UNIVERSITÄT ZU KÖLN

WIRTSCHAFTS- UND SOZIALWISSENSCHAFTLICHE FAKULTÄT

# STAP INFORMATION SESSION

Bachelor & Master Social Sciences

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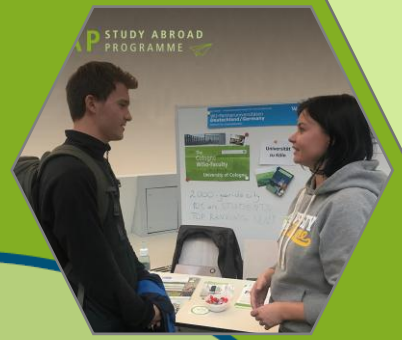

# International Options

Term Abroad

Academic
Short Programmes

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# What is STAP?

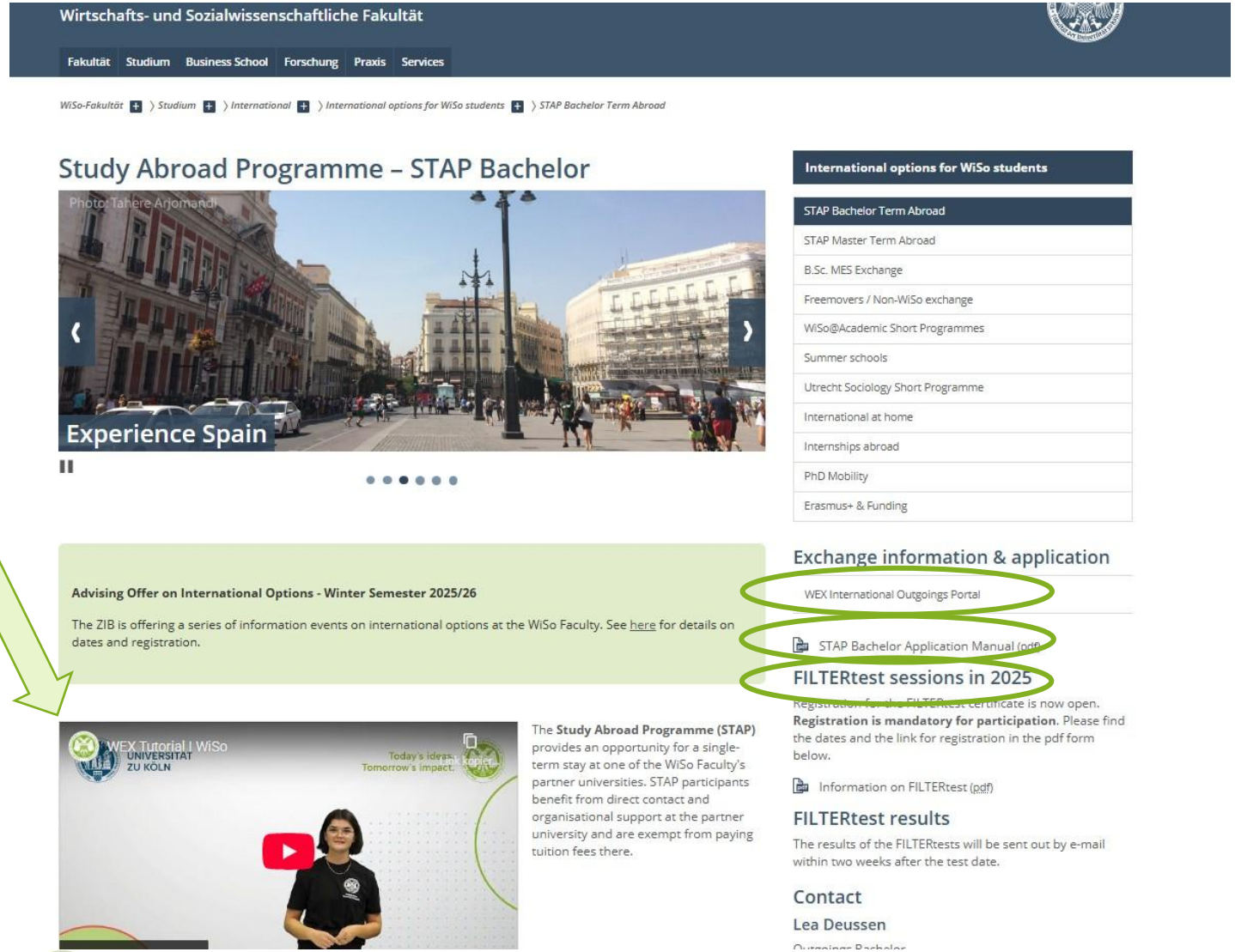
**STAP – Study Abroad Programme**

- One term abroad (either fall **OR** spring) at one of the WiSo partner universities worldwide
  - No tuition fees
  - ERASMUS+ funding where applicable
  - Credit transfer options
  - Time frame: Bachelor 5th / 6th semester, Master 3rd / 4th semester

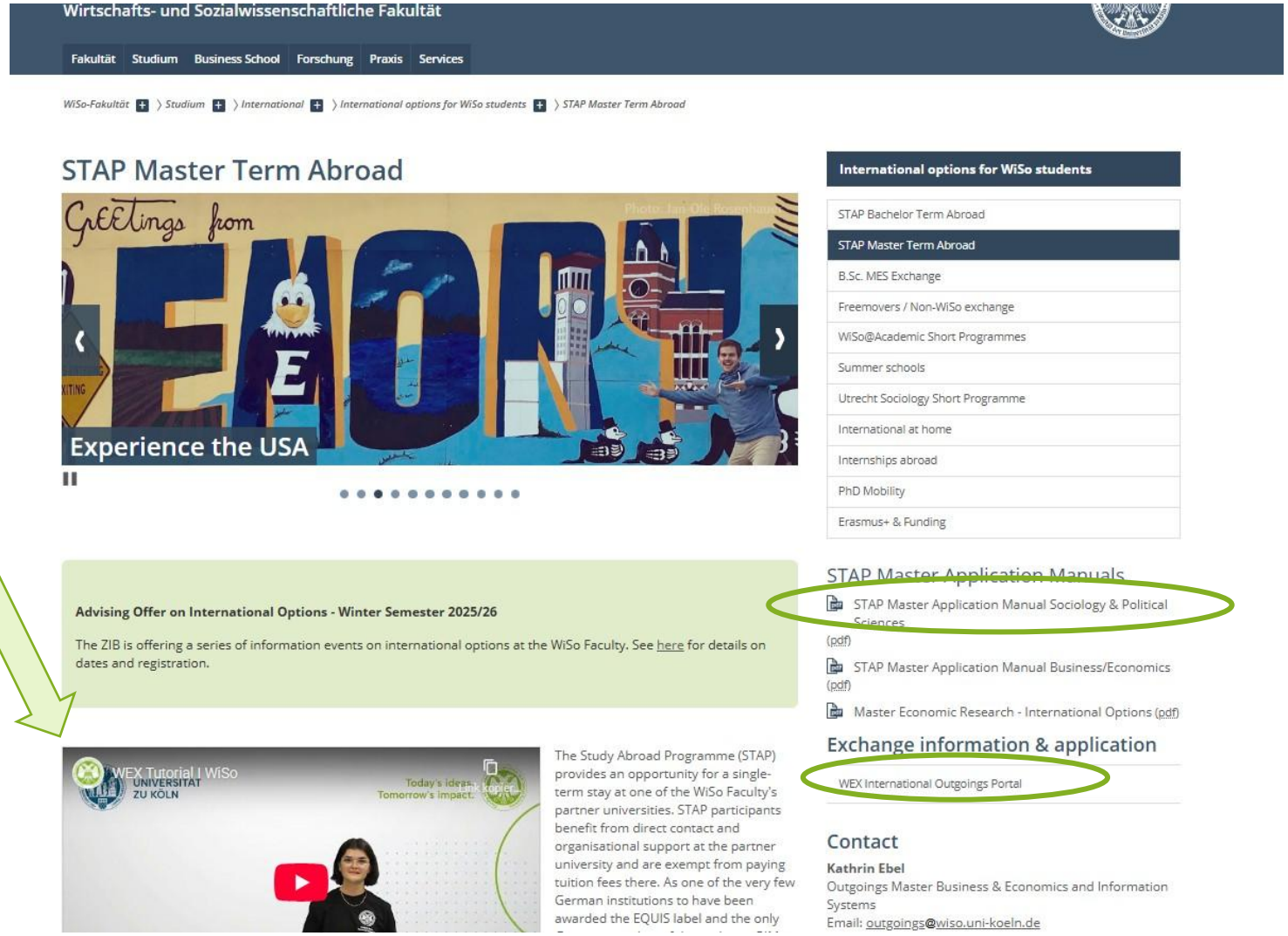
**Main selection round: 1 December 2025 – 15 January 2026**

- Check STAP Application Manuals for requirements & documents

# STAP Website



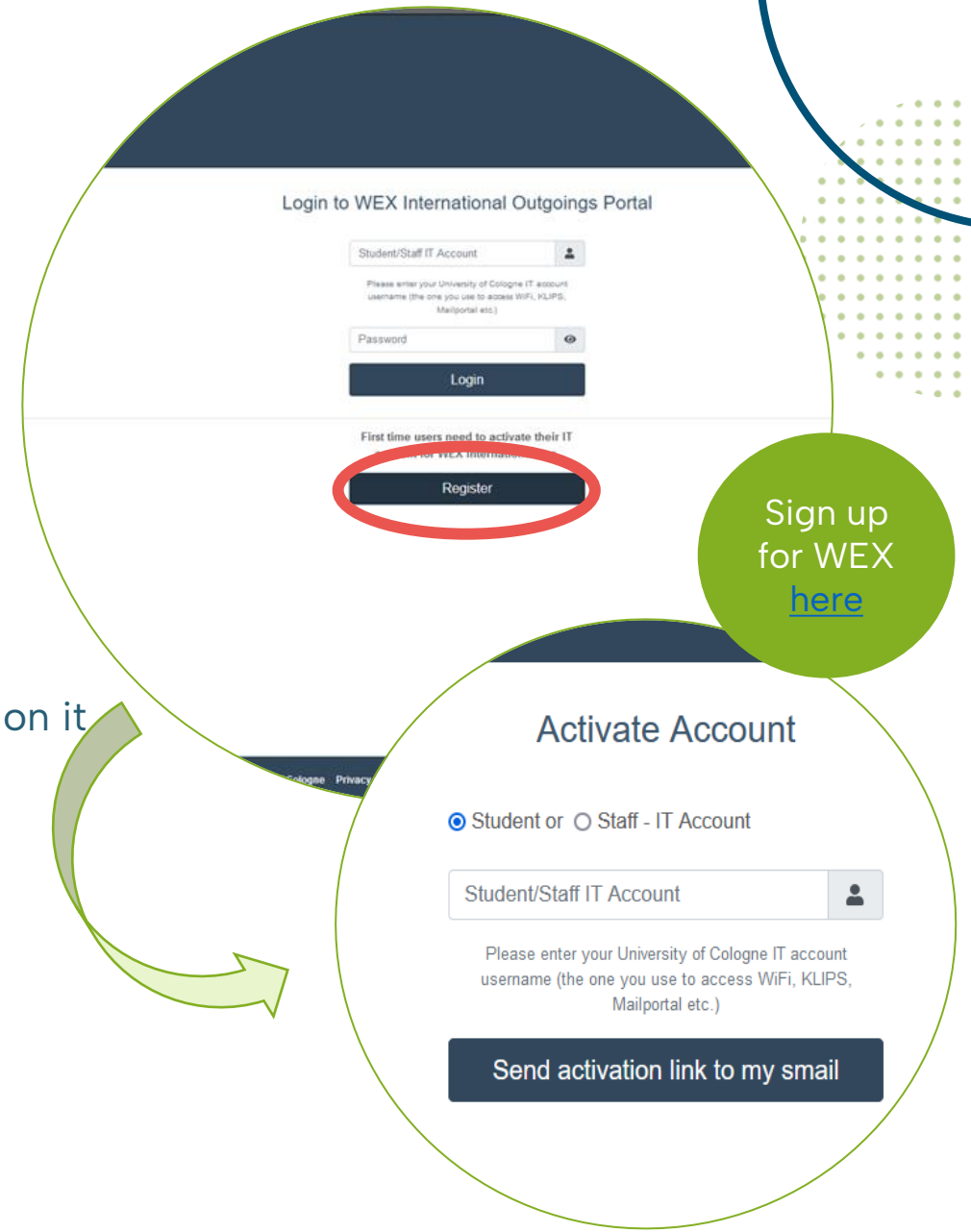
# STAP Website



# WEX Portal – Registration

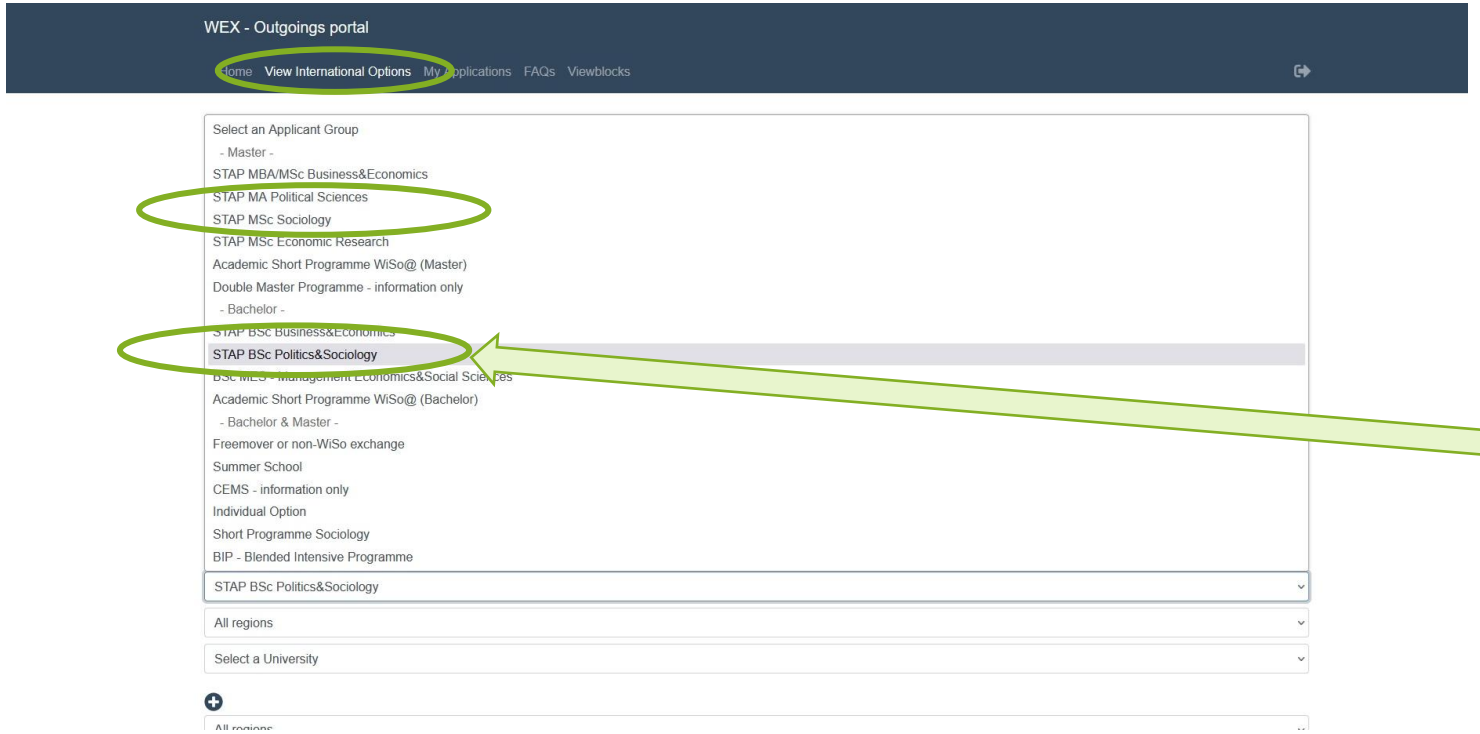
**WEX** – **W**iSo **Ex**change Platform

- 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 on it
- Afterwards you can log into WEX with your s-mail information



# WEX Portal – Find Available Universities

- Go to tab “View International Options”
- Choose Applicant Group:
  - Bachelor: STAP BSc Politics & Sociology
  - Master: STAP MA Political Science or MSc Sociology

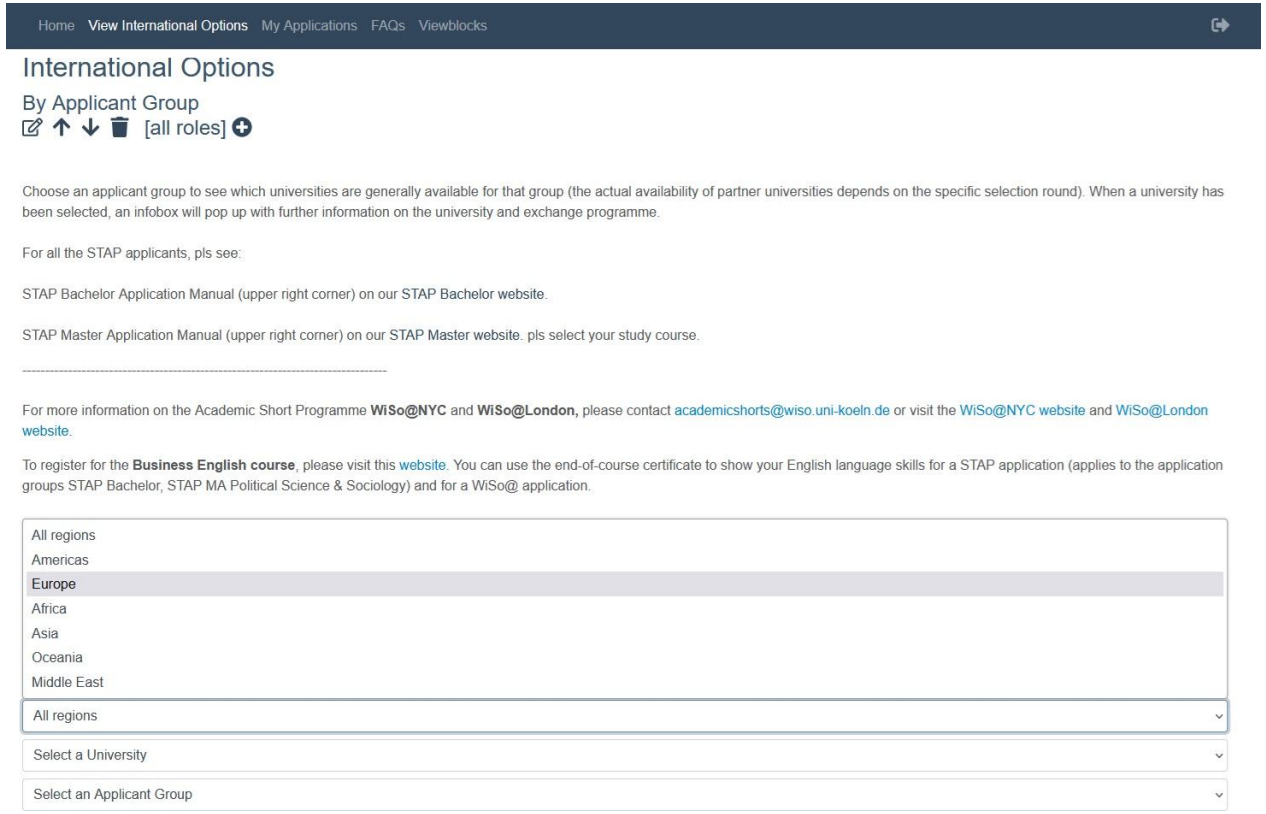



You will only see universities available for your study programme

Sign up for WEX here

# WEX Portal – Find Available Universities

- Filter by region

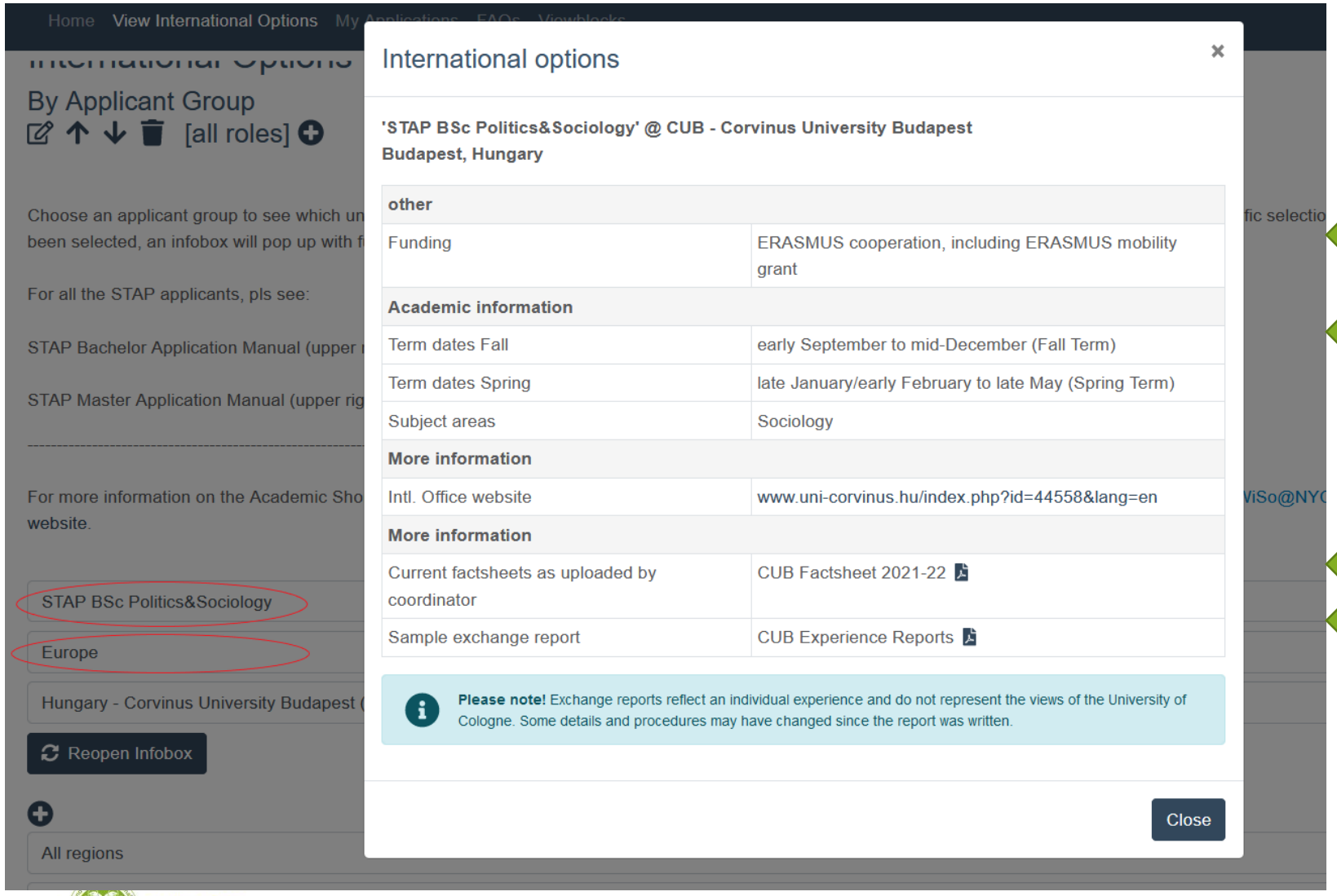



Watch out for new partner universities in the coming weeks!

Sign up for WEX here

# WEX Portal – Find Available Universities

Pay special attention to language / study requirements




## International options

**'STAP BSc Politics&Sociology' @ CUB - Corvinus University Budapest**
**Budapest, Hungary**

| | |
|---|---|
| **other** | |
| Funding | ERASMUS cooperation, including ERASMUS mobility grant |
| **Academic information** | |
| Term dates Fall | early September to mid-December (Fall Term) |
| Term dates Spring | late January/early February to late May (Spring Term) |
| Subject areas | Sociology |
| **More information** | |
| Intl. Office website | www.uni-corvinus.hu/index.php?id=44558&lang=en |
| **More information** | |
| Current factsheets as uploaded by coordinator | CUB Factsheet 2021-22 |
| Sample exchange report | CUB 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

Funding

Term Dates

Fact Sheet

Experience Reports

# Application Documents – Bachelor

1. **Personal data**
   - Letter of motivation w/ intended study plan for first preference
   - CV in English
   - English certificate – min. B2 (TOEFL, IELTS, Cambridge Certificate, WiSo Business English course, FILTERtest)
   - Where applicable: proof of further language skills (Self-Evaluation-Form and/or DAAD Test (free-of-charge, test dates available from December)

2. **Study Details**
   - Current ToR from UoC

STAP Bachelor Application Manual

# Application Documents – Master

1. **Personal data**
   - Letter of motivation w/ intended study plan for first preference
   - CV in English
   - English certificate – min. B2 (TOEFL, IELTS, Cambridge Certificate, WiSo Business English course, FILTERtest, Bachelor degree in English)
   - Where applicable: proof of further language skills (Self-Evaluation-Form and/or DAAD Test (free-of-charge, test dates available from December)
2. **Study Details**
   - Bachelor's degree certificate
   - Certificate of enrolment
3. **Professional Data**
   - Records of internships, extracurricular activities…

STAP Master Application Manual

# Application Steps

**Application portal opens on 01 December 2025**

- Enter your personal data
- Start your application
- Select your applicant group
- Select your preferred universities
- Start uploading your application documents
- Submit application when complete

→Once submitted: no alterations possible!

**Deadline for final submission: 15 January 2026**

# Application

## Allocation

- Bachelor: Students are ranked by grades
- Master: Students are ranked 80% final Bachelor grade & 20% evaluation of motivation letter/CV
- 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 a spot → Alternative list

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# ANY QUESTIONS SO FAR?

On STAP, WEX and your application

# Credit Transfer Options

**General information**

- Credits (= ECTS) are transferred after your term abroad
- Final credit transfer takes place outside of KLIPS

  → No need to register in KLIPS for modules Studies Abroad or Studium Integrale
- For final credit transfer certified copy of Transcript of Records from ZIB needed

**For more information please see information on website of WiSo Credit Transfer Center (WiSo Anrechnungszentrum)**

# Credit Transfer Options

**Modules ‚Studies Abroad'**

- Variety of courses can be used
- Contact for advising: ZIB WiSo

**Single course credit transfer**

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

**Bachelor only: Studium Integrale**

Variety of courses can be used

- Contact for advising: ZIB WiSo

**All options: no transfer of grades– only ECTS!**

# Credit Transfer Options

**Modules ‚Studies Abroad…' (ER 2021): General Rules**

- Courses at host school need to have a focus on WiSo topics
- Courses at host school must have exams (i.e. presentations, papers, written exams etc.) → No courses with attendance only!
- No courses with "introductory" in the course title
- No language courses
- **Master**: Only courses at graduate level

Specific credit transfer info for Bachelor students here

Specific credit transfer info for Master students here

**Credits per Course**

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

# 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 students with more information (fall outgoings: May 2026, spring outgoings: October 2026)

**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

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

# Funding & Special Needs

- We encourage students with special needs to apply for STAP
- Special funding opportunities such as Erasmus+ Social Top-Up
- Find more information on studying abroad with special needs by Dezernat 9 here

# Before Applying…

**… please consider:**

- Term abroad in fall 2025 or spring 2026?
- Flexible in regard to destination?
  - Choose up to five universities
  - In case of no direct offer: list of alternative offers if overall slot capacities allow
- Special language requirements?
- Subject area
- Financial aspect: living costs vary from country to country

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# ANY QUESTIONS LEFT?

# Term Abroad & International Options
# International Relations Center – ZIB WiSo

**Outgoings Team:**

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**Advising hours on site (Advising Area, Room 0.303, WiSo Building) and online: book via Anny**