

## **STUDYING IN GERMANY**

Study Preparation Course for A-Level Holders (or equivalent)  
from Malaysia

for Degree Courses at German Universities

### **Service Package**

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# I Program Description

## 1. Target Group

The program tends to outstanding A-Level holders (or equivalent) from Malaysia leading to Bachelor's studies at German universities and Universities of Applied Sciences. The program duration is 14 months plus an optional 3 to 3.5 years: 6 months of German language training (module I), 8 months for study preparation and internship (module II) and 3 to 3.5 years study counseling during a Bachelor course at a German university (module III).

## 2. Training Partners

### **Carl Duisberg Centren gGmbH**

Carl Duisberg Centren is a leading service enterprise in the area of international training and qualification. Each year, we provide knowledge of foreign languages and intercultural competence, experience abroad and international expertise to several thousand people from all over the world. For several decades already, Carl Duisberg Centren has been managing cross-border educational projects for the business community and public institutions. In our German language courses, every year more than 3.000 students acquire the necessary language skills for taking up their studies at German institutions of higher education.

Since 25 years, Carl Duisberg Centren is represented by Tan Sri Dató Dr. Yahaya Ibrahim in Malaysia. Dr. Rashid Navi Bax joined our team eight years ago. They coordinate the various programs organized for the Ministry of Education, Public Service Department, Telekom Malaysia and others.

For more details see [www.studying-in-germany.net](http://www.studying-in-germany.net) [www.cdc.de](http://www.cdc.de)

### **First City University College (FCUC)**

was established in 1990 as KBU International College (KBU/Kolej Bandar Utama) with approval from the Malaysian Ministry of Education. In October 2015 KBU was elevated to First City University College (FCUC).

FCUC provides high quality post secondary and tertiary level education in a wide range of disciplines. The high standard and quality of education at FCUC is evidenced by the endorsements received from the Malaysian Qualification Agency (MQA) and FCUC's foreign partners, and the MDeC (Multimedia Development Corporation).

The courses are conducted in collaboration with internationally recognized universities and professional bodies so that the qualifications obtained by students at FCUC are of international standard.

FCUC is located in the self contained township of Bandar Utama in Petaling Jaya which is next to Kuala Lumpur. All student accommodations managed by FCUC are situated within Bandar Utama and within walking distance from the campus.

For more details see: [www.firstcity.edu.my](http://www.firstcity.edu.my)

### 3. Admission Requirements for Studies at German Institutions of Higher Education

For admission to a Bachelor's program at a German university, participants must prove A-level or equivalent degrees. Study options depend on the subjects taken at the respective A-level equivalent. The formal requirements are fixed and may be altered by German authorities.

Carl Duisberg Centren will check the participant's documents to determine whether the participant fulfils the current requirements.

To access the program, participants need good results at A-levels. All documents must be legalized by the competent authorities of Malaysia and translated into German (if not issued in English or German).

### 4. Intensive German Language Course

#### At First City University College (FCUC)

Carl Duisberg Centren will install at least one member of its German language teaching staff at First City University College in order to realize, monitor and coordinate the German language training done in Malaysia. In case of need, further teachers, selected according to the Carl Duisberg quality criteria, will assist in the realization of the German language courses.

The Carl Duisberg teachers are native German speakers with university education. They are specialized in teaching German as a foreign language and are constantly trained in the latest trends and developments in the field of foreign language teaching.

⇒ Scope of Teaching:  
Module I: 27 TU\* x 25 weeks 675 training units

\* Training Unit = 45 minutes

#### At Carl Duisberg Centren

Carl Duisberg Centren are certified in accordance with ISO 9001 – an internationally recognized model for professional quality management.

To successfully pass the German language proficiency test (e.g. TestDaF) required for the admission to a German university, participants must reach level C1 (CEFR).

Participants entering Germany with B1 level language skills will need to complete an intensive German language course of at least another 19 weeks to reach level C1 (CEFR).

Although we provide the best possible support, Carl Duisberg Centren cannot assume responsibility for the participants' performance during the language course and the consequences of insufficient performance.

⇒ Scope of Teaching:  
Module II (in Germany): 30 TU per week,  
thereof 24 TU group training + 6 TU tutor guided self-learning  
5 days / week (Monday to Friday)

*TestDaF preparatory course:*  
20 TU per week; 5 days / week (Monday to Friday)

- ⇒ Objectives:  
Participants shall deepen their language skills and reach advanced proficiency, enabling them to successfully communicate in everyday situations and allow them to understand, interpret and write scientific texts. TestDaF preparatory course provides a specific preparation for TestDaF exam.
- ⇒ Course Elements:  
Group training (speech, reading and writing), intercultural training, computer assisted language learning, tutor guided self-learning
- ⇒ German Language Course System at Carl Duisberg Centren:  
Carl Duisberg course system is based on the Common European Framework of Reference for Languages (CEFR). At the end of each week, the students pass an assessment test to monitor the students' progress. At the end of module II, students pass level C1 exam (CDC certificate) and TestDaF exam

## 5. English language training

The English language training will be realized by teaching staff of First City University College during the first 6 months of the program. The scope of teaching will be 10 hrs. per week, i.e. until the end of Module I, a total number of about 250 training units will be reached.

The course will consolidate the students' listening, reading, writing and speaking proficiency in English language. At the end of Module I, they should be able to

- understand the general meaning, specific details and implications of the content of talks, conversations and discussions, and to understand the purposes and attitudes of different speakers
- understand linear and non-linear texts taken from newspapers, magazines, and printed regulations and instructions
- generate and organize ideas and composing in standard written English in response to an assigned topic
- express ideas, personal opinions, attitudes and experiences on a wide range of general and professional topics in a well organized manner, and to discuss these with one or two interlocutors

At the end of Module I, the students have to sit for the IELTS-Examination.

## 6. Intercultural Awareness and Introductory Meetings

We enhance participants' orientation and adaptation by means of:

- Intercultural awareness trainings and introduction to living conditions and habits in Germany
- Information meetings on topics of daily life in Germany (e.g. public transport, bank / post / telephone, health and insurance services, housing, leisure activities)
- An introduction to the German educational system and specific topics related to student life in Germany
- Information meetings on study locations and institutions of higher education

## **7. Practical Training in German Industry**

A subject-related practical training is required for admission of engineering degree courses at most Universities of Applied Sciences. If required by the university, Carl Duisberg Centren will arrange the placement according to the regulations. Furthermore, Carl Duisberg Centren will take care of a suitable accommodation during the practical training and organize the students' move.

The practical training will give students the opportunity to consolidate and extend their knowledge of German language when using it in everyday situations, to gain experience with different materials and to become acquainted with the various ways in which these materials can be processed. Moreover, they should acquire an overview of production processes and gain insight into the technical, administrative, organizational, economic and social aspects of the company they are working for.

The students will be working 40 hours per week according to the working conditions of the respective company.

## II Program Schedule

|   |  |
|---|--|
| <b>Module I</b>   | <b>(6 months)</b>  |
| <ul style="list-style-type: none"><li>• Intensive German/English Language course</li><li>• German Language proficiency test (B1)</li><li>• IELTS - Examination</li></ul>  | July - December  |
| <b>Module II</b>  | <b>(8 months)</b>  |
| <ul style="list-style-type: none"><li>• Arrival in Germany</li><li>• Intensive German language course<br/>19 weeks / 5 month</li><li>• German language proficiency test<br/>(TestDaF)</li><li>• Preparatory internship (optional) &amp;<br/>study preparation</li></ul> | beginning of January +1<br>January – May +1<br>June +1<br>June – August +1 |
| <b>Module III (optional)</b>  | <b>(3 to 3.5 years)</b>  |
| <ul style="list-style-type: none"><li>• Tutoring and mentoring during academic<br/>studies</li></ul>  | starting in September +1   |

### **III Services rendered by First City University College**

#### **English language course**

The program manager keeps close contact to language course teachers. Attendance and results are monitored regularly. The language course teacher informs the program manager on participants' behavior, motivation, progress and general performance.

During module I, students are usually accommodated in the College-managed hostel or student houses of FCUC in Bandar Utama. The monthly rent in a twin sharing room in a 2 room unit is € 95,- (subject to change).

#### **Overview of the Services rendered by First City University College**

- 00 Realization of the English language course in Module I
- 01 Cooperate with Carl Duisberg Centren in realization of the Intensive German Language Program at First City University College campus
- 02 Realization of all examinations within the program
- 03 Accommodation of the students in First City University College managed residences within Bandar Utama

### **IV Services rendered by Carl Duisberg Centren**

#### **Coordination of the program and reception in Germany**

Carl Duisberg Centren will check the participants' school leaving certificates (A-level or equivalent) to ensure that the students are eligible for the program.

Carl Duisberg Centren will assist the participants with German embassies' and authorities' visa procedure and register the students after the arrival in Germany.

Carl Duisberg Centren will pick up the students at the nearest airport to their language course location and accompany them to their accommodation.

#### **Accommodation**

During module II, participants will be accommodated in fully equipped rooms with attached bathroom in family houses or hostels.

Carl Duisberg Centren will arrange accommodation in public student's residences (if available) or private accommodation at the study location.

The monthly rent in Germany currently ranges between € 350 and € 500, depending on the type of accommodation and location.

#### **Insurance**

During module II, Carl Duisberg Centren provides health, personal liability and accident insurance (included in our offer). During module III, participants must conclude a student's health insurance (approx. 90€ per month).

#### **Intercultural awareness**

Intercultural aspects are introduced and trained during the program.

#### **Tutoring / Cultural Program**

During module II, a tutor will be available for orientation, organizational issues and any other questions that may arise. Carl Duisberg Centren offers excursions and cultural and leisure activities (expenses to be covered by the participants).



### **German language course**

The program manager keeps close contact to the language course teachers. Attendance and results are monitored regularly. The language course teacher informs the program manager on participants' behavior, motivation, progress and general performance.

### **Counseling – Study options**

During module I a Carl Duisberg representative will realize one 0,5-days-seminar on the German educational system and degree courses at German universities.

During module II, Carl Duisberg Centren points out study and specialization options at German universities. Carl Duisberg Centren makes sure that the participants consider different options and their impacts.

### **Counseling – Choice of university**

Carl Duisberg Centren maintains close relations with universities all over Germany. During module II, the project manager will consider each participant's strengths and weaknesses and make sure to choose an appropriate institution. To ensure the participants get the best possible support at their study location, Carl Duisberg Centren tends to place students at smaller institutions in medium size towns.

### **Placement and admission at the institution of higher education**

Carl Duisberg Centren carries out the application procedure for the admission to max. two universities, find suitable accommodation and organize the students' relocation.

### **Internship (optional)**

Many German universities require future students to gain some practical experience in their field of studies as a prerequisite for enrollment. Carl Duisberg Centren carries out the application procedure for an internship with a German company and trains the participants for their personal interview. The project manager will support the participants if any difficulties or questions shall arise during the internship.

### **Supervision of the study process (optional)**

During module III, Carl Duisberg Centren keeps close contact with participants and institutions. Semester results will be monitored and the project manager will regularly evaluate the participant's study progress. Every year, the project manager meets the student at the study location to discuss the past semesters and plan the next semesters. If needed, the project manager helps to arrange extra tuition. The student may contact the project manager at any time for specific questions or support.

### **Reports for module III**

Formalized semester reports can be provided to a sponsor or to the parents twice a year, including a recommendation on the continuation of the program. The project manager immediately informs any sponsor or the parents about any special occurrences.

### **Overview of the Services rendered by Carl Duisberg Centren**

- 00 Coordination of the program in co-operation with First City University College
- 01 Settlement of all necessary entry formalities and procedures for a prolonged stay in the Federal Republic of Germany; checking of admission requirements
- 02 Reception at the nearest airport to the language center and transfer to the accommodation
- 03 Intercultural awareness training
- 04 19 weeks intensive language course and TestDaF preparatory course at Carl Duisberg Centrum Cologne

- 05 Arrangement of accommodation during the language course, simple single rooms, shared bathroom (fees not included)
- 06 Insurance package: Health insurance, luggage insurance and insurance for personal liability and accident insurance will be provided during module II
- 07 Assistance in opening and handling a bank account in Germany
- 08 Introduction to everyday life in during module II
- 09 Organization of cultural events and excursions during module II (fees are not included)
- 10 Arrangement of the evaluation process of school and academic certificates for admission
- 11 Assistance in dealing with the German authorities (registration, visa prolongation etc.)
- 12 Introduction to the German educational system and different aspects of students' life
- 13 Intensive individual counseling concerning the study options
- 14 Intensive individual counseling concerning the institutions of higher education and admission at institutions of higher education
- 15 Application for up to two German universities and arrangement of the admission and registration
- 16 Support in the search for suitable accommodation during module III (monthly rent for accommodation, fees and deposit not included)
- 17 Assistance in organizing the relocation to the study location
- 18 Arrangement of a preparatory internship in a German company, training for the personal interview, assistance during the internship (if needed)

**During Module III (optional):**

- 19 Supervision of the progress and development of studies, personal interview once a year at the study location
- 20 Monitoring the students' performance
- 21 Arrangement of individual tutoring and additional classes in case of need during language course or studies (fees are not included)
- 22 Personal assistance and advice service
- 23 Regular reporting (if desired)
- 24 Reporting for special occurrences (if desired)

## V Costs per person

For the complete service package as described above, Carl Duisberg Centren charges

**Module I € 4,800.00 per student**  
**Module II € 8,480.00 per student**  
**Module III € 240.00 per student / month (optional)**

This price **includes** the fees for the service package of Carl Duisberg Centren as described.

The price does **not include** monthly allowance, fees for visa, residence permits and other administrative expenses, rent and all related expenses, insurance during module III, term fees at the universities and all related expenses.

The students should dispose of a minimum amount of € 1.000,00 per month in order to cover living expenses.

Individuals without a sponsor must deposit an amount of currently 8.700 € for the first year on a blocked account in Germany before the visa is granted. The blocked account must be restocked every year.

All prices are valid for intake in 2017.  
Prices may change for 2018 intake.

## VI Terms of payment

1. The service package is payable in advance in several installments. Detailed information will be provided at a later stage.
2. The amount invoiced is indicated in €, payments are due in €.

## VII Order

A registration must be placed with Carl Duisberg Centren gGmbH at least 8 weeks before the beginning of the program.

Carl Duisberg Centren gemeinnützige Gesellschaft mbH



Jörn Hardenbicker  
Managing Director