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Fachbereich
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Kiel, 09.06.2015

Lieber Kollege Top,

in der Anlage erhalten Sie das unterschriebene Protokoll über die Kooperation und die Verleihung von Doppelabschlüssen (Stand 2015).

Mit freundlichen Grüßen

Dirk Hauschildt

**PROTOCOL OF COOPERATION
ON A DUAL DEGREE UNDERGRADUATE PROGRAM FOR
BUSINESS ADMINISTRATION**

BETWEEN
**FH-KIEL (UNIVERSITY OF APPLIED SCIENCES), GERMANY
AND
YEDITEPE UNIVERSITY, TURKEY**

**SECTION I
GENERAL CONDITIONS**

Preamble

This protocol sets up the basic conditions and requirements of a dual degree Business Administration undergraduate program to be offered by the parties of this protocol. This protocol thus serves as a framework for the detailed regulation of the program. Notwithstanding any other definition, this protocol shall be as binding as a final agreement. Formal supplements to this protocol are subject to the same approval process and signature authority as this "protocol".

Article 1: Parties of the Protocol

Yeditepe University, Turkey, and FH-Kiel (University of Applied Sciences), Germany intend and agree to offer a dual degree undergraduate Business Administration program on the terms and conditions set forth in this protocol.

Article 2: Definitions

In this protocol, the following terms and meanings will be used henceforth:

FH-KIEL	:	FH-Kiel (University of Applied Sciences)
YEDITEPE	:	Yeditepe University
DDUP	:	International Dual Degree Undergraduate Program
YOK	:	Turkish Higher Education Council
OSYM	:	Student Selection and Placement Center of Turkey
OSYS	:	Student Selection and Placement System of Turkey
Related Regulation	:	Regulation of YOK on the Foundation of Joint Educational Programs to be established between Higher Education Institutions of Turkey with Higher Education Institutions Abroad, Articles 15 and 22.
BA	:	Bachelor of Arts

Article 3: Aim and Scope

This protocol establishes the principles and conditions regarding the scope and implementation of DDUP awarding a Bachelor of Arts (BA) degree in Business Administration from YEDITEPE and FH-KIEL.

This said protocol will be executed by the Legal Higher Education Authorities in Turkey and Germany.

Article 4: Management and Implementation of the Program

The academic procedures regarding DDUP will be implemented by the related Faculty and Departments; administrative procedures will be implemented by the Registrar's Office and the Office of International Affairs.

Article 5: Place and Duration of the Program

The duration of DDUP will be four years, comparable to the duration of similar undergraduate programs in Turkish universities. The duration of the undergraduate program cannot exceed seven years.

Students will attend at least two years of DDUP at their home institution and complete 120 ECTS. Afterwards YEDITEPE students complete the remaining 120 ECTS in FH-KIEL and FH-KIEL students complete 60 ECTS in YEDITEPE and a further 60 ECTS at their home institution to achieve a dual degree undergraduate diploma. According to the Turkish regulations the students should fulfill 240 ECTS in order to have a BA (Bachelor of Arts) degree.

SECTION II ADMISSION OF STUDENTS

Article 6: Determination of the Number of Students for Admission Each Year

The number of Turkish and foreign students to be admitted to the DDUP in Business Administration will be determined jointly by YEDITEPE and FH-KIEL.

Article 7: Admission Rules for YEDITEPE

The admission and placement of the Turkish students to DDUP will be based on OSYS administered by OSYM.

Admission of non-Turkish students to DDUP is subject to the YOK's regulation on 'Foreign Students to be Admitted to the Higher Education Programs in Turkey'.

Students must successfully complete the first two years of coursework and all academic requirements at YEDITEPE for progression to the third year of coursework at FH-KIEL.

Article 8: Admission Rules for FH-KIEL

Prospective students must fulfill all requirements within the framework of laws in force in Germany.

Article 9: Student Transfer

Student transfer requirements regarding DDUP will be implemented in accordance with Article 22 of the Related Regulation, as set forth in Appendix 1.

Article 10: Registration and Registration Renewal

During the first two years of coursework, students will remain enrolled as regular degree-seeking candidates at their home institution. During the third or fourth year of coursework, students will be enrolled as regular degree-seeking candidates at the host institution and are expected to maintain the full time course load of the host institution.

Students seeking admission to the host university under the terms of this protocol shall meet its admission requirements. Students shall comply with all the application deadlines as set forth by the host institution. Students shall determine their coursework based on the approval of academic advisors at both the home and host institutions.

Students who do not comply with the rules of the related regulations and/or deadlines and/or fail to pay their tuition will not be able to register or renew their registrations. Student failing to comply with regulations and requirements will be expelled from DDUP by both institutions.

Article 11: Medium of Instruction and Foreign Language Requirement

The medium of instruction for DDUP is German. Students are required to document language proficiency in order to commence their academic studies.

The passing grade for the language proficiency exam held within the department is 60 out of 100. Students are otherwise required to provide proof of their proficiency in the German language with any of the following documents:

- 1) TestDaF: Level B2-C2
- 2) Goethe Certificate: Level B2-C1
- 3) German Proficiency Examination for University Enrollment (DSH): Level B2-C2
- 4) German Language Certificate Phase II: Level B2-C1
- 5) Certificate in German for the Professions (ZDfB): Level B2
- 6) Austrian Language Diploma (ÖSD): Level B2-C2

Students who do not meet language proficiency requirements of YEDITEPE will be admitted to the Preparatory Program at the YEDITEPE School of Foreign Languages. These students will be subject to the rules and regulations set by YEDITEPE for Education and Examination, and must satisfy attendance requirements.

Article 12: Financial Conditions and Accommodations

Students must pay all the mandatory fees (tuition fee, etc.) for official enrollment at home.

Students shall be responsible for obtaining necessary visas and comply with all immigration laws

regulations of the country of the host institution. The host institution shall cooperate in such efforts and provide students with the required documentation.

Students shall be responsible for all expenses including accommodation, insurance, meals, transportation, books, etc. Neither YEDITEPE nor FH-KIEL undertake any support for meeting student expenses.

SECTION III ACADEMIC CONDITIONS

Article 13: Curriculum

The curriculums of FH-KIEL and YEDITEPE are provided in Appendix 2. Any future curriculum change must be approved by both FH-KIEL and YEDITEPE, and reported to YOK.

Article 14: Academic Success

The academic success of a student in a course will be determined based on the rules and regulations of the institution offering the course.

Students must successfully complete all coursework and other requirements of the first two years at the home institution for progression to the studies at the partner host institution.

Students' course credits and grades will be bilaterally recorded, transcripts maintained, and cumulative grade point average (GPA) will be calculated at both home and host institutions.

Transcripts of students will be transferred to the partner institution at the end of each semester.

Article 15: Academic Failure

Students who fail to meet the requirements of a course are required to repeat the coursework at the same institution. In case the partner institution accepts equivalence, a course may be repeated at the other institution.

Article 15 of the related Regulation, as set forth in Appendix 1, applies in case of academic failure.

Article 16: Leave of Absence

DDUP duration cannot exceed seven years. Students, under special circumstances, may take leave of absence for one semester or one academic year by the mutual consent of both institutions. The duration of the leave of absence does not count towards the maximum duration of DDUP. The total duration of the leave of absence cannot exceed two years.

Article 17: Diploma

Students who meet the academic requirements of both institutions will be awarded two diplomas: one from YEDITEPE in Bachelor of Arts in International Management, and one from FH-KIEL in

Bachelor of Science in Business Administration. Samples are attached in Appendix 3.

SECTION IV MISCELLANEOUS

Article 18: Language of the Protocol

This protocol is written in both Turkish and English, and both versions are valid.

Article 19: Scholarship

In case of scholarship, rules and regulations of the parent university and home country are applicable.

Article 20: Disciplinary Action

Students will be subject to the administrative and disciplinary regulations of the institution during their attendance.

Article 21: Other Conditions

For cases that are not covered by the rules set forth in this Protocol, the relevant rules and regulations of each institution will be in effect.

All students shall have equal administrative rights/ duties, and shall get access to resources of both universities (such as e-learning platforms, libraries, PC-labs, etc.) regardless of their home institution.

Both institutions agree to arrange on-site orientations and assist with academic advising to students coming from the partnering institution, provide adequate information about the institution and the associated costs of study and living, and assist with housing, medical facilities, counseling services and other privileges to incoming DDUP students, similar to those provided to regular students.

The host university provides academic counseling to incoming DDUP students and assist with course selection. Students will choose courses in their area from regular course offerings of the host institution, given that they qualify and as appropriate. The host institution reserves the right to restrict certain courses. Any course restrictions shall be communicated to the partner institution, annually.

Neither institution shall identify the other in any promotional advertising, disseminate any promotional materials to the general public, and use the name, trademark, service mark, symbol, nickname or logo of the partner institution without the prior written consent of its authorized representatives except to identify the existence of the protocol and the nature of the DDUP relationship.

Both institutions subscribe to the policy of equal opportunity and non-discrimination on the basis of race, sex, color, sexual orientation, age, ethnicity, religion, national origin or disability.

Both parties of this Protocol agree that personally identifiable information regarding students involved in this exchange shall be kept confidential and not released except to institutional officials based on educational or legal requirements.

Article 22: Resolution of Conflicts

In cases that are not covered by the rules set forth in this Protocol, relevant rules and regulations of each institution will be in effect.

Both institutions shall seek to resolve any dispute by negotiation and correspondence which, if necessary, may involve senior representatives. In the event that a dispute cannot be resolved as such, institutions agree to attempt to resolve the matter through formal mediation. In the event that the matter cannot be resolved by negotiation or mediation as such, the Laws of the Country at which students currently reside will be in effect.

Article 23: Force Majeure Clause

In the event that the performance of obligations under this protocol is prevented by reason of Force Majeure, institutions are released from their obligations and neither shall be responsible for any damages sustained and have no further recourse against the other party. Force Majeure shall mean fire, earthquake, hurricane, flood, act of God or natural disasters, epidemics or pandemics, nuclear explosions, strikes, work stoppages, or other labor disturbances, riots or civil commotions, war or other act of any foreign nation, terrorism, power of government, or governmental agency or authority, or any other cause like or unlike any cause mentioned which is beyond the control of the institutions.

Article 24: Renewal, Amendments and Termination of the Protocol

The said Protocol will be valid for a period of 10 academic years starting from the date of signature. The said Protocol can be renewed upon mutual agreement. This Protocol can be terminated by one or both of the institutions at any time upon the condition that the partner be notified one year in advance, and that all the students enrolled in the DDUP are entitled to complete their studies in accordance with the regulations.

On behalf of

FH-KIEL (UNIVERSITY OF APPLIED SCIENCES),
GERMANY

 FACHHOCHSCHULE KIEL
RECTOR University of Applied Sciences

Prof. Dr.-Ing. Klaus Lebert
Vizepräsident
Sokratesplatz 1, 24149 Kiel
Telefon: 0 431 210-1100
Telefax: 0431 210-6-1100
Signature  k.lebert@fh-kiel.de

Date 05.06.2015

On behalf of

YEDITEPE UNIVERSITY,
TURKEY

Prof. Dr. Nurcan BAÇ
REKTÖR
Rektor

Signature 

Date

20.05.2015

Appendix 1
YOK Regulation on the Foundation of Joint Educational Programs to be Established
between Higher Education Institutions of Turkey
with Higher Education Institutions Abroad, Articles 15 and 22

Article 15

(1) According to the provisions of this regulation, a person who is expelled from a domestic higher education institution due to academic failure, can also be expelled from the higher education institution abroad.

(2) In reference to the provisions of this regulation, a student who is expelled from a higher education institution abroad due to academic failure during his/her education, can transfer to an equivalent undergraduate program at another higher education institution in Turkey by transferring the final grade that he/she achieved in the domestic higher education institution as a basis, according to the regulations in reference to transfer principles between High Education Institutions for associate degree and bachelor's degree programs which are published in the Official Gazette with the number of 17845 and the date of 21/10/1982.

(3) In reference to the provision of the second clause, a transfer can only be allowed for the semester following the semester of the student's academic failure.

(4) Students, who are expelled from any of these higher education institutions for a reason other than academic failure, can also be expelled from the other higher education institution.

Article 22

(1) In accordance with the undergraduate transfer regulations published by the Higher Education Council, an undergraduate transfer can be performed to an international partner program that has been offered by the university that the student attends; or to another international partner program in the same field, offered by another university.

The undergraduate transfer from an international partner program to a domestic program or from a domestic program to an international partner program is performed according to the undergraduate transfer regulations published by Higher Education Council.

Appendix 2

The curriculum of YEDITEPE UNIVERSITY

DEPARTMENT OF INTERNATIONAL MANAGEMENT

FIRST SEMESTER			T	A	L	Y	E	SECOND SEMESTER			T	A	L	Y	E
MAN 111	Wirtschaftsdeutsch I	3	0	2				MAN 104	Wirtschaftsdeutsch II	3	2	2			
MAN 115	Allgemeine BWL	3	3	7				MAN 110 II	Grundlagen des Rechnungswesens	3	3	6			
MAN 117	Grundlagen des Rechnungswesens I	3	3	6				MAN 112	Produktionsmanagement	3	3	7			
HUM 111	Humanities I	3	3	3				HUM 112	Humanities II	3	3	3			
MAH T 175	Wirtschaftsmathematik	3	3	6				MAT H 176	Statistik	3	3	5			
MAN 113	Sozialpsychologie	3	3	4				TKL 202	Türkische Sprache II	2	2	2			
TKL 201	Türkische Sprache I	2	2	2				AFEC 362	Englisch II	3	3	5			
AFEC 361	Englisch I	3	0	0											
			17	3	0									19	30

THIRD SEMESTER			T	A	L	Y	E	FOURTH SEMESTER			T	A	L	Y	E
MAN 215	Internationales Management I	3	3	5				MAN 212	Internationales Management II	3	3	6			
MAN 217	Wirtschaftsdeutsch III	3	0	0				MAN 216	Wirtschaftsdeutsch IV	3	2	2			
	Wahlpflicht A 1	3	3	3				MAN 218	Personalmanagement	3	2	5			
MAN 221	Kosten-und Leistungsrechnung	3	3	5					Wahlpflicht A 2	3	3	5			
MAN 223	Mikroökonomie	3	3	6				HTR 301	Atatürk Kunde II	2	2	2			
MAN 225	Wissenschaftliche Forschungsmethoden	3	3	4				MAN 222	Makroökonomie	3	3	5			
HTR 301	Atatürk Kunde I	2	2	2				AFEC 364	Englisch IV	3	3	5			
AFEC 363	Englisch I	3	0	5											
			17	3	0									19	30

FIFTH SEMESTER		T	A	L	Y	E
MAN 307	Unternehmensfinanzierung	3	3	5		
	Wahlpflicht A 3	3	3	5		
	Wahlpflicht B 1	3	3	5		
	Wahlpflicht C1	3	3	5		
MAN 321	Informationsmanagement	3	3	5		
MAN 323	Grundlagen des Marketings	3	3	5		
					18	30

SIXTH SEMESTER		T	A	L	Y	E
MAN 326	Strategisches Management in multinationalen Unternehmen	3	3	5		
MAN 328	Internationales Finanzmanagement	3	3	5		
	Wahlpflicht A 4	3	3	5		
MAN 332	Internationales Marketing	3	3	5		
LAW 354	Schuldenrecht	3	3	5		
	Wahlpflicht B 2	3	3	5		
					18	30

SEVENTH SEMESTER		T	A	L	Y	E
	Wahlpflicht A 5	3	3	5		
MAN 425	Quantitative Methoden	3	3	5		
	Wahlpflicht B 3	3	3	5		
LAW 453	Handelsrecht	3	3	5		
MAN 429	Praktikum	3	3	5		
	Wahlpflicht C 2	3	3	5		
					18	30

EIGHTH SEMESTER		T	A	L	Y	E
	Wahlpflicht B 4	3	3	4		
	Wahlpflicht B 5	3	3	4		
	Wahlpflicht A 6	3	3	5		
MAN 428	Abschlussarbeit	3	3	8		
	Wahlpflicht C 3	3	3	4		
	Wahlpflicht A 7	3	3	5		
					18	30

T: Theory , A: Application , L: Laboratory, Y: Yeditepe Credit, E: ECTS

Approval Date:

Minimum Degree Requirements	
Credits	144
ECTS	240
Number of Courses	54

Wahlpflichtfächer A:

- 1) MAN 219 Wirtschaftsinformatik
- 2) MAN 220 Budgetierung und Planung in multinationalen Unternehmen
- 3) MAN 313 Internationales Projektmanagement
- 4) MAN 319 Bilanzanalyse
- 5) MAN 334 Internationale Rechnungslegung
- 6) MAN 423 Multinationales Controlling
- 7) MAN 427 Excel -Anwendungen in Unternehmen
- 8) MAN 431 Unternehmensbewertung
- 9)MAN 422 Aussenwirtschaft
- 10)MAN 424 Betriebssimulation
- 11) MAN 426 Innovationsmanagement in multinationalen Unternehmen
- 12) MAN 432 Auswertung von Investitionsprojekten
- 13) MAN 317 Logistik I
- 14) MAN 311 Entrepreneurship
- 15) MAN 309 E-Commerce
- 16) MAN 330 Logistik II
- 17) MAN 437 Qualitätsmanagement
- 18) ERP

Wahlpflicht A: Es sind Wahlfächer, die von der Abteilung ausgewählt werden können.

Wahlpflicht B: Es sind Wahlfächer, die von der Fakultät für Sozial- und Wirtschaftswissenschaften und/oder von der Abteilung ausgewählt werden können.

Wahlpflicht C: Es sind Wahlfächer, die von der Yeditepe Universität, Fakultät für Sozial- und Wirtschaftswissenschaften und/oder von der Abteilung ausgewählt werden können.

1. Fachsemester		SWS	ECTS
1.1	Einführung in die Allg. BWL und in die Managementlehre	4	5
2.2	Buchführung/Bilanzierung	6	5
5.1	Volkswirtschaftslehre I	4	5
6.1	Mathematik	7	5
7.1	Wirtschaftsrecht I	7	5
S	SoftSkills	4	5

2. Fachsemester		SWS	ECTS
1.2	Operations Management und Beschaffungsmarketing	6	5
2.1	Kosten- und Leistungsrechnung	4	5
6.2	Beschreibende Statistik	4	5
7.2	Wirtschaftsrecht II	4	5
8.1	Wirtschaftsinformatik I	4	5
W-BA II	1 Wahlpflichtmodul der Gruppe W-BA II	4	5

3. Fachsemester		SWS	ECTS
1.2	Operations Management und Beschaffungsmarketing	4	5
3.1	Investition	4	
5.2	Volkswirtschaftslehre II	4	
6.3	Schließende Statistik	4	
8.2	Wirtschaftsinformatik II	6	
W-BA II	1 Wahlpflichtmodul der Gruppe W-BA II	4	5

4. Fachsemester		SWS	ECTS
2.3	Betriebliche Steuerlehre	4	5
3.2	Finanzierung	4	5
4.1	Strategisches Management und Marketing	4	5
4.2	Personalmanagement/Arbeitsrecht u. Organizational Behaviour	6	5
4.3	Controlling	4	5
W-BA II	1 Wahlpflichtmodul der Gruppe W-BA II	4	5

5. Fachsemester		SWS	ECTS
4.4	Unternehmensplanspiel	4	5
4.5	Unternehmenspolitisches Projekt	4	5
W-BA I	1 Wahlpflichtmodul der Gruppe W-BA I	4	5
W-BA I	1 Wahlpflichtmodul der Gruppe W-BA I	4	5
W-BA I	1 Wahlpflichtmodul der Gruppe W-BA I	4	5
W-BA I	1 Wahlpflichtmodul der Gruppe W-BA I	4	5

6. Fachsemester		SWS	ECTS
P	Praktikum	20 Wochen	15
T	Thesis	3 Monate	10
K	Kolloquium		5

Anlage 3 zur Studienordnung: Wahlpflichtmodule Gruppe W-BA I im Bachelorprogramm

Die/der Studierende hat Wahlpflichtmodule der Gruppe W-BA I im Bachelorprogramm im Wert von 20 ECTS-Punkten zu belegen.

Dabei kann sie/er am Fachbereich Wirtschaft aus dem Katalog der Angebote an Bachelor-Wahlpflichtmodulen der Gruppe I wählen, den das Dekanat des Fachbereiches zu jedem Semester festlegt und über den es in geeigneter Form informiert.

Anlage 4 zur Studienordnung: Wahlpflichtmodule Gruppe W-BA II im Bachelorprogramm

Die/der Studierende hat Wahlpflichtmodule der Gruppe W-BA II im Bachelorprogramm im Wert von 15 ECTS-Punkten zu belegen.

Als Wahlpflichtmodul der Gruppe W-BA II gilt jedes Modul aus einem beliebigen Studienprogramm an anderen Fachbereichen dieser Hochschule oder an anderen Hochschulen, für das entsprechende Kreditpunkte nachzuweisen sind. Ausgeschlossen sind Module, die den in diesem Studiengang zu belegenden Pflichtmodulen oder den Wahlpflichtmodulen der Gruppe W-BA I entsprechen oder in Teilen thereof.

Über ein eigenes Angebot an Modulen der Gruppe W-BA II informiert das Dekanat des Fachbereiches Wirtschaft zu Beginn eines Semesters in geeigneter Weise.

Appendix 3
Sample Diplomas

(A) FH-KIEL Sample Diploma



HOCHSCHULE FÜR ANGEWANDTE WISSENSCHAFTEN UNIVERSITY OF APPLIED SCIENCES

BACHELOR

URKUNDE

Fachbereich Wirtschaft

Frau

Muster Mustermann

geboren am xxxxxxxxxx
in xxxxxx

hat am xxxxxx
an der Fachhochschule Kiel
die Hochschul-Abschlussprüfung in der Fachrichtung

BETRIEBSWIRTSCHAFT

(Business Management)

bestanden.

Die Fachhochschule Kiel verleiht ihr
hiermit die Berechtigung den Hochschulgrad

BACHELOR OF ARTS

BA


zu führen.

Kiel, den

Der Präsident

Der Dekan

(B) YEDİTEPE Sample Diploma

 <p>TÜRKİYE CUMHURİYETİ YEDİTEPE ÜNİVERSİTESİ REPUBLIC OF TURKEY YEDİTEPE UNIVERSITY</p>	
<p><i>İktisadi ve İdari Bilimler Fakültesi</i> <i>Uluslararası İşletme Yönetimi Bölümü (Almanca)'nde</i> <i>gerekli çalışmaları başarıyla tamamlayarak</i> Lisans <i>derecesini bütün onur ve yetkileriyle almaya hak kazanmıştır.</i></p>	<p><i>Having satisfactorily completed all the requirements of the</i> <i>Faculty of Economics and Administrative</i> <i>Sciences</i> <i>in the Department of International Management (in</i> <i>German)</i> <i>has been awarded the degree of</i> <i>Internationales Management (B.A.)</i> <i>with all the honors, rights and privileges thereto.</i></p>
<p>Tarih / Date</p>	
<p>Dekan Dean</p>	<p>Rektör President</p>