



University of Cologne
Faculty of Management, Economics
and Social Sciences

STAP Master Application Manual

as of August 2021 (may be subject to changes)

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.

Should you have any questions, please feel free to contact your ZIB coordinator for master students, Jutta Reusch.

Email: jutta.reusch@uni-koeln.de
Phone: +49 (0)221 470-7067 (Mon, Tue, Wed, Thu, Fri: 9 – 10 am)
Zoom: For individual appointments [click here](#)

I am looking forward to meeting you soon,

Kind regards
Jutta Reusch

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Introduction

The WiSo Faculty is the only German member of the exclusive PIM and CEMS networks, one of very few German universities to have received the EQUIS label and has an excellent network of international partners. Renowned international business schools and universities offer exchange opportunities for master students within the STAP programme.

Information and preparation

One term abroad: The STAP programme is designed for one term abroad without tuition fees. Any extension beyond one term, including a whole academic year or a second STAP term abroad with a different university, is not possible. Please, see “STAP Terms and Conditions” attached to this document.

Application required in 1st master term: STAP exchanges for master students take place within the standard period of study, i.e. during the 3rd or 4th master term. Therefore, master students must submit their STAP application during their 1st master term. If a student has not been able to carry out/start his/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 your ZIB WiSo coordinator as soon as possible.

ERASMUS: The ERASMUS programme 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 network.

Financial support: Financial support is available for certain universities through the ERASMUS or DAAD-ISAP programmes. For all STAP partner schools no tuition fee will apply.

Selection process: As a term abroad is a facultative part of our master studies, students compete with their classmates for a term abroad. There is no guarantee for a term abroad; however, as evidenced in previous years, we have offered most of our applicants an option for a term abroad within our STAP programme. Once a student receives an offer for a STAP term abroad they will not receive an alternative option within the STAP programme.

Credit transfer options

Master programmes at the WiSo Faculty offer possibilities for transferring credit points awarded abroad to your home degree at the University of Cologne. All master's studies open for the STAP exchange programme contain the modules ‘Studies Abroad’, which offer easy credit transfer in order to complete the master's studies within the standard period of study. The main contact for counselling for the modules ‘Studies Abroad’ will be your ZIB coordinator.

Additionally, 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/> and consult the leaflet for credit transfer options for master students (see column on the right on this page: <https://www.ctc.uni-koeln.de/en/types-of-application/studies-abroad/>).

STAP partner universities

Within the STAP programme, renowned international business schools and universities offer exchange opportunities for master students. However, not all partner schools are open for exchange at the master level or for all terms/study courses.

Each STAP partner university is allocated to at least one STAP applicant group; details are provided in the WEX International Exchange database. Please be aware that the number of STAP partner universities varies significantly among the study courses.

STAP applicant groups and corresponding master study courses

The STAP applicant groups available for master students and their assigned master's programmes are listed below:

STAP applicant group	master study courses
STAP MSc Business & Economics (with work experience: STAP MBA/MSc Business & Economics)	Business Administration, Economics, Health Economics
STAP MSc Information Systems	Information Systems
STAP MA Political Science	Political Science
STAP MSc Sociology	Social Research, Social and Economic Psychology

STAP MBA/MSc Business & Economics or STAP MSc Business & Economics

The STAP MBA/MSc lists the whole offer for 'Business & Economics' including business schools that require work experience to accept exchange students. Students who have obtained at least 6 months of full-time work experience in the form of course/subject-related activities (e.g. internships) may apply for the MBA schools. Subject-related vocational training completed prior to university studies and in addition to further internships may also be taken into consideration. Some MBA schools expect more work experience, please reference the WEX database.

The STAP MSc Business & Economics only lists schools which do not require work experience.

English skills and required certificates

Depending on the study course and STAP applicant group, there will be different minimum requirements on the documentation of English language skills, which must be presented with the STAP application.

Be aware that some partner schools request higher language skills (as seen in the respective factsheet, or in the WEX database, section 'View International Options'). Furthermore, some countries may need higher English scores due to visa requirements.

STAP applicant group	Accepted English certificates for STAP application
STAP MBA/MSc Business & Economics STAP MSc Business & Economics STAP MSc Information Systems	<ul style="list-style-type: none"> • TOEFL* (iBT, minimum of 87) • IELTS* academic (minimum of 6.0) • Cambridge Certificate (minimum FCE) or • Bachelor's degree fully completed in English
STAP MA Political Science STAP MSc Sociology	<ul style="list-style-type: none"> • TOEFL* (iBT, minimum of 87) • IELTS* academic (minimum of 6.0) • Cambridge Certificate (minimum FCE) or • Bachelor's degree fully completed in English. • a completed Business English course at the Bachelor Faculty (minimum of B2- in all sub-sections) • or the FILTERtest (minimum of B2- in all sub-sections). <p>Information on FILTERtest dates will be available on the ZIB WiSo website through this link</p>
<p>* For TOEFL iBT, IELTS academic:</p> <p>TOEFL iBT or IELTS academic certificates older than 2 years: For STAP applications, we accept certificates older than 2 years: Should a partner university request a current English certificate, students will need to retake the TOEFL, iBT or IELTS – after the result of the STAP application has been communicated (early February).</p> <p>TOEFL iBT: For the TOEFL, our institutional code is TOEFL ID B297. There is no obligation to use our institutional code. All STAP applicants need to include an English certificate with their application regardless of whether the test result is sent to the ZIB institutional code.</p> <p>TOEFL iBT Home Edition or IELTS academic at home testing (IELTS Indicator) or TOEFL iBT, IELTS taken in a test center?</p> <p>If the overall pandemic situation allows and if the testing restrictions for on-site testing area lifted, we recommend taking the test offered in a testing center. Assuming that the pandemic will no longer have an impact on future exchange studies, we cannot presume if our STAP partner universities will accept at-home testing in future.</p> <p>Students who have already taken the at home English test for admission with the University of Cologne (or before), please feel free to use this test for the STAP application.</p> <p>NOTICE: We do not accept the TOEFL Essentials or the TOEFL ITP for the STAP application!!!</p>	

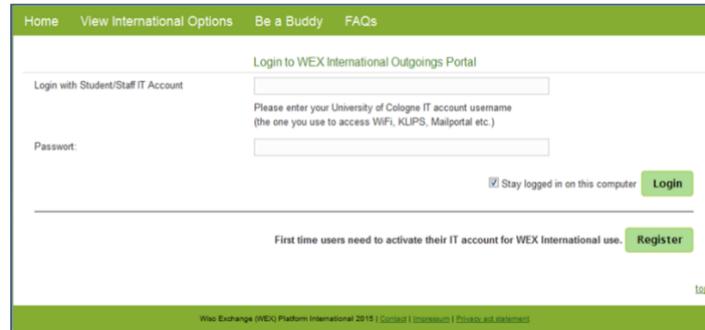
WEX – WiSo Exchange International database

The WiSo Exchange International database is designed for students of the WiSo Faculty and offers a broad range of information on exchange opportunities. The selection process and the studies abroad programme are managed via this platform. The login can be found here:

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

Registration

First-time users to the WEX Exchange International database must register using the green registration button (located at the bottom right).



View international options and how to read the sections

Within the 'View International Options' feature, 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.

Work Experiences: MBA schools require work experience. As a general rule, MSc students may apply for MBA schools if they have obtained at least 6 months of full-time work experience.

If an MBA school asks for more work experience, this will be listed in the field 'work experiences', and in this case, a talk with the ZIB WiSo coordinator is highly recommended.

Term Dates: For some of our partner universities, term dates may overlap with UoCologne term dates (including exam period). 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 that do not use the ECTS system.

Experience Reports: This section provides reflections on individual experiences of former STAP participants and does not represent the views of the University of Cologne. Please pay special attention to the term (fall or spring) to which each report is referring.

Factsheets: These give an overview of the data provided by the school abroad, such as time schedules, expected expenses, etc.

Subject Areas: This section indicates the general academic area from which students can select courses. If the subject area indicates 'business' there will be no (or hardly any) offers for 'economics' courses. This may have an impact on credit transfer options and on the selection. In case of close scores, priority will typically be given to students studying within the related subject area. For example, for the subject area 'business' a Business Administration master student may be selected with priority to an Economics master student, especially when both students have similar grades and scores. Similar situations may apply for the subject area 'economics' when concerning an economics student.

Application

STAP application/selection rounds

There is one main selection round per year, which is targeted at first-term master students. Master students interested in a STAP term abroad are urgently advised to apply in the first term of their studies. Applications need to be uploaded through the **WEX database** section: **My application – Personal data** (please enter your personal data first) – **Enter/View applications**.

Key dates

Main selection round: 1 December – 15 January

The main selection round offers 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 (*not available every year*): 15 April – 1 June

The secondary selection round offers STAP exchange opportunities for:

- spring (*of next year*)

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.

Time frame to upload the application documents

Between the start and end of each selection round, students will see their applicant group and the offered list of universities per term. Students can start their application and leave it open for changes until the end of the selection round. Final submission of the application is done through the 'submit' button.

Once an application is submitted no alterations can be made.

Application for which term (fall or spring)?

Applications will only be accepted for one term, either fall or spring (only applies for STAP main selection round). Before deciding on your preferred term, please have a look at the term dates of your preferred schools. For most schools, fall term matches better with Cologne term dates; therefore, we tend to receive more applications for fall than for spring. We try to accommodate as many students as possible for the fall term, but some schools (typically those with a higher number of slots) request that we send students for spring term as well. (The experience reports uploaded in the WEX database give you an overview of which schools request that we divide between fall and spring).

During the secondary selection round (if offered at all) only applications for spring term will be available.

Application for how many universities?

Students can select their top five universities by prioritising from 1 to 5. We strongly recommend making full use of these options. Only students who have listed 5 preferred universities, will remain in the STAP process in case none of their preferred universities could be offered to them.

If term dates do not match

Should term dates overlap, most students choose to complete an internship before leaving for their host school. As notification of the outcome of the STAP application will take place in February, there is enough time to arrange for an internship.

Application documents

Please carefully follow the guidelines on how to structure your application documents as shown in the following table. Remember that you have to merge several PDFs into one file. Only one PDF can be uploaded per section and each PDF should preferably not exceed 1 MB. Before upload, we recommend to first rename the pdf according to the WEX document name.

Only complete applications with all the required documents will be considered for further processing of the application.

WEX document name	Item	Description
Personal data	Letter of motivation/study plan (in English, one page)	Your letter of motivation/study plan should be intended for your preferred (first-ranked) university only. 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. <i>The letter of motivation should be based on the courses available on homepages. Do not contact the schools for course information.</i>
	CV in English	Your CV should list the essential information in tabular form. Please put special emphasis on your main study focus, internships and extracurricular activities.
	English certificate	See: English skills and required certificates (on page 4)
	Further proof of language skills (where required)	For university courses in languages other than English (see the WEX database, <i>Language Requirements</i>), please include a self-evaluation form. Click here
Study details	Bachelor's degree certificate (either in German or English)	Bachelor's degree, i.e. the Bachelor document showing the final grade. For Bachelor's degrees taken abroad, pls include the uni-assist evaluation report showing the German grade (if available) <i>Please do not include module descriptions, nor diploma supplements</i>
	Admission test	This only applies to STAP programmes that require admission tests for the master's degree. Please only upload the results page (see note under <i>Selection Criteria</i>)
	Certificate of enrolment	To be downloaded via KLIPS 2.0 – <i>no student card</i>
	Current transcript of your Master studies <i>!! for 2nd/advanced MSc term students only !!</i>	<i>Please upload a current transcript of records (issued within 2 weeks before application deadline – and attach the corresponding <u>TOR-O-MAT</u> file)</i>
Professional data	Records of internships, extracurricular activities (may be uploaded in original language)	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, if available, name of a contact person.

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 carried out according to the following criteria:

	Selection criteria	
Applicant group	Main selection round (for 1 st MSc term students ¹)	Secondary selection round (if offered)
		for 2 nd /adv. MSc term students ² : this also applies for main selection round
STAP MSc Business & Economics STAP MBA/MSc Business & Economics	51% Final bachelor grade 29% Admission test* 20% Evaluation of CV <i>(internships, extracurricular activities, letter of motivation/study plan)</i>	51% Current master grade 29% Admission test* 20% Evaluation of CV <i>(internships, extracurricular activities, letter of motivation/study plan)</i>
	In case of close scores, the 'subject area' of the affected STAP university may lead to a prioritisation of the applicant with the corresponding study course. (see section 'study areas' on page 6).	
STAP MSc Sociology (probably only available in main selection round)	80% Final bachelor grade 20% Evaluation of CV <i>(internships, extracurricular activities, letter of motivation/study plan)</i>	80% Current master grade 20% Evaluation of CV <i>(internships, extracurricular activities, letter of motivation/study plan)</i>
STAP MA Political Sciences (probably only available in main selection round)	80% Final bachelor grade 20% Evaluation of CV <i>(internships, extracurricular activities, letter of motivation/study plan)</i>	80% Current master grade 20% Evaluation of CV <i>(internships, extracurricular activities, letter of motivation/study plan)</i>
STAP MSc Information Systems (probably only available in main selection round)	80% Final bachelor grade 20% Evaluation of CV <i>(internships, extracurricular activities, letter of motivation/study plan)</i>	80% Current master grade 20% Evaluation of CV <i>(internships, extracurricular activities, letter of motivation/study plan)</i>

* Admission test: For students in the applicant groups STAP MSc Business & Economics/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 applicant groups will be taken into account. In this case: pls include in your motivation letter as NB: This is to confirm that I did not take an admission test for my master's application with University of Cologne.

¹ Only applies for students in their first MSc term. 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 will review the MSc grades during the admission process. Please note that the host school may refuse a student should their MSc grades strongly differ from his or her bachelor grades.

² Only applies for students in their 2nd/advanced MSc term for both STAP selection rounds. Only on an exceptional basis, students in their 2nd/advanced MSc term may take part in the STAP main selection round. Exceptions such as one long term internship (min. 4 months), illness or other extraordinary circumstances may allow for this exception. Exceptions need to be discussed and confirmed by the ZIB coordinator.

Overview of the STAP master selection dates and selection structure

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



* 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.



* Deadline for handing in TOEFLS/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.

Communication and contact

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

Contact for master students:

Jutta Reusch

Email: jutta.reusch@uni-koeln.de
Phone: +49 (0)221 470 7067 (Monday - Friday: 9 – 10 am)
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.