

ALTINBAS UNIVERSITY
DUAL DEGREE TURKISH-GERMAN LAW DEGREE PROGRAMME
DIRECTIVE

CONTENTS	Page
PART ONE Purpose, Scope, Basis and Definitions	
Purpose and scope.....	2
Basis	2
Definitions	2
CHAPTER TWO Principles Regarding Student Admission, Final Enrolment and Education and Training	
Student admission and final enrolment	3
Scholarships	3
Training Duration	4
Language of instruction	4
Visa.....	4
Academic failure	4
Graduation and Diploma.....	5
PART THREE Curriculum, Grade Systems, Maximum Periods, Permits, Transfer and Discipline Provisions	
Curriculum.....	6
Grade System	6
Graduation thesis	7
Weighted grade point average.....	7
Counselling	8
Disciplinary Provisions.....	8
Horizontal Transfer	8
CHAPTER FOUR Execution of the Programme, Faculty Mobility and Budget	
Programme Management.....	8
Faculty Member Mobility.....	9
Budget.....	9
SECTION FIVE Miscellaneous and Final Provisions	
Cases where there is no provision	10
Enforcement.....	10
Execution.....	10
APPENDICES	10

PART ONE

Purpose, Scope, Basis and Definitions

Purpose and scope

ARTICLE 1 - (1) The purpose of this Directive is to determine the application procedures and principles of the international joint law undergraduate programme for a double degree conducted by Altınbaş University and the University of Cologne.

(2) This Directive covers the provisions regarding student admission, curriculum, examinations, attendance, leave, maximum periods of study, graduation requirements, tuition fees and other issues.

Basis

ARTICLE 2 - This Directive has been prepared based on the cooperation agreement signed between Altınbaş University and University of Cologne on 12/04/2012, the Regulation on Joint Education and Training Programmes of Higher Education Institutions with Higher Education Institutions Abroad and the provisions of the Higher Education Law No. 2547.

Definitions

ARTICLE 3 - (1) In this Directive:

- a) Dean: Dean of the Faculty of Law,
- b) DSH Deutsche Sprachprüfung für den Hochschulzugang Examination,
- c) Credits The theoretical or practical course hours clearly determined by the Higher Education Council according to the higher education qualifications framework for the diploma level and field in which the relevant programme is located; learning outcomes expressing the contribution of that course to the knowledge, skills and competencies to be gained by the student, and the working hours required for other activities foreseen for students,
- d) Joint diploma: Education provided jointly by two or more higher education institutions the independent multiple (double) diploma issued on behalf of the student at the end of the programme,
- e) Partner University: The University of Cologne in Germany, where the international joint undergraduate programme for a double degree is carried out,
- f) Programme Assistant: Double Diploma Turkish-German Law Undergraduate Programme (UOLP-Altınbaş/University of Cologne) assistant,
- g) Deputy Programme Director: Dual Degree Turkish-German Law Bachelor Programme (UOLP - Altınbaş/University of Cologne) deputy director,
- h) Programme Director: Dual Diploma Turkish-German Turkish-German Law Undergraduate Programme (UOLP-Altınbaş/University of Cologne) director,
- i) Protocol Between Altınbaş University and University of Cologne on 12/04/2012 the signed co-operation agreement,
- j) Prüfungsordnung: "Prüfungsordnung" of the Faculty of Law of the University of Cologne dated 24.02.2016 and numbered 41/2016 Education and Examination Regulations
- k) Senate: Altınbaş University Senate,
- l) TestDaF: Deutsch als Fremdsprache,
- m) International Office Altınbaş University International Office.
- n) International Programme/Joint Programme (UOLP): Dual degree programme with the University of Cologne international joint education and training undergraduate programme,
- o) University: (AU) Altınbaş University,
- p) Directorate of the School of Foreign Languages : Altınbaş University Foreign Languages School of Higher Education Directorate,
- r) Recognition of the higher education institution and programme: The recognition of the higher education institution and programme awarding the diploma as an institution and programme authorised to award academic degrees by the competent authorities of the country in which it operates or by quality assurance and accreditation bodies authorised by these authorities and by the Council of Higher Education,

Explains.

PART TWO
Principles on Student Admission, Final Registrations and Education and Training

Student admission and final enrolment

ARTICLE 4 - (1) A total of 30 students, 15 students from AU and 15 students from the partner university, are accepted to the programme each year. In addition, the parties may include as many students as their national legislation allows through the international office.

(2) The increase or decrease of the programme quota is determined by the programme directors through mutual negotiations until the end of September each year. The agreed quota numbers are notified to the dean's office by the programme director. Both universities are subject to the rules and regulations of their respective countries regarding quota changes. If no agreement is reached by the end of September, the previous year's quotas will apply.

(3) Students who will be admitted to the programme by AU from Turkey are placed in the programme on the condition of taking the Student Selection and Placement System exams, being successful enough in the relevant score type to be placed in the joint programme by placing among their preferences. In order to start undergraduate education in the programme, the foreign language requirement specified in Article 7 of this regulation must be met.

(4) Students who are citizens of the Republic of Turkey living abroad and students who are citizens of foreign countries, even if they have made their applications directly to the partner university, must be placed in this programme by providing the international exam score, secondary education graduation degree and similar criteria stipulated in the provisions of the relevant legislation in order to be admitted to the international programme.

(5) The date of final registration, the required documents and the principles to be followed are determined and announced by AU. Students who have completed their enrolment at Altınbaş University start taking courses at the partner university if they have fulfilled the foreign language requirement specified in Article 7 of this directive, and if not, they start taking courses at Altınbaş University School of Foreign Languages preparatory class.

(6) The student is obliged to prepare and send all the documents requested by the partner university until the date determined by the partner university. After the acceptance certificate is approved by both institutions, the student becomes a student of the international programme. Even if the student has fulfilled all other conditions, if he/she fails to obtain a visa for Germany by the date he/she starts taking courses at the partner university, he/she bears all the responsibility arising from the delay. The provisions of Article 8 of this regulation are reserved.

ARTICLE 5 - (1) Altınbaş University Scholarship Directive is applied regarding the scholarships to be applied in this programme.

Training Duration

ARTICLE 6 - (1) The duration of the programme is 8 semesters excluding the preparatory school. The first 4 semesters of this period are completed at the partner university and the last 4 semesters at Altınbaş University.

(2) Except for the foreign language preparatory class, these periods can be extended to a maximum of 7 semesters each and in any case up to 14 semesters in total. Extension requests are decided by the relevant boards of each university upon the proposal of the programme directors.

Language of instruction

ARTICLE 7 - (1) The language of instruction of the international programme is German and Turkish. Courses at the partner university are conducted in German; courses at Altınbaş University are conducted in Turkish. Elective courses may be conducted in English by both universities.

(2) In order to start their education at the Faculty of Law of the University of Cologne, students who are accepted to the programme must be able to prove that they have passed the German Language Certificate B.2.2 issued by the University of Cologne (Lehrbereich Deutsch als Fremdsprache der Universität zu Köln), DSH 2 or 3, Test-DaF 4 or 5 or an equivalent certificate (certificate accredited by the Common European Framework for the Teaching of Languages).

(3) In order to start their studies at Altınbaş University Faculty of Law, students must have Ankara University - TÖMER BII proficiency certificate or an equivalent document, or they must get at least 10 points ("vollbefriedigend") from the "Turkish Law Terminology" course they took in the last academic year at the University of Cologne Faculty of Law according to the grading system of the partner university. In exceptional cases, the programme management decides whether Turkish grammar is sufficient.

(4) Students who are enrolled in the programme, but fail to meet the foreign language requirement in due time, start a one-year German preparatory class at Altınbaş University School of Foreign Languages. The provisions of Article 9 of this regulation are reserved.

(5) Article 16 of this regulation applies to students who wish to complete their preparatory education at an institution other than AU in Turkey or abroad.

Visa

ARTICLE 8 - (1) Students admitted to the programme may apply to the German State for studying in Germany. are obliged to obtain a visa within the framework of visa applications.

(2) All responsibility arising from failure to take midterm belongs to the student.

Academic failure

ARTICLE 9 - (1) Students who fail to meet the language requirement at the end of the first year of the German preparatory year may repeat the preparatory year one more time. Students who fail to meet the required foreign language requirement at the end of the second year are dismissed from the programme. All matters regarding the attendance and success of the students in the preparatory year are regulated in the "Altınbaş University Dual Diploma Law Undergraduate Programme German Preparatory Class Application Principles".

(2) Students who are placed in the programme by Altınbaş University and who fail to meet the success requirements in this directive and the success requirements in Altınbaş University Associate and Undergraduate Education Regulations are dismissed from the joint programme.

(3) If the courses required to be taken at the partner university in the first four semesters are not successfully completed within seven semesters at the latest, the student is dismissed from the joint programme. Students are entitled to continue the "First State Examination Programme" ("Erste Prüfung Rechtswissenschaften") at the Faculty of Law of the University of Cologne.

(4) Students who fail the preparatory education are entitled to transfer to Altınbaş University Faculty of Law, Department of Law or to an equivalent programme in another educational institution in Turkey in accordance with Article 12 of the "Regulation on Joint Education and Training Programmes of Higher Education Institutions with Higher Education Institutions Abroad" of the Higher Education Council.

(5) The student in the joint programme can transfer to Altınbaş University Faculty of Law, Department of Law or to an equivalent programme in another educational institution in Turkey according to the provisions of the "Regulation on the Principles of Transferring Between Associate and Undergraduate Degree Programmes in Higher Education Institutions, Double Major, Minor and Credit Transfer Between Institutions" based on the success grade in the undergraduate education at AU.

(6) Transfer within the scope of the fifth paragraph can only be made in the transfer period following the failed academic year.

(7) Students who are dismissed from one of the higher education institutions for reasons other than those specified in the paragraphs above are also dismissed from the other higher education institution.

Graduation and Diploma

ARTICLE 10 - (1) Compulsory courses in the common curriculum of the programme and the required number of elective courses have succeeded in the courses, have completed the minimum number of credits required by both universities and have achieved the minimum weighted grade point average.

Students who meet the averages and successfully complete other studies determined by both universities are eligible to graduate from the programme.

(2) Upon successful completion of the joint undergraduate programme, the student is awarded a "Bachelor of Laws (LL.B. Köln / Istanbul Altınbaş)" diploma by the University of Cologne Faculty of Law and a Bachelor of Laws (LL.B. Köln / Istanbul Altınbaş) diploma by Altınbaş University Faculty of Law. It is stated on the diplomas that the programme is a joint programme.

(3) The matters to be included in the diploma are defined in Article 18 of the "University of Cologne Education and Examination Regulations".

In accordance with the provisions of the article, it has been determined as follows.

(a) The name of the graduated programme must be clearly indicated on the diploma. Accordingly, the diplomas to be issued by Altınbaş University include the phrase "Bachelor of Laws".

(b) On the back of the diploma is the student's graduation grade point average.

(c) The diploma to be awarded by Altınbaş University is signed and sealed by the Dean of AU Faculty of Law and the Rector of AU.

(d) The date of issue of the diploma is written on the diploma.

(e) The diploma text is written in Turkish and German.

(4) The diploma samples to be issued by both universities are attached. (Annex-3: Diploma Sample)

(5) Students fulfil all the conditions required for graduation by the parties to the joint programme cannot be entitled to receive any of the joint diplomas without bringing them.

PART THREE

Curriculum, Grade Systems, Maximum Periods, Leaves, Transfer and Disciplinary Provisions

Curriculum

ARTICLE 11 - (1) The curriculum of the programme is prepared jointly by Altınbaş University and the partner university. The total ECTS value of the courses in the joint curriculum is 240. 120 ECTS of these courses (including the graduation thesis) are given at Altınbaş University and the remaining 120 ECTS courses are given at the partner university. The joint curriculum with a value of 240 ECTS prepared according to Article 4 of the protocol is attached to this directive (Annex-1: Joint Curriculum Table).

(2) Curriculum changes are determined by the decisions of the competent boards of both Universities upon the proposal of the Programme Directors.

Grade System

ARTICLE 12 - (1) The calculation of the success and grades of the students in the courses is determined according to the provisions of the legislation and the grading system valid at the university where the course is taken, in accordance with Article 4 of the protocol. In order to graduate from the programme, the minimum academic success requirements of both universities must be met and the academic requirements of the entire programme must also be fulfilled.

(2) Students are considered to have successfully completed the part of the programme at the partner university if they have received a passing grade in all the courses required to be taken in Germany. At the Faculty of Law of the University of Cologne, grades range from 0 (unsatisfactory) to 18 (very good) and courses with at least 4 points (satisfactory) are considered successfully completed. The relevant grade conversion table is attached (Annex-2: Grade Conversion Table).

(3) Students who have successfully completed their studies at the partner university are obliged to submit their transcripts showing the courses they have taken and their grades to the programme director. The director forwards a copy of the transcripts to the programme assistant to keep in their own files and submits the originals to the Dean's Office to be sent to the Registrar's Office.

(4) In order to successfully complete the part of the programme at Altınbaş University, a minimum DD grade must be obtained from all courses required to be taken at AU and the graduation grade point average must be at least 4.00 out of 4.00.
It should be 2.00.

(5) The courses in the common curriculum can only be taken at the university in which they are included in the curriculum of that university. It is not possible to take a failed course at the other university.

Repetition of failed courses and summer school practices and principles are subject to the provisions of the relevant regulations of each university.

(6) In order to graduate from the programme, the student must have successfully completed all the courses taken at the partner university and Altınbaş University and the Graduation Thesis. Additional graduation conditions specified in the "Altınbaş University Associate and Undergraduate Education Regulations" are reserved.

Graduation thesis

ARTICLE 13 - (1) In order to graduate from the programme, students are required to prepare a successful graduation thesis within the framework of the principles in this article and under the supervision of a thesis advisor.

(2) First thesis advisors are appointed by the dean's office with the proposal of the programme director and announced to the students within one month from the beginning of the 7th semester at the latest, and second thesis advisors are appointed by the end of the 7th semester. At least one of the thesis advisors must be a faculty member of AU or partner university.

(3) Thesis topics are determined by the first supervisor and finalised with the approval of the programme director. Thesis topics should be orientated towards comparative analysis and research in terms of Turkish and German law.

(4) The graduation thesis is prepared in accordance with the spelling and citation rules to be determined by the programme director, not less than 30,000 characters (without spaces).

(5) The graduation thesis is graded separately by the first and second advisors and the final grade is calculated by adding the grades of the two advisors and dividing by two.

(6) If one of the advisors is from a partner university, the form, duration and grading of the dissertation are carried out in accordance with the relevant regulations of the partner university.

(7) In case of an objection to the final success grade of the graduation thesis, the jury consisting of the first and second thesis advisors under the chairmanship of the programme director prepares a report evaluating the objection. If it is proposed to change the final success grade of the graduation thesis in the report, the objection and the proposal for change are evaluated and finalised in the faculty board of directors.

(8) As a result of the evaluation of the graduation thesis, the student may be given additional time, not longer than 6 weeks, by the programme management upon the proposal of one of the advisors, to make corrections and complete the deficiencies in the thesis.

Weighted grade point average

ARTICLE 14 - (1) According to the curriculum of the programme, the student's degree of success in the semesters carried out at AU and the partner university is calculated separately and documented by both universities with a separate transcript.

(2) When calculating the student's grade point average; the grade values and ECTS numbers of the courses taken at the partner university are multiplied, the obtained values are summed and divided by 120.

(3) The grade values and ECTS values of the courses taken at Altınbaş University and the Graduation Thesis are multiplied, the obtained values are summed and divided by 120.

(4) The final weighted grade point average of the student is determined by adding the grade point averages of Altınbaş University and the partner university and dividing by two. The mutual conversion of the grades given by both universities is based on the attached grade conversion table. The numerical value of the grade obtained in this way is determined by the grade designation of both universities according to the grade conversion table. In the mutual conversion of the grades given by AU and the partner university, the attached equivalence table is taken as basis. (ANNEX-2: Grade conversion table)

Counselling

ARTICLE 15 - (1) Students admitted to the programme are assigned advisors from faculty members by the dean's office.

(2) The advisor is the programme director or the lecturers proposed by the director.

(3) The provisions of Article 13 of this directive are applied about graduation thesis advisors.

Permits

ARTICLE 16 - In the preparatory programme, if a leave of absence is requested for the purpose of learning German abroad and in Turkey outside AU, it is decided by the faculty board with the approval of the programme director.

Disciplinary Provisions

ARTICLE 17 - In the disciplinary affairs and procedures of the students, the provisions of the relevant legislation of the university where they are studying are applied.

Horizontal Transfer

ARTICLE 18 - (1) The principles regarding horizontal transfers are subject to the conditions stipulated in the relevant legislation.

(2) Adjustment procedures of students admitted to international programmes by transfer to the relevant programme It is made by the programme assistant under the supervision of the director and submitted to the faculty board of directors.

(3) Students enrolled in the programme by transfer must meet the language requirement specified in Article 7 of this regulation.

PART FOUR

Execution of the Programme, Faculty Mobility and Budget

Programme Management

ARTICLE 19 - (1) The programme is managed by the Dean of the Faculty of Law. The Dean appoints a programme director and an assistant programme director to assist him/her in managing the programme.

(2) The programme director is appointed by the rector upon the proposal of the dean among the current faculty members.

(3) The deputy programme director and programme assistant are appointed by the dean on the proposal of the programme director.

ARTICLE 20 - (1) The main duties and responsibilities of the Programme Director are as follows:

- a) Ensuring communication and coordination with the partner university and developing cooperation opportunities,
- b) Execution of the programme,
- c) Changes to be made in the programme curriculum should be developed together with the partner university and ensuring compliance,
- d) Preparation of lesson plans and transcripts,
- e) Making adjustment procedures by ensuring the harmony of ECTS values and diploma supplements,
- f) Proposing the lecturers who will take part in the programme-specific courses to the dean's office,
- g) Within the framework of faculty mobility, the faculty member who will be assigned at the partner university determining the criteria for academic staff and proposing the appropriate academic staff to the dean's office and coordination of mobility,
- h) Making a proposal to the dean's office for the appointment of the advisors of the students enrolled in the joint programme,
- i) The procedures and principles of German preparatory class education are determined by the Directorate of the School of Foreign Languages and the Directorate of the School of Foreign Languages. determination and supervision of compliance,

- j) Preparation of the budget specific to the Cologne programme and submission to the Dean's Office,
- k) Submission of a detailed activity report to the dean at the end of each academic year,
- l) Reviewing the quotas with the partner university every year and obtaining quota approval according to the procedures and principles specified in Article 4 of this directive,
- m) Re-accreditation of the programme with the partner University every 5 years,
- n) Ensuring the promotion of the programme,
- o) In accordance with Article 7 of the protocol, visits to the partner university to ensure the functioning of the programme, to change and update the course contents and to develop cooperation opportunities,
- p) Hosting the delegation from the partner university at AU.

(2) The deputy programme director shall, together with the programme director, assist in the performance of the tasks referred to in paragraph 1 and shall perform these tasks in the absence of the programme director.

(3) The programme assistant shall follow the instructions of the programme director and the deputy programme director in the performance of the tasks set out in the first paragraph, as well as in all matters required by the programme.

Faculty Member Mobility

ARTICLE 21 - Lecturers to be assigned in Germany within the framework of the joint programme shall be evaluated on the basis of their knowledge of German language, seniority at the university, whether or not they have participated in faculty mobility before, and by the proposal of the director, taking into account aspects such as their work with a higher education institution in Germany is determined by the deanery.

Budget

ARTICLE 22 - Each year, the programme management prepares the programme budget, which exclusively includes the expenses of the joint programme, and submits it to the dean until the end of May.

PART FIVE

Miscellaneous and Final Provisions

Cases where there is no provision

ARTICLE 23 - (1) In cases where there are no provisions in this Directive, Law No. 2547, "Regulation on Joint Education and Training Programmes of Higher Education Institutions with Higher Education Institutions Abroad" and the legislation of the universities conducting international joint programmes are applied. Accordingly

(a) The provisions of "Altınbaş University Education and Training Regulation" and "Altınbaş University Associate and Undergraduate Education and Training Regulation" and other relevant legislation provisions are also applied during the education and training periods to be spent at Altınbaş University.

(b) The provisions of the "Prüfungsordnung" and the relevant legislation of the partner university shall also apply to the periods of study at the partner university.

Enforcement

ARTICLE 24 - This directive enters into force on the date of approval by the Board of Trustees.

Execution

ARTICLE 25 - The provisions of this Directive shall be executed by the Rector of Altınbaş University.

APPENDICES

Annex 1: Common Curriculum

ANNEX-2: Grade Conversion

Table ANNEX-3: Diploma

Sample

ANNEX-2: Grade conversion table

AU letter grade	AU 4 system	AU 100 system	Cologne 18 system	Cologne note
AA	3,91-4,00	98,20-100,00	18	All right.
AA	3,86-3,90	97,20-98,00	17	All right.
AA	3,81-3,85	96,20-97,00	16	All right.
AA	3,76-3,80	95,20-96,00	15	Good
AA	3,71-3,75	94,20-95,00	14	Good
AA	3,66-3,70	93,20-94,00	13	Good
AA	3,61-3,65	92,20-93,00	12	Centre +
AA	3,56-3,60	91,20-92,00	11	Centre +
AA	3,51-3,55	90,20-91,00	10	Medium+
BA	3,46-3,50	89,20-90,00	9	Centre
BB	3,00-3,45	80,00-89,00	8	Centre
CB	2,50-2,99	70,00-79,80	7	Centre
CC	2,00-2,49	60,00-69,80	6	Adequate
DC	1,50-1,99	45,00-59,70	5	Adequate
DD	1,00-1,49	30,00-44,70	4	Adequate
F	0,67-0,99	20,10-29,70	3	Inadequate
F	0,34-0,66	10,20-19,80	2	Inadequate
F	0,01-0,33	0,30-9,90	1	Failed



ALTINBAS
ÜNİVERSİTESİ

HUKUK FAKÜLTESİ

LİSANS DİPLOMASI

İSİM SOYİSİM

**Hukuk Fakültesi, Uluslararası Ortak Lisans Çift Diploma Programı'nda
(UOLP-Köln Üniversitesi) gerekli çalışmaları başarıyla tamamlamış ve
Lisans derecesine tanınan bütün yetkileriyle birlikte bu diplomayı almaya
hak kazanmıştır.**

**hat das binationale Doppelabschlussprogramm (UOLP-Universität zu Köln) an der
Rechtswissenschaftlichen Fakultät erfolgreich abgeschlossen und ist berechtigt, den
akademischen Grad "Lisans" zu führen**

Tarih

Prof. Dr. İsmail KAYAR

Hukuk Fakültesi Dekan Vekili/

V. d. Dekans der Rechtswissenschaftlichen
Fakultät

Prof. Dr. Çağrı ERHAN
Rektör/ Rektor

Diploma No / Diplom Nr. :	
TC Kimlik No / ID Nr.:	xxxxxxxxxx
Mezuniyet Notu / Notendurchschnitt :/4 (Dört üzerinden) / Notendurchschnitt:/4
Öğrenci İşleri Daire Başkanı Onay / Genehmigung des Leiters des Studienensekretariats	

Legal Basis on which the Directive came into force		
Relevant Board	Decision Date	Number of Decision
Senate	24.08.2023	2023/09
Board of Trustees	23.11.2023	2023/08
Legal Basis for the Amendment to the Directive		
Relevant Board	Decision Date	Number of Decision