

Step By Step: How to Attend a Summer or Winter School

INTRODUCTION

How about a taste of living abroad while broadening your academic horizon?! A summer or winter school is a great alternative to a term abroad if you are seeking international experience but are short on time.

There are numerous short-term programmes for Bachelor and Master students offered by many institutions worldwide during summer or winter break, made up of short, intensive courses on a specific topic or subject, often with the opportunity to obtain ECTS that can possibly be recognized for your study programme at UoC.

The following will serve as a guide on how to find a suitable offer and what to consider when organizing it.

Characteristics of a summer/winter school:

- Self-organised stay abroad
- Mostly held in English
- Duration: typically 2–6 weeks during summer or winter months
- Combination of academic courses and leisure activities (i.e. city tours and company visits)
- A programme fee is charged

Benefits of a summer/winter school:

- Academic progress
- Language learning
- Personal development
- International experience

STEP 1: FINDING THE RIGHT SUMMER SCHOOL

Summer schools offered by WiSo Faculty partner universities

WiSo students interested in taking part in an academic short programme can obtain information from three main sources:

- On the [website](#) of the International Relations Center (ZIB WiSo) you will find a list of summer schools regularly offered by WiSo partner universities.
- Moreover, the WiSo Newsletter features current and/or additional offers of summer and winter schools.
- Students can also browse the [WiSo Exchange \(WEX\) International Outgoing Portal](#) for an overview of short-term programmes offered by WiSo partner universities.

Please note that participation in summer or winter schools is not part of our cooperation agreements, i.e. fees will apply.

Summer schools offered by Dezernat 9 and EUniWell

The Central International Office of the University of Cologne (Dezernat 9) regularly promotes a number of summer schools in Asia (mainly China) which are organised by partner universities. For more information, please visit the Dezernat 9 website on [Cologne Summer Schools in Asia](#). In addition, as part of the EUniWell network the University of Cologne advertises short-term programmes such as summer and winter schools or hackathons in virtual, physical or blended formats offered by EUniWell universities. Information can be found on the [EUniWell website of UoC](#) and the [EUniwell website](#).

Summer or winter schools offered by other universities

WiSo students can also attend summer or winter schools offered by non-partner universities. Please make sure that the university you choose is officially recognised as an institution of higher education (= [anabin](#)-status H+).

Academic fit

Generally, students should take a closer look at the summer or winter school's website to find out more about the specific course offer and study level (Bachelor/Master). Please contact the [ZIB WiSo](#) if you have any questions regarding the academic fit of the offer you are interested in.

In many cases, students have the possibility to transfer credits obtained during an academic short programme towards their studies in Cologne. Please contact the [ZIB WiSo outgoing coordinators](#) for advice and recommendations regarding course selection and credit transfer options. Please also see the [WiSo Credit Transfer Center](#) website for general information on credit transfer options. The WiSo Credit Transfer Center also offers a preliminary check of single course credit transfer (especially interesting for Master students).

Financial Aid

In order to make a summer or winter school experience more affordable there is the possibility to apply for a [PROMOS](#) scholarship.

In addition, some summer/winter schools may offer scholarships and financial aid to help make their programs more accessible to students. To explore scholarship opportunities, research the summer/winter schools website and contact their admissions team directly.

STEP 2: THE APPLICATION PROCESS AND SUPPORT

Applications for summer and winter schools have to be submitted by the student **directly to the university offering the programme**, NOT to the ZIB WiSo (exception: students applying for a summer school offered by Dezernat 9 follow application guidelines specified by Dezernat 9). Application deadlines are set by the host university and differ between universities.

If students require support in terms of recommendation letters etc., the ZIB WiSo is there to help. The outgoing coordinators can also serve as point of contact for the host university (if requested).

STEP 3: RETURNING FROM A SUMMER SCHOOL

After successfully taking part in a summer or winter school, students will receive a transcript of records / proof of programme participation which should be submitted to the ZIB. Please contact the ZIB WiSo outgoing coordinators on how to proceed with the transcript of records.

Students who opt for credit transfer will receive a certified copy of their transcript upon transcript submission to the ZIB WiSo. This copy is required for the credit transfer process. Application for credit transfer has to be submitted to the WiSo Credit Transfer Center preferably within three months of the issue date (this may be subject to change, please observe information provided by the WiSo Credit Transfer Center).

Students need to follow the steps below:

1. Collect certified copy of the transcript of records from ZIB WiSo.
2. Log in to the portal of the WiSo Credit Transfer Center and fill out online application form for credit transfer.
3. Submit the application form along with all required documents.

Detailed information on how to apply for credit transfer is also provided on the [WiSo Credit Transfer Center](#) website.

OVERVIEW

STEP 1: FINDING THE RIGHT SUMMER SCHOOL	
Information	<p>List of summer and winter schools uploaded on ZIB WiSo Website</p> <p>Read WiSo Newsletter which regularly features current offers of summer and winter schools</p> <p>Visit the WiSo Exchange (WEX) International Outgoing Portal</p> <p>For information about summer and winter school offers by UoC check the websites of Dezernat 9 and EUniWell</p>
Advice on Academic Fit of Summer School and Courses	Contact ZIB WiSo
STEP 2: APPLICATION PROCESS AND SUPPORT	
Application	Submit to host university (or Dezernat 9)
Application Support	If needed, contact ZIB WiSo
STEP 3: RETURNING FROM A SUMMER SCHOOL	
Transcript/Certificate	Submit to ZIB WiSo
Final Credit Transfer (with copy of the transcript certified by ZIB WiSo)	Apply at WiSo Credit Transfer Center

Main Contact Summer & Winter Schools:

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