UNIVERSITÄT
ZU KÖLN

WIRTSCHAFTS- UND
SOZIALWISSENSCHAFTLICHE
FAKULTÄT

STUDY ABROAD PROGRAMME

STAP Bachelor Information Session

Lea Deußen

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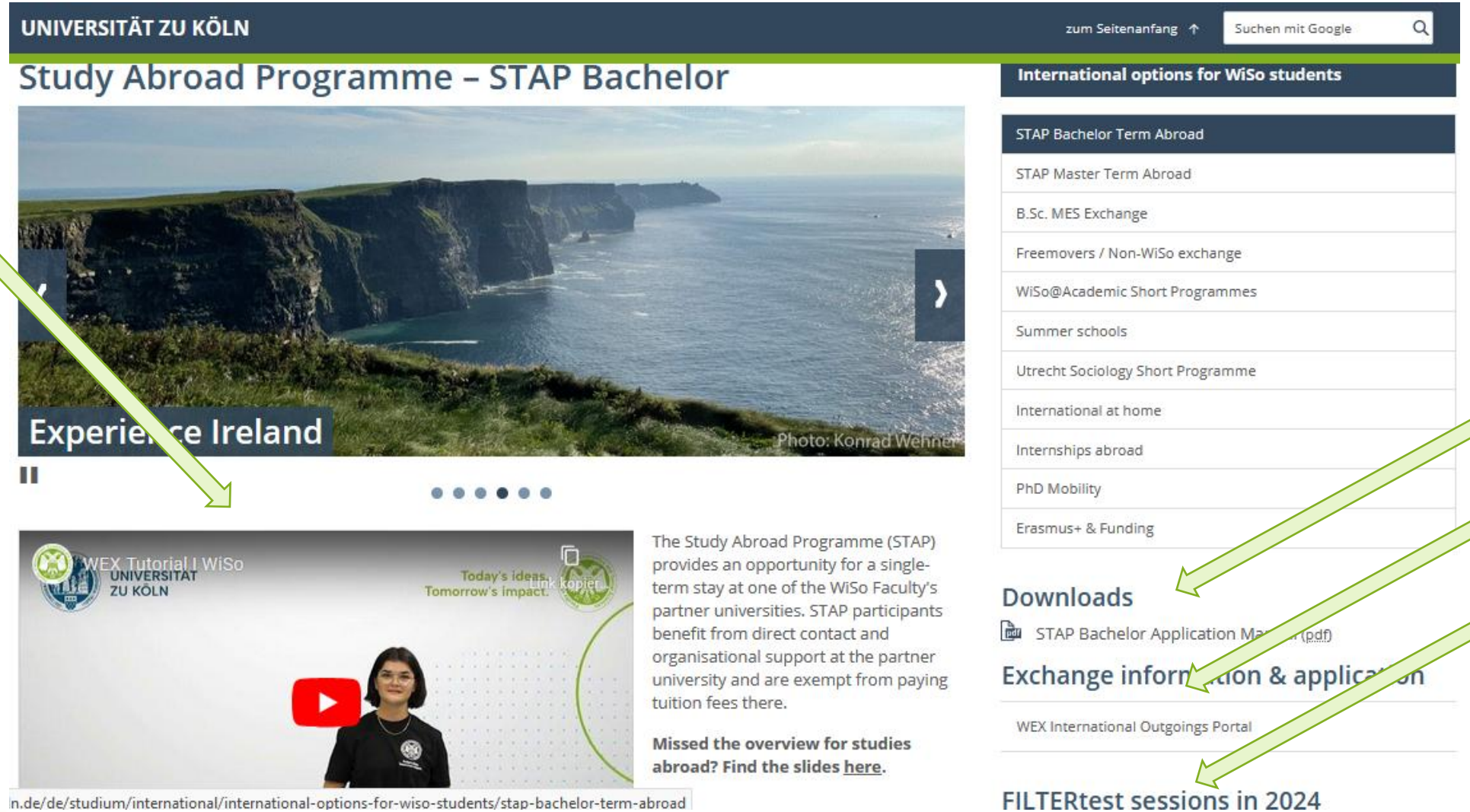
1 What is STAP?

STAP – Study Abroad Programme

- 1 semester abroad at one of the WiSo partner universities world wide
  - No tuition fees
  - ERASMUS funding where applicable
  - Credit transfer options (Studies Abroad & Studium Integrale)
  - Time frame: Usually 4th / 5th semester

- **Main selection round: 1st December – 15th January**
  - Check the STAP Bachelor Application Manual for requirements & documents

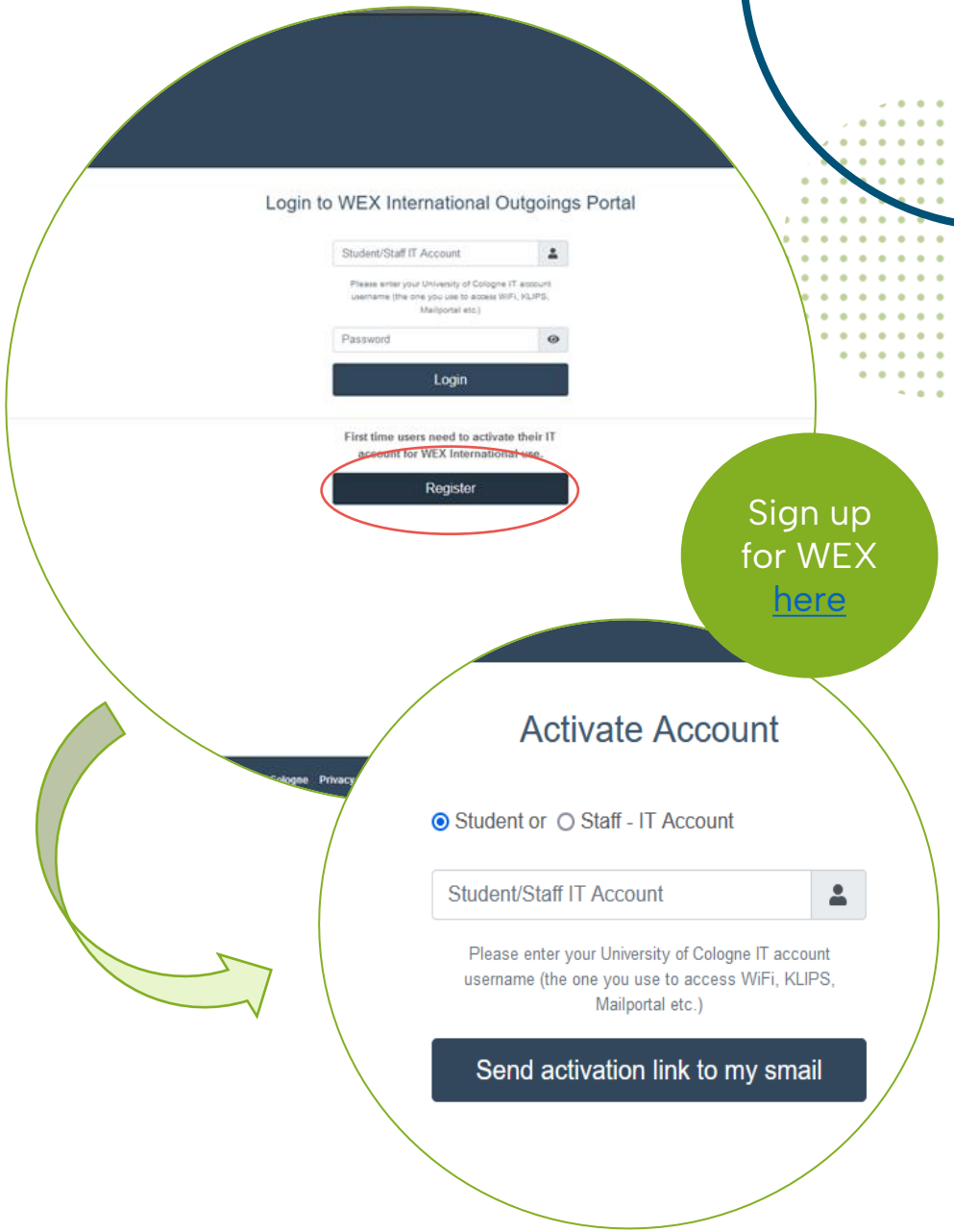
1 What is STAP?



2 The WEX Portal – Registration

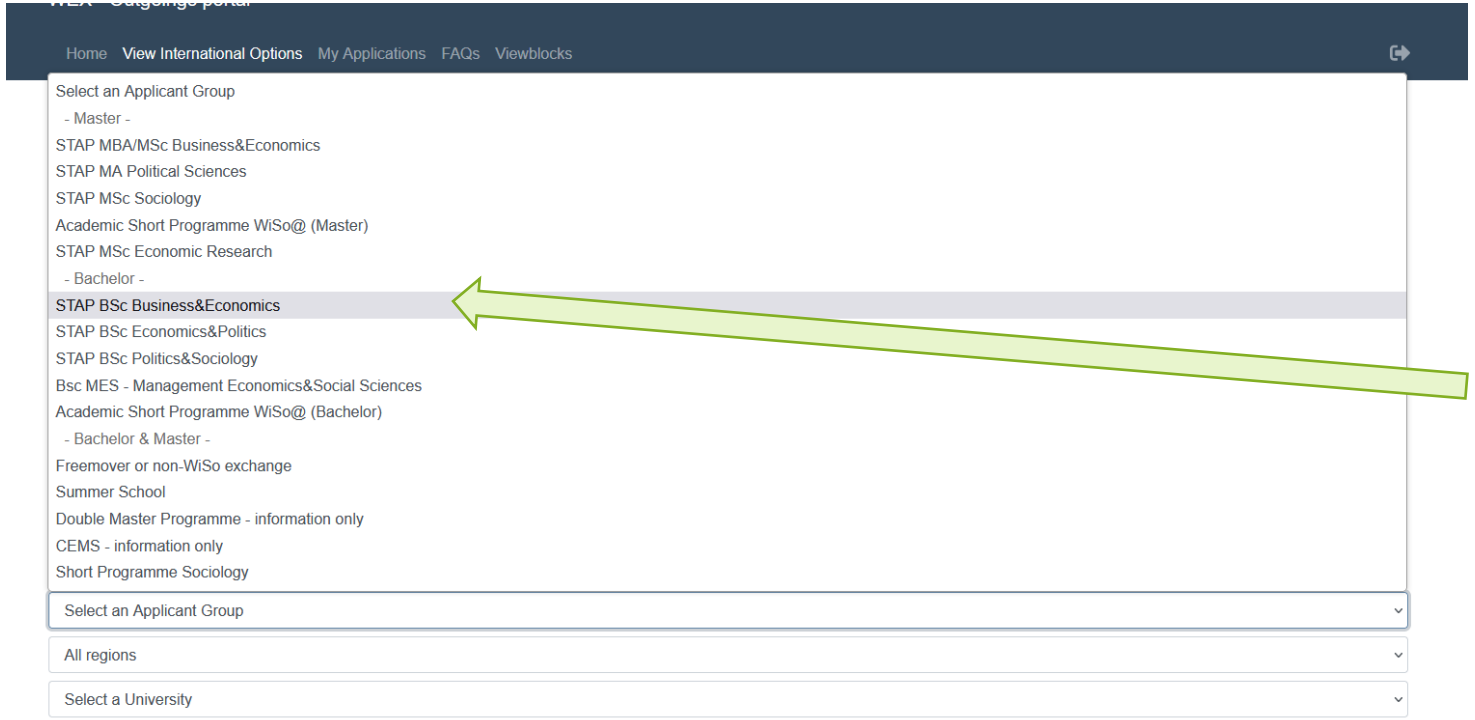
WEX – **W**iSo **Ex**change Platform

- Get information and apply here!
- Start to create your WEX account with your s-mail initial (not your full s mail address) via the button „register“
- You will receive an activation link to your s-mail address, pls. click it
- Afterwards you can log into WEX with you s-mail information



2 The WEX Portal – Find available Universities

- Go to tab “View International Options”
- Choose Applicant Group STAP BSc Business&Economics

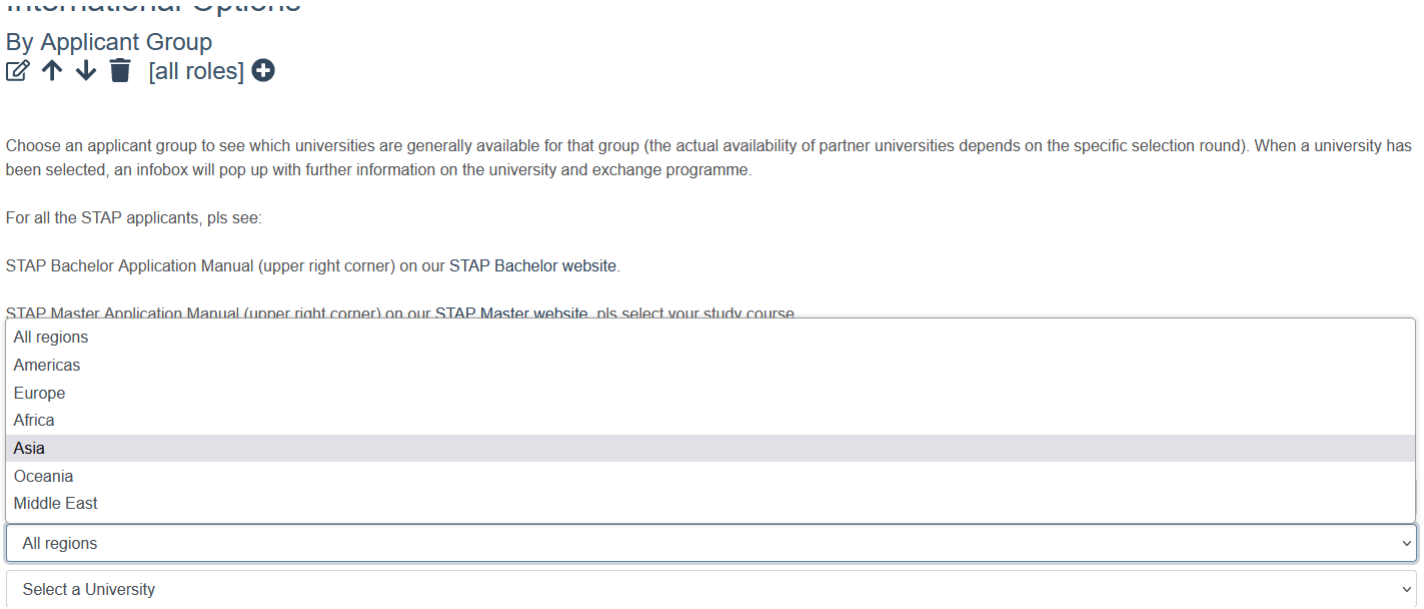


You will only see universities open for your application

Sign up for WEX here

2 The WEX Portal – Find available Universities

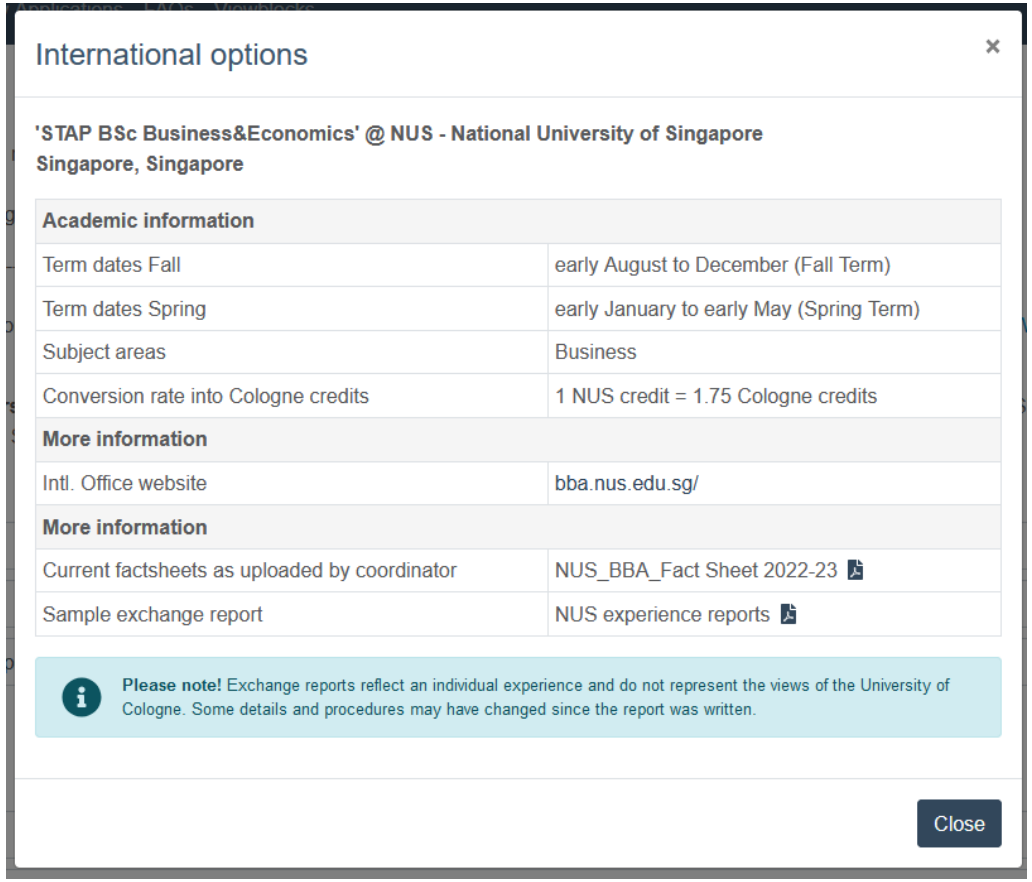
- Filter by region



Sign up for WEX here

Watch out for new partner universities in the coming weeks!

2 The WEX Portal – Find available Universities



International options

'STAP BSc Business&Economics' @ NUS - National University of Singapore
Singapore, Singapore

Academic information	
Term dates Fall	early August to December (Fall Term)
Term dates Spring	early January to early May (Spring Term)
Subject areas	Business
Conversion rate into Cologne credits	1 NUS credit = 1.75 Cologne credits
More information	
Intl. Office website	bba.nus.edu.sg/
More information	
Current factsheets as uploaded by coordinator	NUS_BBA_Fact Sheet 2022-23
Sample exchange report	NUS experience reports

Please note! Exchange reports reflect an individual experience and do not represent the views of the University of Cologne. Some details and procedures may have changed since the report was written.

Close

Sign up for WEX here

Pay special attention to language / study requirements!

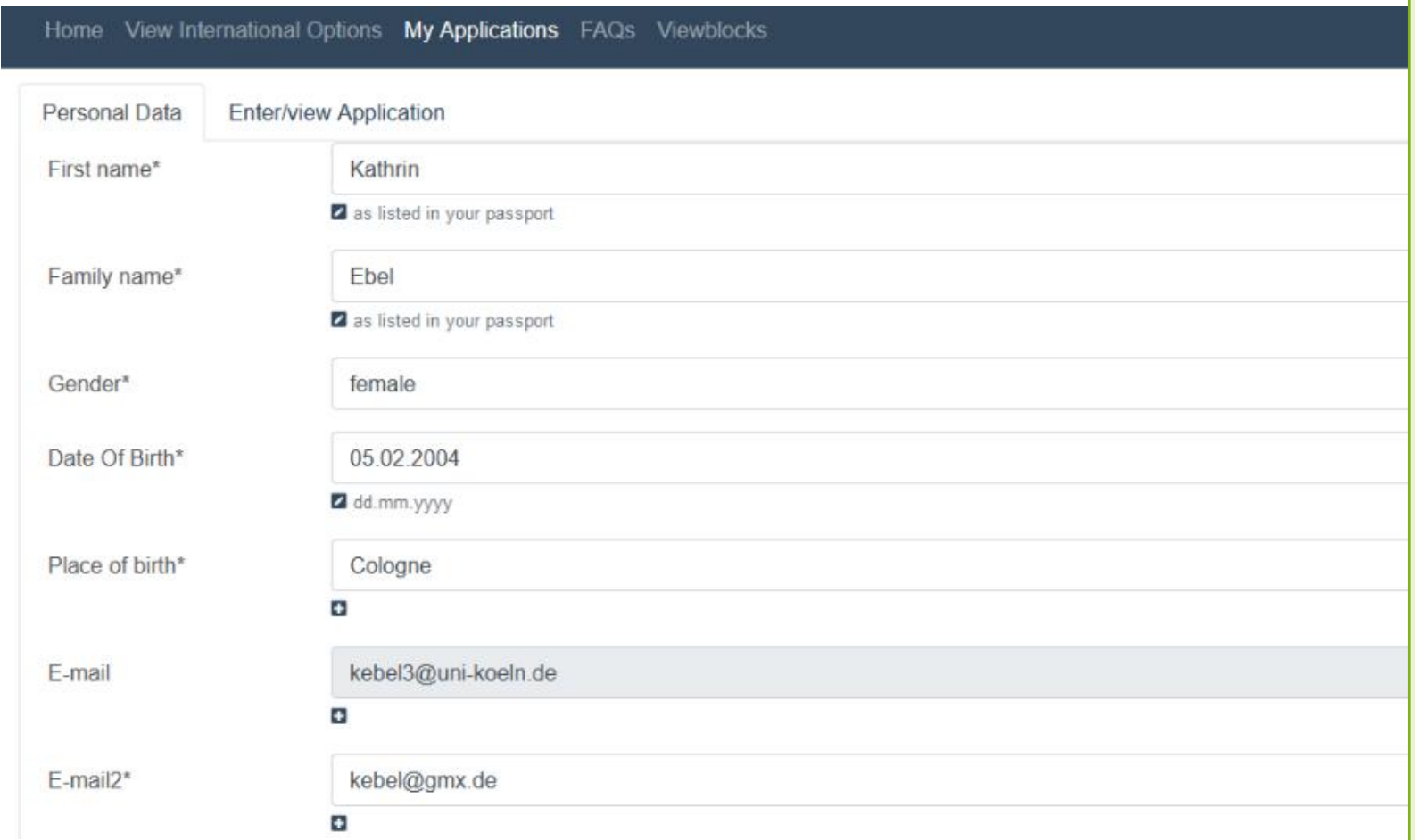
2 The WEX Portal – Application

Necessary documents

- Up-to-date Transcript of Records
- Motivational Letter in English for first preference
- CV in English
- Proof of language skills
  - English, min. B2: International English Certificate (TOEFL/IELTS/Cambridge), Business English Course (also this semester) or FilterTest
  - Other languages (see language requirements on WEX): Self-Evaluation-Form and/or DAAD Test (free-of-charge, test dates available from November)

See STAP Bachelor Application Manual for details

2 The WEX Portal – Application



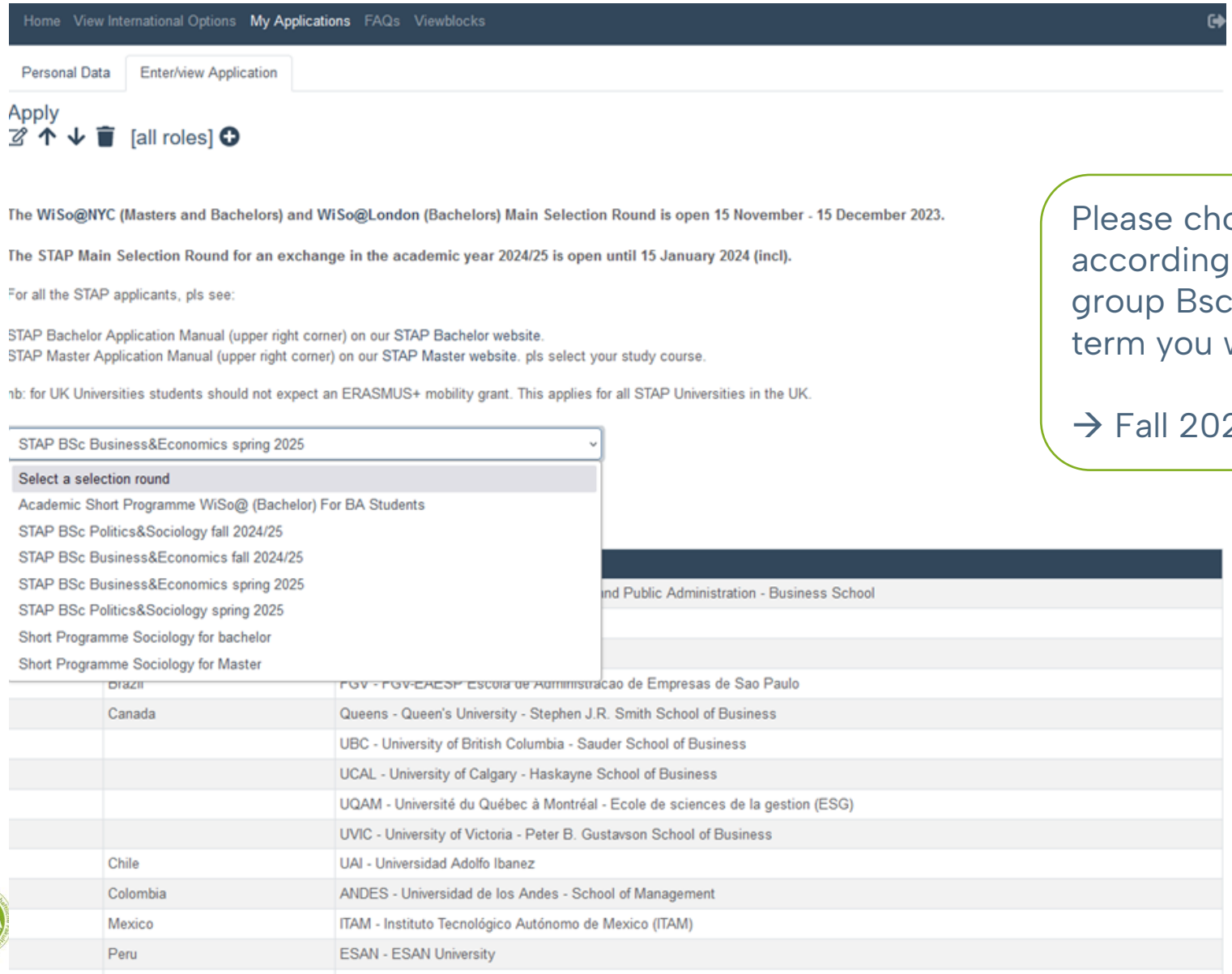
Before you can start an application, you need to fill in or update our personal data

If you are currently doing the WiSo Business English Course, please enter your English language level as follows:

Proof of ability in English: Preliminary UoC Business English Course
Level of ability in English as on certificate: English level of the course you are currently enrolled in
→ You can change your personal data later, if needed

All the way down to study details

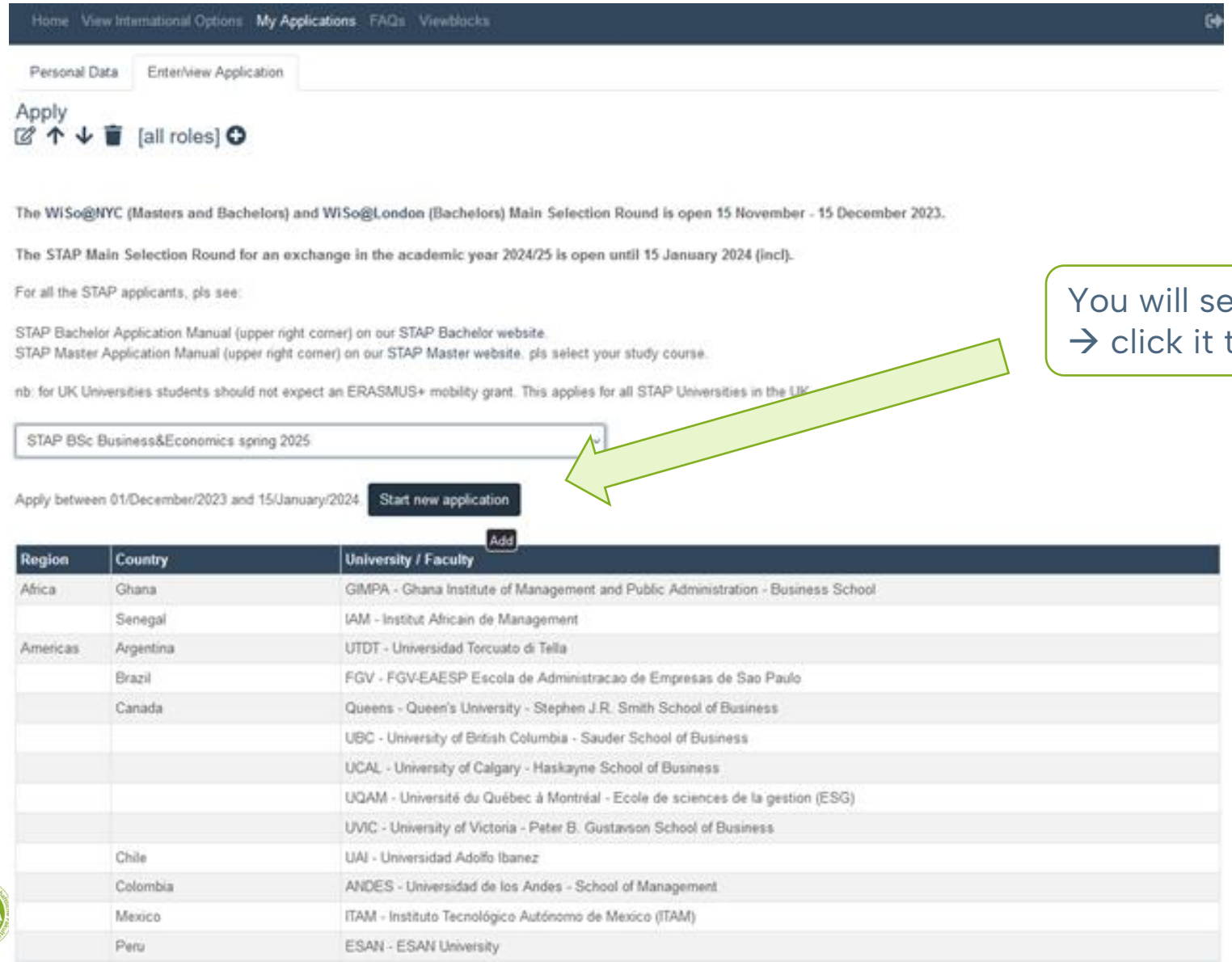
2 The WEX Portal – Application



Please choose a selection round, according to your study course (applicant group Bsc Business&Economics) and the term you want to spend abroad

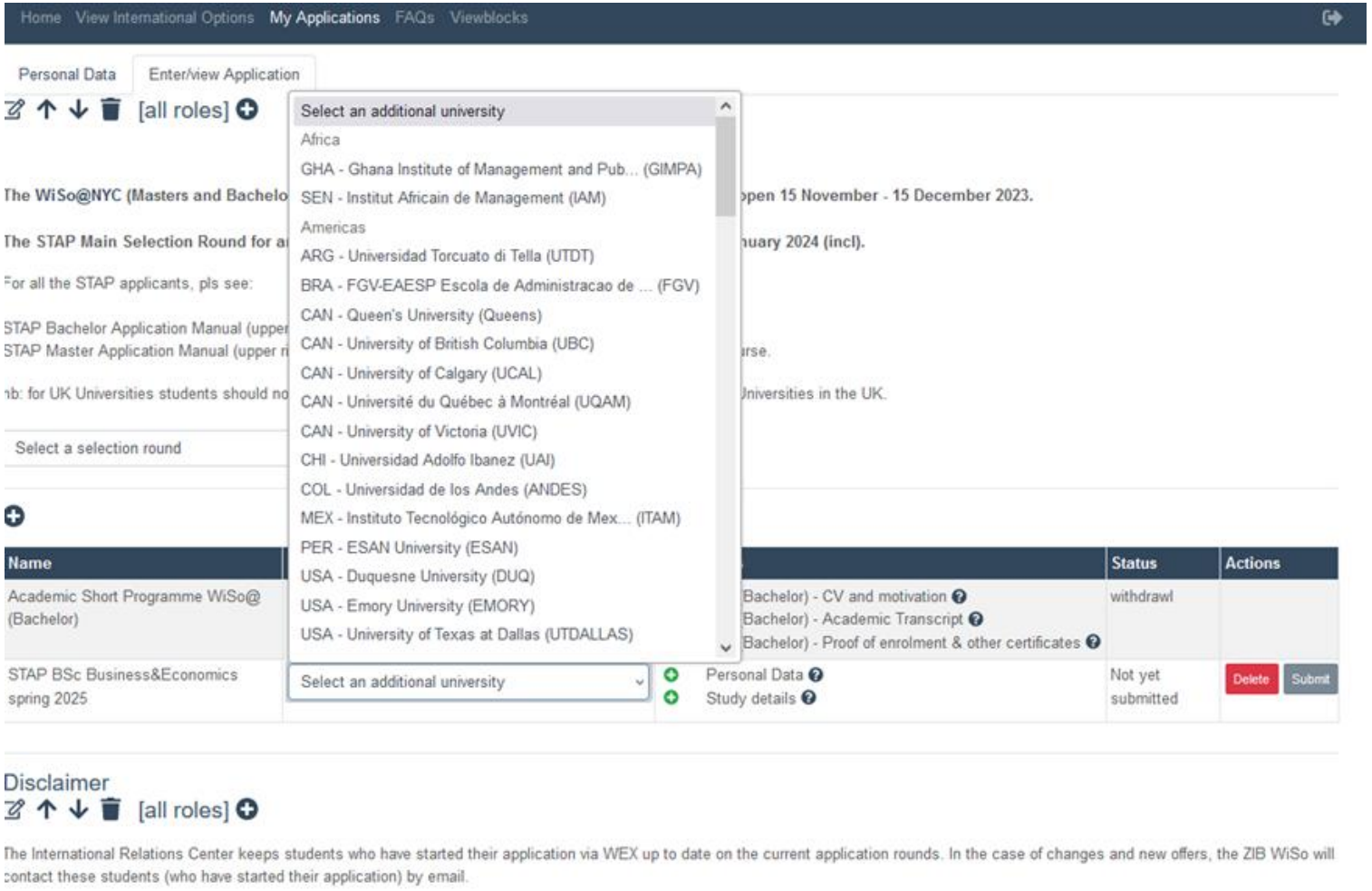
→ Fall 2026/27 or Spring 2027

2 The WEX Portal – Application



You will see the button Start new application
→ click it to start your application

2 The WEX Portal – Application



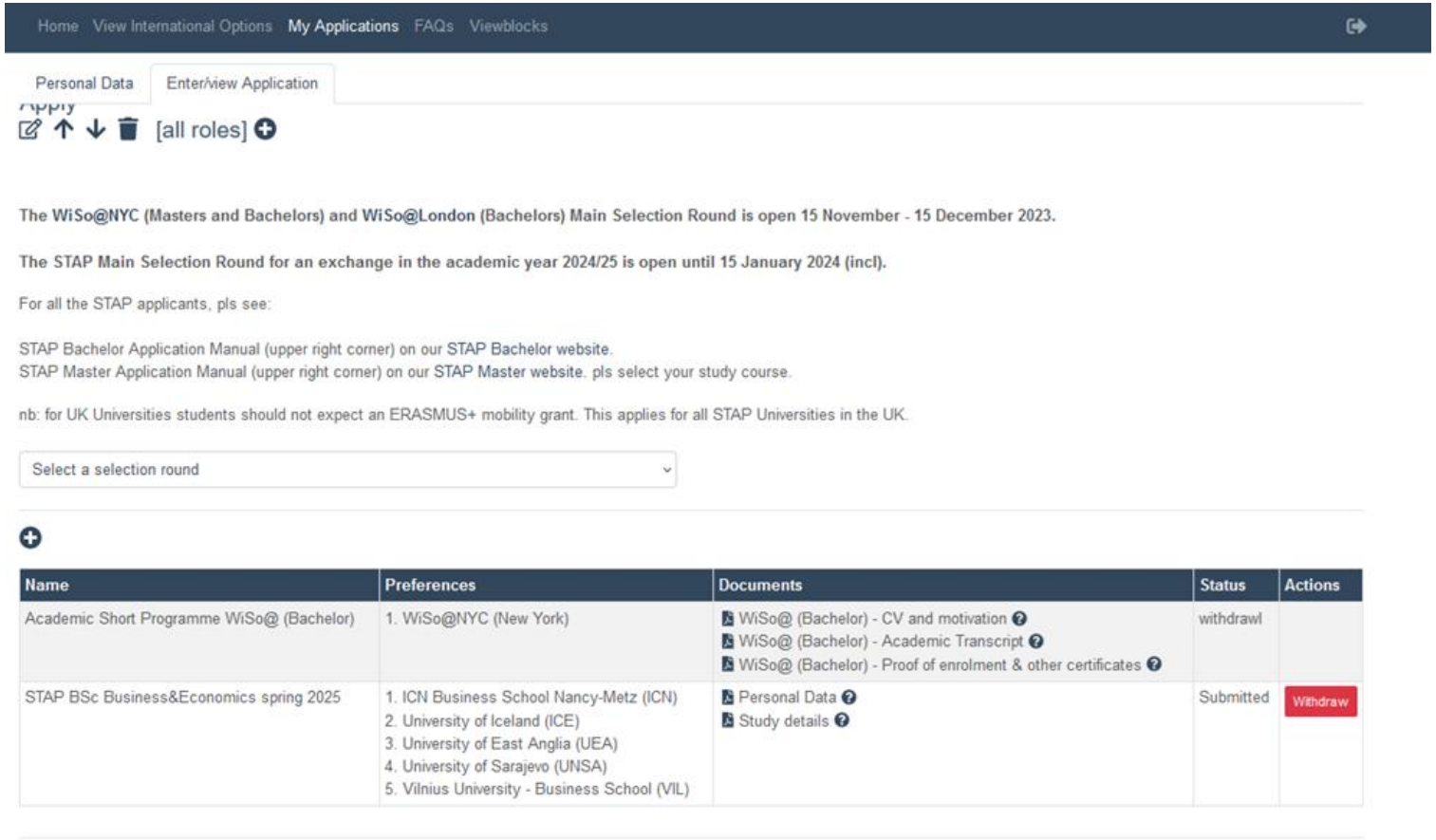
Select up to five different partner universities

Upload application documents to personal data and study details (→ See STAP Bachelor application manual)

as long as your application status is **Not yet submitted**, you can change your priorities and delete / upload your application documents
→ Important for those of you who still need to do their FILTERtest

If you are done with your application, do not forget to **click submit**! Otherwise your application will not be considered

2 The WEX Portal – Application



Example of a finished application:

Status changed to submitted and you will also receive a confirmation e mail

Withdraw: if you withdraw your application, it will **not** be considered for further allocation in this STAP selection round

It does **not** mean that you can reopen your application!

2 The WEX Portal – Application

Allocation

- Student are ranked by grades
- We try to give each student their highest priority
- You will get a direct offer OR
- If you hand in five preferences and we cannot offer you one of the spots

  → Alternative list

See STAP Bachelor Application Manual for details

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ANY QUESTIONS SO FAR?

On STAP, WEX and your application

3 Credit Transfer Process

General information

- Credits (=ECTS) are transfered after your term abroad
- The final credit transfer takes place outside the KLIPS system
- You do not need to register in KLIPS for this (i.e. for the modules Studies Abroad or Studium Integrale)
- For the final credit transfer, you will need a certified copy of the Transcrip of Records from ZIB

For more information please see website of WiSo Credit Transfer Centre (WiSo Anrechnungszentrum)

→ check the info sheet for credit transfer here

3 Credit Transfer Process

For all three options:
grades will not be transferred

1) Studies Abroad (supplementary and/or spezialisation section)

- Variety of courses can be used
- Contact for advising: ZIB WiSo, **not Credit Transfer Centre**
- Increase of ECTS: 5 ECTS at host school = 6 in Cologne / 7,5 ECTS at host school = 9 ECTS in Cologne and 10 ECTS at host school= 12 ECTS in Cologne

2) Studium Integrale

- Contact: ZIB WiSo
- Variety of courses can be used
- Credits are transfered 1:1 (no increase in credits)

3) Single course credit transfer

- Needs a pre-crediting process
- Contact: WiSo Credit Transfer Centre
- Please start pre-crediting process after you received the course catalogue

3 Credit Transfer Process

Modules “Studies Abroad…”: General Rules

- Courses at your host school need to have a focus on WiSo topics (management, economics etc.)
- Courses at your host school must have exams (i.e. presentations, papers, written exams etc.) → No courses with only attendance
- No courses with “introductory“ in the course title (check with ZIB if unsure)
- No language courses

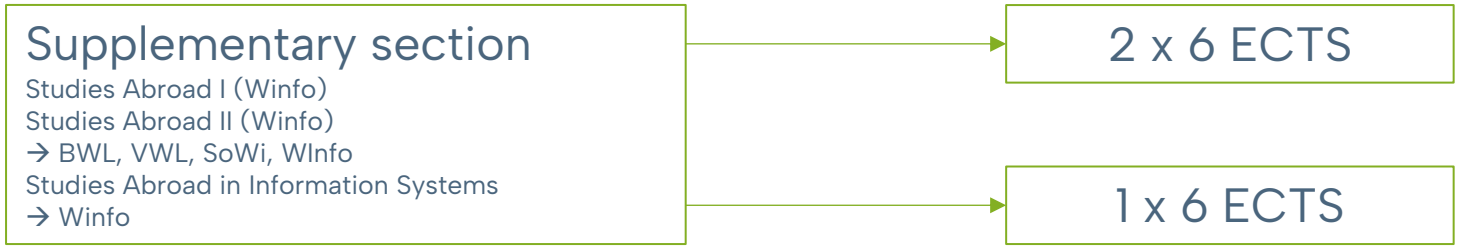
Credits per Course

- European partner school credits → ECTS in Cologne
- Non-european partner schools (& UK) → conversion rate in WEX

4 Credit Transfer Regulations

Feel free to contact the ZIB office with questions concerning studies abroad modules

Information Systems, ER 2021



- variety of courses can be used for modules Studies Abroad I and II from fields of management, economics and social sciences
- For Studies Abroad in information systems, a course in information systems is required
- all modules can be used, you do not need to decide for just one

→ check the info sheet for credit transfer here

5 Funding & Special Needs

ERASMUS Mobility Grant, h*osted by University of Cologne / Dezernat 9*

- You do not need to apply individually for the ERASMUS grant
- Dezernat 9 will reach out to you with more information (fall outgoings: May 2026, spring outgoings: October 2026)

→ Dezernat 9: point of contact for ERASMUS+ funding

→ ZIB WISo: point of contact for course guidance and (online) learning agreement

5 Funding & Special Needs

Scholarships in general: letter of reference by professor / letter of evaluation often requiered (see here for process)

PROMOS (information here)

- Hosted by University of Cologne / Dezernat 9
- Information sessions by Dezernat 9 before application deadline
- For a Letter of Recommendation @WiSo Faculty please see here

Deadlines for PROMOS scholarship:
Fall term 2026/27: Spring 2026
Spring term 2027: Fall 2026

Other offers

- DAAD
- AuslandsBafög
- My Stipendium

Loans

- I.e. Bildungskredit: if you need any individual confirmation please contact the ZIB

5 Funding & Special Needs

- We encourage students with special needs to apply for STAP
- Many partner schools have supporting structures in place
- Please contact us if you have any special requirements so we can help you find the best choice for you
- Special funding opportunities such as Erasmus+ Social Top-Up
- Find more information on studying abroad with special needs by Dezernat 9 here

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ANY QUESTIONS LEFT?

6 Contact

Scan for STAP Bachelor Website: Slides, Application Manual, WEX link

Your main contact at the ZIB

Lea Deußen
E Mail: outgoings@wiso.uni-koeln.de
Tel: +49 221 470-91017 (mon. – fri.)

- **Current advising hours – book your appointment here**
  - On-campus only (in the WiSo Student Service Point/WiSSPo): Mondays 9 am - 12 pm and 1 pm – 4:30 pm)
  - Zoom only: Tue & Wed, 10-12 PM
- **E-Mails:**
  - Please always mention your host school and your study programme in Cologne (i.e. economics etc.)