Week Final Exam (Listening, Reading, Speaking, Writing) for the level they failed. Students who get a maximum grade of 70 and above in this exam are entitled to continue to the next level.
- d) The dates of the Review Weeks are planned and implemented as specified in the German Preparatory Program Academic Calendar.
- e) Students who fail to get a passing grade in the Repeat Week Final Exam or who exceed the absenteeism period specified for each level are considered to have failed that level.

TestDaF Preparation Weeks

ARTICLE 10-(1) Students who have successfully completed their education in A1-A2-B1-B2 modules continue their TestDaF preparation education. In these preparation weeks, the in-class assessments specified in the A1-A2-B1-B2 modules are not applied; students do intensive skill work for the TestDaF exam. The principles regarding the academic and administrative processes such as the lesson plan and schedule, attendance and attendance status related to the courses carried out during these weeks are the same as those applied in levels A1 to B2 of the Program.

(2) The scheduled program of study during these weeks is independent of the examination dates announced by the Goethe-Institut. If the TestDaF Certificate Examination falls during or before the ongoing B1-B2 Module weeks, this does not prevent the completion of the training planned for the TestDaF preparation weeks; the courses are completed as and when scheduled in the academic calendar.

(3) The TestDaF Preparation weeks, consisting of 60 lesson hours of intensive instruction, are open to all students who have successfully completed Course B2. Attendance is compulsory during these weeks. During the TestDaF Preparation weeks, classes are held for 6 hours on 5 working days of the week. It is at the discretion of the Preparatory Program to change the hours and days of the lessons or to complete the lessons in the TestDaF Preparation Weeks in the B1/B2 Modules depending on the TestDaF Exam date.

(4) Students who exceed the unexcused absences specified for TestDaF Preparatory Weeks will be deemed to have not completed this last part of the Preparatory Program.

Failed Students

ARTICLE 11-(1) Students who cannot pass to the next module due to academic failure or absenteeism;

a) They can continue the remaining levels as 'visiting students' by submitting their requests to the School of Foreign Languages Secretariat. Students in this status can participate in all ongoing courses and all planned academic-administrative activities. However, their attendance is not taken and they cannot take the assessments applied at the level they attend as a guest student.

b) On condition that they submit the language certificate (Goethe Zertifikat A1, Goethe Zertifikat A2, Goethe Zertifikat B1, Goethe Zertifikat B2) from the Goethe Institute for the level they failed, they can attend the courses of the Program at the next higher level. The dates of the Institute's language level certificate exams and the announcement of the results are independent of the German Preparatory Program; in case the Goethe Institute level certificate to be taken and the level of the Program to be continued do not coincide, the student bears full responsibility. Students are responsible for their own fees for the announced certification exams.

c) Students may complete their foreign language education on their own, but they must notify the Secretariat of the School of Foreign Languages in writing of their decision to do so. Students who wish to complete their language education externally by their own means may take the placement exam conducted by the University of Cologne or submit a certificate specified in Article 5 to Altınbaş University UOLP-Cologne Program Directorate within the course registration periods specified in the academic calendar of the University of Cologne.

d) Students who fail to complete all levels up to B2 and who fail to submit valid language certificates within the required time frame will be informed in writing by the Cologne Program Directorate and their cases will be discussed at the first Board of Directors of the School of Foreign Languages at the beginning of the following academic year and they will be admitted to the German Preparatory Program for one more academic year.

Attendance Status

ARTICLE 12-(1) Attendance is compulsory in the German Preparatory Program. Students are required to attend at least 85% of the classes at each level and during the TestDaF Preparation Weeks. This

Absenteeism rates are evaluated separately for each level (A1, A2, B1, B2 and TestDaF Preparation Weeks); the maximum absenteeism period for the Review Week cannot exceed 85% of the total scheduled class hours. Students who exceed the absenteeism limit without a valid excuse are not allowed to take the Module Final Exams. Health reports are also included in this absence period. However, health / death reports related to accidents, disability, inpatient treatment and similar vital situations are excluded from this period.

(2) In case of a valid excuse, the student notifies the instructor(s) of the course, the German Preparatory Program Coordinator and the School of Foreign Languages Faculty Secretary in writing/verbally as soon as possible and submits official documents and a wet-signed petition. The acceptance of sickness reports is subject to the principles in Altınbaş University Student Health Services Directive. In other cases presented as an excuse, the School of Foreign Languages Administrative Board will decide whether the excuse will be valid or not and the student will be notified in writing.

Duration of Training

ARTICLE 13-(1) The duration of education in the German Preparatory Program is one year. Students who are not successful in the language exam at the end of the first year can take the language certificate exams specified by preparing with their own efforts.

(2) In the implementation of the principles regarding the duration of education in the German Preparatory Program, the provisions of Article 12, Paragraph 4 of the Regulation on the Establishment of Joint Education and Training Programs of Higher Education Institutions with Higher Education Institutions Included in the Scope Abroad are reserved.

(3) The German Preparatory Program continues uninterruptedly from A1, which is the Beginning Language Level, at the level, scope and duration specified in Articles III/(1)th and (4)th and II (1)th, (2)th, (3)th and (4)th. A new course is not opened for students who fail in the levels.

Transition to Department

ARTICLE 14-(1) Students who complete the B2 Module of the Preparatory Program with TestDaF Weeks and receive certificates of German language level accepted as valid are entitled to start their education at Altınbaş University International Joint Undergraduate Program (UOLP) partner University of Cologne Law Faculty.

Leave of Absence (Registration freeze)

ARTICLE 15-(1) German Preparatory Program students may be granted leave of absence in accordance with the relevant articles of Altınbaş University Associate and Undergraduate Education and Examination Regulations.

(2) Students who take a leave of absence for one year reserve the right to continue the German Preparatory Program for the following academic year. The year these students take leave is not counted from the preparatory education period.

Discipline

ARTICLE 16-(1) Disciplinary procedures of students are carried out according to the provisions of the "Regulation on Student Discipline of Higher Education Institutions".

PART THREE Enforcement and Execution

Enforcement

ARTICLE 17- (1) These Application Principles enter into force as of the date of approval by the Senate.

Execution

ARTICLE 18- (1) Altınbaş University Dual Degree Turkish-German Law Undergraduate Program - Cologne is administered by the Program Directorate and the School of Foreign Languages Directorate.

Legal Basis on which the Directive came into force		
Relevant Board	Date of Decision	Number of Decision
Senate	29.03.2022	2022/05
Board of Trustees	17.05.2022	2022/04