STAP MASTER APPLICATION MANUAL

October 2017

International Relations Center (ZIB)
University of Cologne
Faculty of Management, Economics and Social Sciences
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Study Abroad Programme (STAP)

The WiSo Faculty as the only German member of the exclusive PIM and CEMS networks and one of very few German universities to have received the EQUIS label, has an excellent network of international cooperation partners. Renowned international business schools and universities offer exchange opportunities for master’s students, who can study abroad for one term without having to pay tuition fees. The Study Abroad Programme is designed for one term abroad. Any extension beyond one term, a whole academic year, or a second STAP term abroad with a different university is not possible. Pls see as well the STAP Terms and Conditions (page 8 and 9)

STAP exchanges for master’s students fall within the standard period of study, i.e. Master students will submit their STAP application during their 1st Master term.

Financial support is available for certain universities through the ERASMUS or DAAD-ISAP programmes.

The International Relations Center (ZIB) of the WiSo Faculty is responsible for mentoring STAP participants.

ERASMUS

The ERASMUS scheme is incorporated into 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.

WiSo Exchange International database

The WiSo Exchange International database designed for the students of the WiSo Faculty offers broad information on exchange opportunities and manages the selection process and the studies abroad.

https://wex-outgoings-wiso.uni-koeln.de/login/auth

First-time visitors to the WEX International database first need to register through the green registration button (right-hand side on the bottom line).

1 If a student has not been able to carry out/start his or her master’s studies due to exceptional circumstances, such as one long-term internship (as opposed to several internships) or illness, an application in a later term may still be possible in certain cases. If this applies, it is absolutely necessary to consult with ZIB WiSo as soon as possible.
STAP partner universities

Allocation to applicant group3 and their master’s 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 available for master’s students and their assigned master’s programmes are listed below:

<table>
<thead>
<tr>
<th>STAP applicant group</th>
<th>Master’s programme</th>
</tr>
</thead>
<tbody>
<tr>
<td>STAP MSc Business &amp; Economics (with work experience*: STAP MBA/MSc Business &amp; Economics)</td>
<td>Business Administration, Economics, Health Economics</td>
</tr>
<tr>
<td>STAP MSc Information Systems</td>
<td>Information Systems</td>
</tr>
<tr>
<td>STAP MA Political Science</td>
<td>Political Science</td>
</tr>
<tr>
<td>STAP MSc Sociology</td>
<td>Sociology and Empirical Research</td>
</tr>
</tbody>
</table>

*with work experience: Students with a minimum of 6 months full-time work experience in the form of course and subject-related activities (e.g. internships). Subject-related vocational training completed prior to university studies and in addition to further internships may also be taken into consideration.

View International Options

With its feature ‘View International Options’, the WEX International database offers detailed information on each partner university. This includes the term dates, subject areas and if available, a PDF factsheet with general information and facts about the partner university. Please pay special attention to the following points when selecting the preferred universities for the STAP application:

Subject areas: This section provides information on the general focus of the courses offered for exchange students by this school. Applicants are strongly advised to carefully check this section according to their previous academic studies and academic interests. This may have as well impact on credit transfer options.

Language requirements: Lists specific requirements for the English language certificate. Requirements for courses that are held in languages other than or in addition to English are listed here. Please consult as well the factsheet of your preferred universities.

Work experience: The field Work Experience is linked to MBA schools. As a general rule MSc students may apply for MBA schools if they have gained at least 6 months full-time work experience.

If an MBA school asks for higher work experiences, this will be listed here and in this case a talk with the ZIB coordinator is highly recommended.

3 In addition to the STAP application groups, the WiSo Exchange International database lists applicant groups across degrees, such as summer schools and exchange terms for non-wiso exchange&freemovers.
Term dates:
The term dates of some of our partner universities may overlap with the term dates (including exam period) of the University of Cologne. This may lead to a reduced study workload at the University of Cologne. (Some students take an internship prior to their exchange term).

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.

Conversion rate into Cologne credits:
This only applies for over-seas Universities, who do not use the ECTS system.

Credit transfer possibilities for master’s programmes
Master’s programmes at the WiSo Faculty offer good possibilities for transferring credit points awarded abroad to the home degree at the University of Cologne. All master’s studies open for the STAP exchange programme offer modules ‘Studies Abroad …’, which offer easy credit transfer in order to complete the master’s studies within the standard period of study.

In addition, it is possible to apply for single course credit transfer. For more information on credit transfer please visit the WiSo Center for Crediting Foreign Examinations --> Information --> Studies Abroad:
https://www.anrechnungwiso.uni-koeln.de

Main point of contact for counselling for the modules ‘Studies Abroad’ will be your ZIB coordinator.

STAP application/selection rounds

Key dates (pls see as well the overview on the following page)
There will be one main selection round per year, which is targeted at first-term master’s students.

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 term/study period and may submit one application only. They should list up to 5 universities.

For the applicant group STAP MA Sociology only full-time studies abroad will be available in spring (of the year after next).

Secondary selection round, deadline: 1 June (not available every year)
Should there still be a certain number of slots available, we will offer a secondary selection round for

- spring (of the year after)

Please note that there is no guarantee that a secondary selection round will take place every year. Nor should a wide range of exchange opportunities be expected. Information on whether there will be a secondary selection round will be available from the beginning of April.
Overview on the STAP Master selection structure:

**STAP Master – main selection round (fall term and spring term)**

<table>
<thead>
<tr>
<th>15 OCTOBER</th>
<th>1 DECEMBER</th>
<th>MID-FEBRUARY</th>
<th>END OF FEBRUARY</th>
<th>EARLY MARCH</th>
<th>EARLY MARCH</th>
<th>MID-MARCH</th>
<th>15 MARCH***</th>
</tr>
</thead>
<tbody>
<tr>
<td>APPLICATION PERIOD**</td>
<td>RESULTS AND ACCEPTANCE PERIOD</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Beginning of STAP application period</td>
<td></td>
<td>Application deadline All applications have to be submitted via WEX</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Deadline for acceptance</td>
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<td></td>
<td></td>
<td>Handling in of new preference list</td>
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<td>Selection result based on new preference list</td>
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<tr>
<td></td>
<td></td>
<td>Deadline for acceptance</td>
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<tr>
<td></td>
<td></td>
<td>Last possible date for receiving an offer</td>
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</tr>
</tbody>
</table>

** Deadline for handing in final bachelor degrees and/or TOEFL/IELTS results if taken until 15 November; 15 January.  ** Alternative offer: if no offer can be given at one of the five preferred universities and if slots at other universities are available.  
*** End of main selection round. In case any exchange slots become available after 15 March, these slots will be made available in a secondary selection round.

**STAP Master – secondary selection round (for spring term only)**

<table>
<thead>
<tr>
<th>15 APRIL</th>
<th>1 JUNE</th>
<th>END OF JUNE</th>
<th>MID-JULY</th>
<th>MID-JULY</th>
<th>MID-JULY</th>
<th>END OF JULY</th>
<th>15 AUGUST</th>
</tr>
</thead>
<tbody>
<tr>
<td>APPLICATION PERIOD**</td>
<td>RESULTS AND ACCEPTANCE PERIOD</td>
<td></td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>Beginning of STAP application period</td>
<td></td>
<td>Application deadline All applications have to be submitted via WEX</td>
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<tr>
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<td>Deadline for acceptance</td>
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<td></td>
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<td>Handling in of new preference list</td>
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<td></td>
<td>Selection result based on new preference list</td>
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<td>Deadline for acceptance</td>
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<tr>
<td></td>
<td></td>
<td>Last possible date for receiving an offer</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

** Deadline for handing in TOEFL/IELTS results if taken until 1 June; 15 June.  ** Alternative offer: if no offer can be given at one of the five preferred universities and if slots at other universities are available.

Selection process

At the beginning of the first MSc term, the main selection round will be activated through the WiSo Exchange International database (WEX) at https://wex-outgoings-wiso.uni-koeln.de/login/auth

Students have access to the available applicant groups and their allocated universities via:

My application – Personal data (please enter your personal data first) – Enter/View applications

Before beginning with the application, students are requested to select the correct applicant group and decide on the preferred term abroad. Only one application will be accepted and processed.

With the application, students can select their top five universities. Once an application has been started, students can edit their information and upload their application documents until the final application deadline. The application is considered completed after clicking the ‘Submit’ button within the specified deadline. Once an application has been submitted changes are no longer possible. Please pay special attention to only submit complete application documents. Applications cannot be submitted after the closing deadline and will not be processed.

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

The results of the selection process are communicated via email to the applicant’s student email address.
Selection criteria

Ranking of applicants is done within the corresponding applicant group, applicants for fall and spring will be ranked in the same list. Evaluation of the applications is done according to the following criteria:

<table>
<thead>
<tr>
<th>Applicant group</th>
<th>Main selection round (first MSc term)</th>
<th>Secondary selection round (second MSc term) (if available)</th>
</tr>
</thead>
<tbody>
<tr>
<td>STAP MSc Business &amp; Economics</td>
<td>51% Bachelor final grade</td>
<td>51% Bachelor final grade</td>
</tr>
<tr>
<td>STAP MBA/MSc Business &amp; Economics</td>
<td>29% Admission test*</td>
<td>29% MSc grades</td>
</tr>
<tr>
<td></td>
<td>20% Evaluation of CV (internships, extracurricular activities, letter of motivation / study plans)</td>
<td>20% Evaluation of CV (internships, extracurricular activities, letter of motivation / study plans)</td>
</tr>
<tr>
<td>STAP MSc Sociology (only in main selection round)</td>
<td>80% Bachelor final grade</td>
<td>Not applicable</td>
</tr>
<tr>
<td></td>
<td>20% Evaluation of CV (internships, extracurricular activities, letter of motivation / study plans)</td>
<td></td>
</tr>
<tr>
<td>STAP MA Political Sciences</td>
<td>80% Bachelor final grade</td>
<td>51% Bachelor final grade</td>
</tr>
<tr>
<td></td>
<td>20% Evaluation of CV (internships, extracurricular activities, letter of motivation / study plans)</td>
<td>29% MSc grades</td>
</tr>
<tr>
<td></td>
<td></td>
<td>20% Evaluation of CV (internships, extracurricular activities, study plans, letter of motivation)</td>
</tr>
<tr>
<td>STAP MSc Information Systems</td>
<td>80% Bachelor final grade</td>
<td>51% Bachelor final grade</td>
</tr>
<tr>
<td></td>
<td>20% Evaluation of CV (internships, extracurricular activities, letter of motivation / study plans)</td>
<td>29% MSc grades</td>
</tr>
<tr>
<td></td>
<td></td>
<td>20% Evaluation of CV (internships, extracurricular activities, study plans, letter of motivation)</td>
</tr>
</tbody>
</table>

* For students in the applicant groups STAP MSc Business & Economics and STAP MBA/MSc Business & Economics who did not take the admission test for their master’s application, the average result of the admission tests of the relevant STAP application group will be taken into account.

NB: The academic criteria of the STAP Master selections refer to the bachelor’s studies/gpa. Nevertheless, once a student has been offered an exchange slot, the host university abroad will review the MSc grades during the admission process. Please note that the host school may refuse a student should his or her MSc grades strongly differ from his or her bachelor grades.
Application documents

Please carefully follow the guidelines on how to structure your application documents as shown in the following table. Only pdf-documents can be uploaded max 1 MB each.

<table>
<thead>
<tr>
<th>WEX document name</th>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Letter of motivation (in English, one page)</td>
<td>Your letter of motivation should be intended for your preferred (ranked first) 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 current course offer according to the information provided online in the WEX database and in the factsheet.</td>
</tr>
<tr>
<td></td>
<td>CV in English (with photo)</td>
<td>Your CV should list the essential information in tabular form. Please put special emphasis on your main study focus, internships and extracurricular activities.</td>
</tr>
<tr>
<td></td>
<td>Proof of English language skills (test to be taken before 15 December*)</td>
<td>For STAP MBA/MSc Business &amp; Economics and STAP MSc Information Systems: TOEFL (iBT, minimum of 87), IELTS (minimum of 6.0), Cambridge Certificate (minimum FCE) or bachelor’s degree completed in English. For STAP MA Political Science and STAP MSc Sociology: As above, or alternatively, a completed Business English course at the Cologne WiSo Faculty (minimum of B2-) or the School of English FILTERtest (minimum of B2-). Information on FILTERtest dates can be found on the ZIB WiSo website in the section: <a href="http://www.international.wiso.uni-koeln.de/outgoing-students/term-abroad/stap-bachelor/">http://www.international.wiso.uni-koeln.de/outgoing-students/term-abroad/stap-bachelor/</a></td>
</tr>
</tbody>
</table>

*If English test is taken after the application deadline (until 15 December the latest):

1. When entering your personal data insert in the box ‘Level of ability in English as on certificate’ the date you (will) take the TOEFL/IELTS test.
2. Complete/submit your STAP Application through WEX by 1 December the latest.
3. Send your preliminary English test result by 15 Jan via e-mail to wiso-outgoings@uni-koeln.de by naming the document (family name, first name_TOEFL result)

Further proof of language skills (other than English, where required) For university courses in other languages than English (see the WiSo Exchange International database, Language Requirements) please include a self-evaluation form. Click here.
### Study details

<table>
<thead>
<tr>
<th>Study details</th>
<th>Required Item</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor’s degree certificate</td>
<td>Please do not include module descriptions, nor diploma supplements</td>
<td></td>
</tr>
<tr>
<td>Admission test</td>
<td>This only applies to STAP programmes that require admission tests for the master’s degree. Please only upload the results page (see note under Selection Criteria)</td>
<td></td>
</tr>
<tr>
<td>Certificate of enrolment</td>
<td>To be downloaded via KLIPS 2.0</td>
<td></td>
</tr>
<tr>
<td>For Secondary Selection Round only: Current transcript of your Master studies</td>
<td>Please upload an officially stamped current transcript of your master studies, issued by the Registrar’s Office/Prüfungsamt preferably between 2 and 30 May</td>
<td></td>
</tr>
</tbody>
</table>

### Professional Data

<table>
<thead>
<tr>
<th>Professional Data</th>
<th>Required Item</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Records of internships, extracurricular activities (may be uploaded in original language)</td>
<td>References for all subject-related internships, training and work experience listed in the CV. For voluntary work and extracurricular activities please include the organisation’s website and, where applicable, the name of a contact person</td>
<td></td>
</tr>
</tbody>
</table>

### Communication

All communication with ZIB WiSo staff during the application process will take place via the student email account. Students can arrange email forwarding from the student email account to another email address through the mail portal of the University of Cologne: [http://mailportal.uni-koeln.de/](http://mailportal.uni-koeln.de/)

### FAQs

For further information on the application process, please refer to the FAQs on the WEX platform.

### Contact and personal advice

**Contact for master’s students at ZIB WiSo:**

Jutta Reusch  
[mailto:jutta.reusch@uni-koeln.de](mailto:jutta.reusch@uni-koeln.de)  
+49 (0)221 470 7067

Drop-in advising hours: Monday – Thursday, 9 – 12 a.m.  
[http://www.international.wiso.uni-koeln.de/international-profile/contact/](http://www.international.wiso.uni-koeln.de/international-profile/contact/)

### 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.

I am aware that the ZIB WiSo reserves the right to exempt me from future ZIB WiSo exchange offers if I fail to meet the above-mentioned requirements.

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.
How to use the WiSoEXchange Database
for students and staff of the WiSo Faculty

General overview of opportunities for studies abroad within Faculty agreements (with detailed information per school), as well as for freemover, summerschools etc.

Start

1. Start application process: via My Applications Button
2. Insert personal Data - [save/update]
3. Check selection round and available Universities, (for detailed information per school, please consult ‘View International Options’)
4. Start Application and select Universities

Selection round
(please carefully check End date)

4. Check the STAP Application Manual for required application documents
5. Upload Application Documents

End Date

4. Submit Application [submit]
   (before end date of selection round)