Updates October 2019:

- MSc Sociology: preferred term abroad (fall or spring), see page 4, Study planning for MSc Sociology ...
- ‘Old’ TOEFL/IELTS scores accepted for STAP application (see page 7)
- Recommended date to take the English test for STAP main selection round (see page 7)
- ERASMUS participating countries (see page 2)
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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 within the STAP programme

- The STAP programme is designed for one term abroad, without having to pay tuition fees. 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. 1
- 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. Unless otherwise mentioned in the WEX Exchange database, all STAP partner universities within the European Union, Norway and Turkey are part of the ERASMUS cooperation.

Whether United Kingdom will be part of the ERASMUS cooperation for the following years depends on the political decisions in the coming months (October 2019)

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 (4 month-)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 group\(^3\) 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. Please be aware that the number of STAP partner universities differs significantly among the study courses.

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</td>
<td>Business Administration, Economics, Health Economics</td>
</tr>
<tr>
<td>(with work experience*: STAP MBA/MSc Business &amp; Economics)</td>
<td></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.

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\(^3\) 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.

Experience reports: The experience reports uploaded for each STAP university reflect an individual experience of former STAP participants and do not represent the views of the University of Cologne. Some information and procedures may have changed since the report was written.

Please pay special attention to the term (fall or spring) each report is referring to.

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 [https://www.ctc.uni-koeln.de/en/](https://www.ctc.uni-koeln.de/en/)

and the leaflet for credit transfer options for master students (see right column)


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

Study planning for MSc Sociology and Social Research (STAP main selection round)

When selecting the preferred term abroad (fall or spring), MSc Sociology students should carefully consider their current study schedule. The term abroad may not overlap with the research seminar (‘Forschungsseminar’).

- Students starting their research seminar in spring (2nd Master term) should select spring as preferred term abroad.
- Students starting their research seminar in fall (1st Master term) may either select fall or spring as preferred term abroad.

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, application 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.
Secondary selection round, application 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>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Beginning of STAP application period</td>
<td>Application deadline All applications have to be submitted via WEX</td>
<td>Outcome 1: Offer</td>
<td>Deadline for acceptance</td>
<td>Handing in of new preference list</td>
<td>Selection result based on new preference list</td>
<td>Deadline for acceptance</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Outcome 2: Alternative offer**</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Outcome 3: No offer</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

* Deadline for handing in final bachelor degree and/or TOEFL/IELTS results: 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)**

Please note: there is no guarantee that a secondary selection round will take place every year; nor should a wide range of exchange opportunities be expected.

<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>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Beginning of STAP application period</td>
<td>Application deadline All applications have to be submitted via WEX</td>
<td>Outcome 1: Offer</td>
<td>Deadline for acceptance</td>
<td>Handing in of new preference list</td>
<td>Selection result based on new preference list</td>
<td>Deadline for acceptance</td>
<td>Last possible date for receiving an offer</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Outcome 2: Alternative offer**</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Outcome 3: No offer</td>
<td></td>
<td></td>
<td></td>
<td></td>
<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.
Schedule: STAP main selection round

15 October (of the first Master term): start of the STAP main selection round in the WEX International Database

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. We strongly recommend to make use of all 5 options to list the preferred universities.

**until end of November:** Once an application has been started, students can start to edit their information and to upload their application documents. They can leave the application open to re-check their application documents and to make sure that all required documents are included. Only applications with complete documents will be considered. Once an application has been submitted changes are no longer possible.

1 December: final deadline to submit the STAP application. Please make sure to click on the ‘submit’ button in order to finally submit your STAP application. 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></td>
<td>29% Admission test*</td>
<td>29% MSc grades</td>
</tr>
<tr>
<td>STAP MBA/MSc Business &amp; Economics</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 (probably only in main selection round)</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>STAP MA Political Sciences (probably only in main selection round)</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>20% Evaluation of CV (internships, extracurricular activities, study plans, letter of motivation)</td>
<td>20% Evaluation of CV (internships, extracurricular activities, study plans, letter of motivation)</td>
</tr>
<tr>
<td>WEX document name</td>
<td>Item</td>
<td>Description</td>
</tr>
<tr>
<td>-------------------</td>
<td>------</td>
<td>-------------</td>
</tr>
<tr>
<td><strong>Personal Data</strong></td>
<td>Letter of motivation</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. <em>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.</em></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</td>
<td><em>For STAP MBA/MSc and MSc Business &amp; Economics and STAP MSc Information Systems:</em> TOEFL* (iBT, minimum of 87) IELTS* (minimum of 6.0), Cambridge Certificate (minimum FCE) or bachelor’s degree fully completed in English. <em>For STAP MA Political Science and STAP MSc Sociology:</em> As above, or alternatively, a completed Business English course at the Cologne WiSo Faculty (minimum of B2- in all sub-sections) or the School of English FILTERtest (minimum of B2- in all sub-sections). 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>
<tr>
<td></td>
<td>(in English, one page)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(* may be handed-in until 15 January)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>You may use our TOEFL ID: B297 (not compulsory)</td>
<td></td>
</tr>
</tbody>
</table>
*If English test is taken after the STAP application deadline (we strongly recommend to take the test until mid December to meet the 15.January-deadline to hand-in the result)

WEX section personal data: ‘Level of ability in English as on certificate’ put the date you (will) take the TOEFL/IELTS/English test until 1 December: complete/submit your STAP Application through WEX until 15 January: e-mail your (preliminary) English test result to wiso-outgoings@uni-koeln.de name the document (family name, first name_TOEFL result) pls, no special characters.

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

* for STAP applications we accept TOEFL or IELTS certificates older than 2 years. In case of an offer for a STAP university requesting a current English certificate, students need to re-take the TOEFL or IELTS – after the result of the STAP application was communicated (end of January/begin of February)

<table>
<thead>
<tr>
<th>Study details</th>
<th>Professional Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor’s degree certificate (either in German or English language)</td>
<td>Records of internships, extracurricular activities (may be uploaded in original language)</td>
</tr>
<tr>
<td>Please do not include module descriptions, nor diploma supplements</td>
<td>References for all subject-related internships, training and work experience listed in the CV.</td>
</tr>
<tr>
<td>Admission test</td>
<td>For voluntary work and extracurricular activities please include the organisation’s website and, where applicable, the name of a contact person</td>
</tr>
<tr>
<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 (no student card!)</td>
<td>For Secondary Selection Round only: Current transcript of your Master studies</td>
</tr>
<tr>
<td>To be downloaded via KLIPS 2.0</td>
<td>Please upload an officially stamped current transcript of your master studies, issued by the WiSo Student Service Point between 2 and 30 May</td>
</tr>
</tbody>
</table>

Communication

All communication from the ZIB WiSo staff will take place to the student email (smail) account. Students are strongly encouraged to regularly check their smail-inboxes and/or to set up a forwarding e-mail through University of Cologne’s mail portal.

Contact and personal advice
Contact for master’s students at ZIB WiSo:
Jutta Reusch
Jutta.Reusch@uni-koeln.de
+49 (0)221 470 7067

Drop-in advising hours:
Monday, Wednesday, Thursday 9 am – 12 pm: ZIB WiSo office
Tuesday (every second Tuesday) 9 am – 12 pm: WiSo Student Service Point (check here for overview Fachberatungen)

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.