

**Updates 12.January 2021:**

**New deadline for handing in English language certificate, see page 6**

**Applications with current WiSo Faculty's Business English Course (fall term 2020/21):  
see page 6 an 7**

Past updates:

Application requirements/ number of credits per completed term: see page 5

TOEFL/ IELTS@Home testing: see page 6

Dear students and applicants,

We are pleased that you are interested in the WiSo Faculty's Studies Abroad Programme and are happy to offer you our support in planning and realising an enriching semester abroad. However, please be aware that due to the current Covid-19 pandemic, there may be spontaneous changes in our offers and processes. Any changes will be communicated in a timely and transparent manner to all parties involved. We apologise for any inconvenience caused by possible spontaneous adjustments that may occur in the STAP process due to circumstances beyond our control/force majeure.

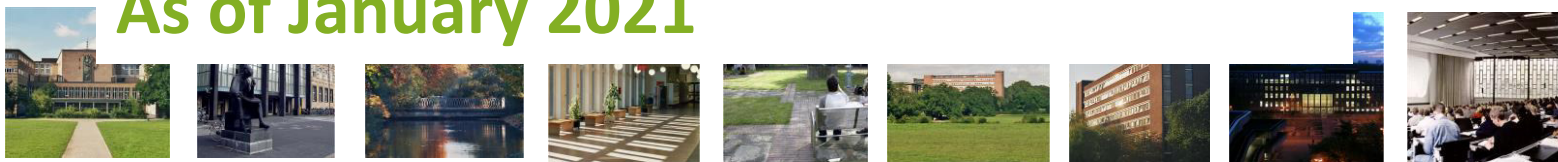
Kind regards

Your ZIB WiSo coordinators

# STAP STUDY ABROAD PROGRAMME

## BACHELOR APPLICATION MANUAL

### As of January 2021



International  
Relations Center  
WiSo Faculty | University of Cologne

International Relations Center (ZIB)

University of Cologne

Faculty of Management, Economics and Social Sciences



# STAP Bachelor Application Manual

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## Study Abroad Programme (STAP)

The WiSo Faculty has a wide range of partner universities around the world, 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. STAP offers one term abroad only per bachelor student. 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. The International Relations Centre (ZIB) at the WiSo Faculty is responsible for mentoring STAP participants.

## ERASMUS

The STAP programme incorporates the ERASMUS scheme. Hence, ERASMUS for our selected STAP students 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, Iceland and Turkey are part of the ERASMUS cooperation. The status of UK universities within a possible ERASMUS funding is still undefined (as of July 2020).

## 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. You can find the STAP applicant groups<sup>1</sup> available for your individual study programme below:

STAP Applicant Group	Bachelor study programme
STAP BSc Business & Economics	Business Administration Economics (Minor: Business Administration) Health Economics Information Systems
STAP BSc Economics & Politics	Economics (Minor: Politics, Sociology) Economics with Social Sciences
STAP BSc Politics & Sociology	Social Sciences

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<sup>1</sup> In addition to the STAP application groups, the WiSo Exchange International Platform lists applicant groups across degrees, such as *summer schools* and *freemover*.

Students can find all available universities for specific application groups on the [WiSo Exchange International Platform \(WEX\)](#) – (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. You may access it via your student account. For your initial registration, please see the following steps below:

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

Home View International Options Be a Buddy FAQs

Login to WEX International Outgoings Portal

Login with Student/Staff IT Account

Please enter your University of Cologne IT account username  
(the one you use to access WiFi, KLIPS, Mailportal etc.)

Passwort:

Stay logged in on this computer **Login**

First time users need to activate their IT account for WEX International use. **Register**

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

**Benutzername**

**Passwort**

**Modus**  
Automatisch

**Sprache**  
Deutsch

**Anmelden**

Please log into your webmail account via your email address!

You can find the webmail portal via the following link:

<https://webmail.uni-koeln.de/login.php>

If you are having troubles with your university email address, please contact the university's regional computing center:

<https://rrzk.uni-koeln.de/rrzk.html?&L=1>

Step 3: log in with your now active Cologne IT account name and your password:

Home View International Options Be a Buddy FAQs

Login to WEX International Outgoings Portal

Login with Student/Staff IT Account

Please enter your University of Cologne IT account username  
(the one you use to access WiFi, KLIPS, Mailportal etc.)

Password:

Stay logged in on this computer **Login**

First time users need to activate their IT account for WEX International use. **F**

## 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 and necessary requirements for other languages than 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. Please consider this and the possible impact on your Cologne studies before your application.

Average Number of Exchange Places in Previous Years: This refers to previous full academic years (fall and spring). These numbers are only a general indication of available places.

Experience reports: pre-Corona experience reports. Experience reports reflect the individual experiences made by our STAP participants from previous years.

## 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 Credit Transfer Centre](#) → Types of application → Studies Abroad

## 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, begin 1<sup>st</sup> December 2020, deadline 15<sup>th</sup> January 2021**

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 you expect a wide range of exchange opportunities. 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 15 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): our institutional code is TOEFL ID B297. You are not obligated to use this code. However, all STAP participants need to include the English certificate with their application, regardless whether the test result is sent to us
- IELTS (minimum of 6.0)
- Cambridge Certificate (minimum FCE)
- **Please see below for updates** on the Business English course at the Cologne WiSo Faculty (minimum of B2- on the course certificate)
- **Update January 2021:** all FILTERtest session are cancelled until further notice

**Please note the following additional information for the main selection round in December 2020:**

- as an exception, the DAAD language certificate will also be accepted as an English language certificate for the STAP application round starting on December 1<sup>st</sup> 2020 and ending on January 15<sup>th</sup> 2021.
- TOEFL iBT Home Edition or IELTS academic at home testing (IELTS indicator) including all skills (reading, writing, listening, speaking) are accepted for the STAP application. We expect these tests to be accepted by most of our partner universities. Whether these tests taken at home are accepted for immigration/ visa purposes, please check the regulations of your preferred country.

**Update from 12. January 2021: New deadline for handing in English language certificate**

Students who do not yet have an English certificate accepted for the STAP application may take one until and including February 10th 2021. For your current STAP application please proceed as follows:

- In WEX section 'Personal data' under 'Proof of ability in English' select STAP Bachelor accepted English certificate
- In WEX section 'Level of ability in English as on certificate': enter "to be taken until 10.02.2021", no matter when your actual English test may be
- Until 15 January: complete and submit your STAP application via WEX

**Until 12. February 2021: send an e mail to [wiso-outgoings@uni-koeln.de](mailto:wiso-outgoings@uni-koeln.de) to confirm your exact test date and type of English certificate**

**Update from January 2021: Concerning the WiSo Faculty's current Business English Course**

In light of recent developments, please note the following news concerning English certificates for STAP Bachelor applications:

Students currently enrolled in the WiSo Faculty's Business English course may apply for the STAP Bachelor programme until 15th January 2021 even if they don't have a final result of their English test yet. Their application will be considered provisionally valid until the final test results of the Business English courses are available. Please note that a final test result of the Business English course has to be at least level B2 CEFR in order for the STAP Bachelor application to be considered valid.

Please take the following steps:

- In the WEX section 'Personal data' under 'Level of ability in English as on certificate': enter the English level of the WiSo Faculty's Business English Course you are currently enrolled in and the date for your final exam (i.e. February 2021) for the Business English Course
- Until 15 January 2021: complete and submit your STAP application via WEX
- Attend and pass the exam in the Business English Course; you will need a certificate on your final results later in the STAP process.

**Please note that we will contact all students that are currently enrolled in the Business English Course and applied for the STAP Programme at some point after January 15th 2021 with further information.**

Individual universities may have specific requirements regarding English language skills. If so, you can find all necessary information concerning specific language requirements in the WEX International portal under 'Language requirements'. Please check these specific requirements carefully.

## Selection process

Please submit your applications for the STAP programme through the [WiSo Exchange International Database \(WEX\)](#). You can start an application after access to the Selection Round is on the website. Students can access the current application round by clicking on 'My Application', entering their personal information and then selecting 'Enter/ View Application'. Here students can choose their top five universities. Once you start your application, you can edit your information and upload the 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 ZIB WiSo 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 approx. 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

You must submit your application in English. Please submit one application for 5 universities. Please upload the documents following on the next page via our WiSo Exchange International Portal (WEX) before the given deadline of the Selection Round. Please note that we do not accept incomplete or late applications. After uploading all required documents, you need to click 'submit'. The process is complete after clicking on the 'submit' button. Otherwise, your application is not valid and we cannot



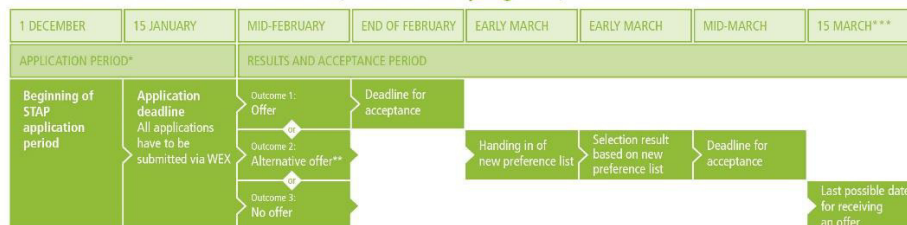
consider it. Please note that you can only upload two PDF files, which should not be more than 1 MB per PDF file. Please merge single PDF documents as follows:

WEX document name	Item – What you need to upload	Description
Personal data	Letter of motivation ( <i>one page, in English</i> )	One page, in English. Should be intended for preferred university (ranked first. Please explain why you are interested in your preferred host school in terms of courses and subjects offered and how an exchange term would further your academic ambitions  <i>The letter of motivation should be based on the current course offerings according to the information provided online in the WEX database and in the fact sheet.</i>
	CV in English ( <i>with photo</i> )	Your CV should list the essential information in tabular form. Please put special emphasis on your main study focus, internships and extracurricular activities.
	Proof of English language skills	<b>See: English skills and required certificates</b>
	If required: proof of further language skills	For university courses in languages other than English (see WEX database, <i>Language Requirements</i> ) please include a self-evaluation form. <a href="#">Click here</a>
Study details	Preliminary transcript of records of your Bachelor degree	You can download your current transcript of records from KLIPS. You <b>do not</b> need to get your transcript tamped/signed by the WiSo Examinations office.

## Additional information

### Overview - STAP Bachelor selection dates and selection structure

#### STAP Bachelor – main selection round (fall term and spring term)

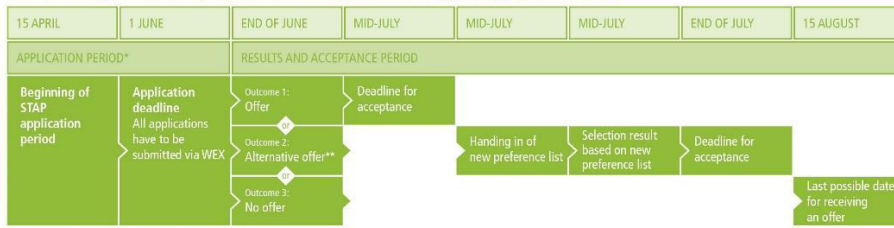


\* Deadline for handing in FILTERtest results (if taken until 30 November): 15 December \*\* Alternative offer: if no offer can be given at one of the five preferred universities and if slots at other universities are available.

\*\*\*\* 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 Bachelor – 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.



\* Deadline for handing in FILTERtest 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.

## 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.

## Contact

Initial Guidance Bachelor  
Roselyne Rigollet  
Email: [roselyne.rigollet@uni-koeln.de](mailto:roselyne.rigollet@uni-koeln.de)  
Tel.: Mondays to Thursdays, 9-12 a.m., 0221 470 7065  
ZOOM: please register for an appointment [online](#)

Coordinator STAP Bachelor  
Mareike Laub  
Email: [mareike.laub@uni-koeln.de](mailto:mareike.laub@uni-koeln.de)  
Tel.: Mondays to Thursdays, 9-10 a.m., 0221 470 1905  
ZOOM: please register for an appointment [online](#)

## 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.*