STAP BACHELOR APPLICATION MANUAL

As of May 2018
STAP Bachelor Application Manual

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Study Abroad Programme (STAP)

The WiSo Faculty has a wide range of partner universities worldwide, thereby offering its bachelor students excellent possibilities for studying abroad within the framework of the STAP programme. STAP enables students to study abroad for one term without having to pay tuition fees at the host university. Studying abroad for a whole academic year or any other extension beyond one term is not possible.

Financial support through the ERASMUS programme is available for certain European universities. Only one STAP term abroad is offered per bachelor student per course. The International Relations Center (ZIB) at the WiSo Faculty is responsible for mentoring STAP participants.

ERASMUS

The ERASMUS scheme is incorporated in the STAP programme and does not require a separate application. Students who complete a STAP term abroad as part of an ERASMUS cooperation receive ERASMUS mobility funding.

STAP partner universities

Allocation to bachelor programmes

Each STAP partner university is allocated to at least one STAP applicant group; details are given in the WEX International database. The STAP applicant groups\(^1\) available for bachelor students and their assigned bachelor programmes are listed below:

<table>
<thead>
<tr>
<th>STAP Applicant Group</th>
<th>Bachelor programme</th>
</tr>
</thead>
<tbody>
<tr>
<td>STAP BSc Business &amp; Economics</td>
<td>Business Administration</td>
</tr>
<tr>
<td></td>
<td>Economics (Minor: Business Administration)</td>
</tr>
<tr>
<td></td>
<td>Health Economics</td>
</tr>
<tr>
<td></td>
<td>Information Systems</td>
</tr>
<tr>
<td>STAP BSc Economics &amp; Politics</td>
<td>Economics (Minor: Politics, Sociology)</td>
</tr>
<tr>
<td></td>
<td>Economics with Social Sciences</td>
</tr>
<tr>
<td>STAP BSc Politics &amp; Sociology</td>
<td>Social Sciences</td>
</tr>
</tbody>
</table>

\(^1\) In addition to the STAP application groups, the WiSo Exchange International Platform lists applicant groups across degrees, such as summer schools and freemover.
The universities available for specific application groups are listed on the WiSo Exchange International Platform (WEX) – [https://wex-outgoings-wiso.uni-koeln.de/login/auth](https://wex-outgoings-wiso.uni-koeln.de/login/auth) (View International Options). This list only provides general information without any indication regarding the number of available places in the specific Selection Rounds.

The WEX database is only available to students at the WiSo Faculty and is accessed via the student account. To gain access to the database, please follow these easy steps:

- **Step 1:** Register with your Cologne IT account name (the one you use for the KLIPS registration i.e.) via the register button on the right-hand side on the bottom line.

- **Step 2:** You will then receive an activation link via e-mail to your webmail account. Please activate the link given in the mail. Opening the mail will not suffice, you have to click on the link!

Please log into your webmail account via your e-mail address!

You can find the webmail portal via the following link: [https://webmail.uni-koeln.de/login.php](https://webmail.uni-koeln.de/login.php)
Step 3: log-in with your now active Cologne IT account name and your password:

View International Options

The WEX database includes a link to the International Office of every partner university listed and, if available, a PDF factsheet with general information and facts about the partner university. Additional information about the study programme and admission procedure is available under the respective headings in the WEX database. Please pay special attention to the following points when choosing a partner university in your application:

Subject Areas: This section provides information on the general focus of the courses on offer.

Language Requirements: Specific English language requirements, or requirements for courses that are held in languages other than or in addition to English, are listed here.

Study requirements: Specific requirements for individual universities are listed in this section (an exchange may, for example, only be possible from the fifth semester).

Term Dates: The term dates of some of our partner universities may overlap with the term dates of the University of Cologne. This could mean that courses at the University of Cologne can only be taken up to the mid-term dates prior to your exchange term. Students may consider prior to their term abroad.

If you are having troubles with your university e-mail address, please contact the university’s regional computing center:

https://rrzk.uni-koeln.de/rrzk.html?&L=1
Average Number of Exchange Places in Previous Years: This refers to previous full academic years (fall and spring) and should only be regarded as a general indication of available places.

Credit transfer possibilities for bachelor programmes

Bachelor programmes at the WiSo Faculty offer good possibilities for transferring credit points awarded abroad to the home degree at the University of Cologne. For information on credit transfer please visit the WiSo Center for Crediting Foreign Examinations –> Information –> Studies Abroad: https://www.anrechnungwiso.uni-koeln.de/wiso-anr-pub-1.2/default/ablauf2

STAP application

Key dates

There will be one main selection round per year and we recommend that you apply in the second (start of studies: spring) or third semester (start of studies: fall) of your studies.

Main selection round, deadline: 1 December

The main selection round will offer STAP exchange opportunities

- Either for fall (of next year)
- Or for spring (of the year after next)

Students need to decide on their preferred study period and can submit one application only, either for fall or for spring.

Minor selection round, deadline: 1 June (not available every year)

Should there still be a certain number of slots available we will offer a minor selection round for

- Spring (of next year)

Please note that there is no guarantee that a minor selection round will take place every year. Nor should a wide range of exchange opportunities be expected. Information on whether there will be a minor selection round will be available from Mid-April.

Application requirements

- Enrolment in a bachelor's course at the WiSo Faculty
- An average of at least 18 credit points per completed term
- Proof of sufficient English skills
English language requirements

Proof of sufficient English language skills is required for application to the Studies Abroad Programme (STAP). Applicants must submit one of the following English language certificates:

- TOEFL (iBT, minimum of 87)
- IELTS (minimum of 6.0)
- Cambridge Certificate (minimum FCE)
- a completed - at the time of application - Business English course at the Cologne WiSo Faculty (minimum of B2 - on the course certificate)
- the School of English FILTERtest (minimum of B2-)

Individual universities may have specific requirements regarding English language skills. These are listed in the WEX International portal under 'Language requirements’. Please check these specific requirements carefully!

We recommend applicants who choose the FILTERtest to register early for the tests. Upcoming FILTERtest dates and the registration form are published on the website of the STAP programme. The School of English ('Englisches Institut’) can communicate test results directly to the ZIB WiSo office, in order to guarantee submission of the application by the given deadline. We cannot guarantee a FILTERtest appointment for every applicant.

Selection process

Applications for the STAP programme are submitted through the WiSo EXchange International Database (WEX) at https://wex-outgoings-wiso.uni-koeln.de/login/auth. An application can be started after access to the Selection Round has been activated on the website. Students can access the current application round by clicking on ‘My Application’, entering their personal information and then selecting ‘Enter Application’. Here students can choose their top five universities. Once an application has been started, students can edit their information and upload their application documents. The application is considered completed after clicking on the ‘Submit’ button within the specified deadline (changes are then no longer possible).

Once the Selection Round has closed, the submitted applications are processed by the ZIB WiSo coordinators. Applicants can view the status of their applications via ‘My Application’.

The results of the selection process are communicated via email to applicants’ student email addresses within ten weeks of the application deadline. Applicants must accept or refuse the STAP offer through the WEX database.

Selection criteria

The ZIB WiSo ranks STAP applicants according to their average grade, which constitutes the basis for admission or refusal and the allocation to applicants’ preferred partner university. In the case of
identical average grades and preferred universities between two or more applicants, the study speed decides. Where this is also identical, a decision is made by drawing lots.

Application documents
The application (one application for 5 universities) must be submitted in English and the following documents uploaded via the WiSo EXchange International Portal (WEX) before the given deadline of the Selection Round. Please note that we do not accept incomplete nor late applications. The process is completed after clicking on the ‘Submit’ button. Please note that only 2 files (as PDF!) can be uploaded and that the single PDF documents have to be merged as follows:

<table>
<thead>
<tr>
<th>WEX document name</th>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Personal Data</strong></td>
<td>Letter of motivation* (in English, one page)</td>
<td>Your letter of motivation should be intended for your preferred university. It should explain why you are interested in your chosen host university in terms of the courses and subjects it offers, and how an exchange term would further your academic ambitions. You can also use the letter to explain in more general terms why you would like to study abroad. The letter of motivation should be based on the course offer at the host university at the time of writing the application.</td>
</tr>
<tr>
<td></td>
<td>CV in English* (with photo)</td>
<td>Your CV should list in tabular form the essential information regarding your main study focus, internships and extracurricular activities.</td>
</tr>
<tr>
<td></td>
<td>Proof of English language skills* (tests to be completed prior to application deadline)</td>
<td>Please include one of the following English language certificates: TOEFL (iBT, minimum of 87), IELTS (minimum of 6.0), Cambridge Certificate (minimum FCE), a completed - at the time of application - Business English course at the Cologne WiSo Faculty (minimum of B2- on the course certificate) or the School of English FILTERtest (minimum of B2-). Please check WEX for special requirements for specific universities. Information on FILTERtest dates can be found on the ZIB WiSo website: <a href="https://www.wiso.uni-koeln.de/de/international/studies-abroad/semester-exchange-stap/bachelor/">https://www.wiso.uni-koeln.de/de/international/studies-abroad/semester-exchange-stap/bachelor/</a></td>
</tr>
<tr>
<td></td>
<td>Further proof of language skills (where language of instruction is not</td>
<td>For university courses in other languages (see the WiSo EXchange International Database, Language Requirements) please include this Self-Evaluation Form: <a href="https://www.wiso.uni-koeln.de/de/international/studies-abroad/semester-exchange-stap/bachelor/">https://www.wiso.uni-</a></td>
</tr>
</tbody>
</table>
**Additional information**

**The WiSo Exchange International (WEX) Platform**

The WiSo EXchange International Platform (WEX) provides information for prospective applicants, assistance in submitting the STAP application and subsequent support through ZIB WiSo.

**Access**

WiSo Faculty students and staff can access the WiSo-EXchange Platform. Students and staff can log in on the WEX website using their student or staff account credentials: [https://wex-outgoings-wiso.uni-koeln.de/login/auth](https://wex-outgoings-wiso.uni-koeln.de/login/auth)

**How to use the WEX Platform**

For information on how to use the WEX Platform please see the following illustration and read the entry given in this application manual about the WEX registration:

**How to use the WISOEXchange Database**

*for students and staff of the WiSo Faculty*

<table>
<thead>
<tr>
<th>Study details</th>
<th>English)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preliminary transcript of records Bachelor degree*</td>
<td>koeln.de/fileadmin/wiso_fak/fakultaet/dokumente/international/STAP_Self-Evaluation_Form_for_Language_of_Instruction.pdf as well as the correspondent certificate.</td>
</tr>
<tr>
<td>Certificate of Enrolment*</td>
<td>To be downloaded via KLIPS 2.0</td>
</tr>
</tbody>
</table>

* Required documents for a complete application
Communication

All communication with ZIB staff and the partner university during the application process as well as the actual exchange takes place via your student account.

You can arrange email forwarding from your student account to another email address through the mail portal of the University of Cologne: http://mailportal.uni-koeln.de/

FAQs

For further information regarding the WEX Platform please see the FAQs section on the WEX website.

Contact

Initial Guidance Bachelor:
Roselyne Rigollet
Email: roselyne.rigollet@uni-koeln.de
Tel.: 0221 470 7065
Office hours: see Website

Coordinator STAP Bachelor:
Mareike Laub
Email: mareike.laub@uni-koeln.de
Tel.: 0221 470 1905
Office hours: see Website

STAP Terms and Conditions

Each STAP applicant who receives an offer for a STAP term abroad, needs to agree to the STAP terms and conditions (as listed in the following page) when accepting the offer.
By accepting a place on the STAP programme, the student agrees to comply with the requirements below:

Terms and conditions for the STAP programme

As a participant on an international programme of the Faculty of Management, Economics and Social Sciences (WiSo Faculty), I hereby declare that I will take on the tasks and responsibilities involved to the best of my ability. I am aware of my role as a representative of the University and the Faculty and will ensure my behaviour, my willingness to engage in dialogue and my efforts to integrate myself while abroad are in accordance with that role. Before starting my studies abroad, I will improve my ability in the language of tuition so that I am capable of participating in seminars, discussions and presentations in an active and academically successful manner. I will be respectful towards my host institution. My behaviour while abroad will contribute positively towards the promotion and development of the international relations of the Faculty of Management, Economics and Social Sciences.

Only students who are enrolled and will continue to stay enrolled at the University of Cologne during their time away may take part in the STAP programme. A further additional term abroad with a partner university (e.g. through the STAP programme, the central International Office/Dezernat 9) is not possible.

I hereby agree to:
Please mark each box with a cross to indicate that you have read and understood the requirement

Complete the minimum workload required by my host university during my term abroad. Should the host university not have a defined minimum workload, I hereby agree to successfully complete at least 20 ECTS through exams, with the focus on specialist courses. Other arrangements are only possible with the agreement of the ZIB WiSo (International Relations Center of the WiSo Faculty).

Ensure that I have sufficient insurance cover (in particular health, travel, accident and personal liability insurance) and that I fulfil the organisational and legal requirements of the host country (e.g. visa and residence requirements, vaccinations).

Keep to all deadlines for registrations and allow enough time for postal delivery, to accept the term dates of the host university, to complete the full term and to attend all compulsory courses and exams. Should late arrival or early departure be necessary in individual cases, the explicit agreement of both the host university and the ZIB WiSo is always required.

Inform the ZIB and the host university immediately, should I not be able to start or complete the term abroad. Such notification will only be accepted on serious grounds and proof must be shown (e.g. doctor’s note). An alternative term abroad is not considered an acceptable reason for cancellation.

Fulfil my contractual obligations while aboard (e.g. leases, telephone contracts, library fines, administrative fees). This still applies, even if I cancel my stay before arrival, if it is not possible for the host university to cancel any charges that may apply.

Actively represent the University of Cologne abroad and – if my class schedule allows – to actively participate in Educational Fairs and International Days. I will submit an experience report to the ZIB WiSo after completing my stay abroad and will – if my schedule permits – take part in international projects in Cologne and participate in information sessions.

The study and examination regulations applicable to the student take precedence over and are in no way restricted by the requirements of these terms and conditions.