



November 2017

Information sheet for 'freemover' and 'non-WiSo/Dezernat 9' terms abroad

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INTRODUCTION

The ZIB WiSo offers general advice on the organisation and preparation of a term abroad within the ZIB WiSo-own study offer (STAP) as well as other study options. Students planning to spend a full term abroad outside of the ZIB WiSo offer are guided by our freemover team, which can be reached via wiso-freemover@uni-koeln.de.

There are two main options for a term abroad outside of the ZIB WiSo offer.

- A self-organised '**freemover**' stay
Freemovers spend their term abroad outside of a university cooperation and plan their stay themselves. Typically, freemover students have to pay tuition fees at the host institution.
- A '**non-WiSo exchange stay**' organised by **Dezernat 9 (International Mobility)**
The University of Cologne's Dezernat 9 (International Mobility) is the University's international office and holds various cross-Faculty partnerships, which offer a term abroad for students of the University of Cologne. No tuition fees apply. To see the full list of cross-faculty partnerships, please see [here](#). For detailed information on the offer, please contact the [Dezernat 9 coordinators](#).

For information concerning **short-term studies abroad** ('summer schools') please see: <http://www.international.wiso.uni-koeln.de/outgoing-students/short-programmes-abroad/> - other options

ORGANISING THE TERM ABROAD

Freemovers can organise their term abroad in two ways:

- By approaching an agency that provides support concerning the choice of a foreign university and the application process
- By approaching foreign universities directly (i.e. contacting the respective international office)

Non-WiSo exchange/Dezernat 9 students should seek advice with the Dezernat 9 coordinators.

WHICH UNIVERSITIES ARE AVAILABLE?

Freemovers can spend a term abroad at all universities worldwide (except for WiSo Faculty partner schools) that are officially recognised as institutions of higher education (= anabin-status H+). Please note that the ZIB WiSo's own partner schools are only available for the STAP programme. For this reason, advice and support will only be offered for freemover studies with universities outside of the WiSo network.

Non-WiSo exchange/Dezernat 9 students please check the University of Cologne's offer of [cross-faculty partnerships](#) and contact the Dezernat 9 coordinators.



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APPLICATION PROCESS AND SUPPORT

Freemovers apply either directly with the host university or through an agency. The ZIB WiSo offers support in terms of recommendation letters etc. The outgoing coordinators may serve as contact (if requested by the host school). This support is only offered for universities that are not part of the WiSo Faculty partner school network.

Non-WiSo exchange/Dezernat 9 students should contact the Dezernat 9 coordinators for information on the application process.

FINANCIAL SUPPORT

Freemovers can find information on funding possibilities on the [ZIB WiSo Website](#). Among others, the PROMOS Programme coordinated by Dezernat 9 (International Mobility) and the "Auslandsbafög" are important funding opportunities. Please note that mobility funding through the ERASMUS programme is not available for freemovers.

Non-WiSo exchange/Dezernat 9 students are advised to contact the Dezernat 9 coordinators for information on funding possibilities.

CREDIT TRANSFER RULES AND ADVICE

The same rules and options for credit transfer apply for all students, irrespective of the type of exchange. Detailed information sheets on credit transfer for bachelor and master students are provided on the [WiSo Credit Transfer Center > Information > Studies Abroad](#). Advice and recommendations on course selection and credit transfer for the modules 'Studies Abroad' are offered by the ZIB bachelor and master coordinators (see page 5 'Overview – Points of Contact').

CREDIT CONVERSION OF NON-ECTS COURSES

As most non-European universities do not apply the ECTS system, a conversion rate into the Cologne credit system needs to be determined. Already defined conversion rates are published on the WEX database, see [View International Options > Freemover&non-WiSo exchange](#). For universities not listed in the WEX database, students should contact the freemover team via wiso-freemover@uni-koeln.de before their stay abroad to request a conversion rate.

TRANSCRIPT OF RECORDS

Students should carefully check with their host school how the transcript of records will be issued. Please observe the following information:

- Transcripts are only accepted in English or German. If the transcript is issued in another language, freemovers need to request a translation from an official translation service (e.g. [here](#)).

Non-WiSo exchange/Dezernat 9 students may contact their Dezernat 9 coordinators to check translation options.



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- Master students need to show proof that their courses taken abroad are at graduate level.
- The original transcript has to be submitted to the ZIB WiSo outgoing coordinators. They will then prepare a certified copy of the transcript, which students will need in order to apply for credit transfer. To ensure your transcript is recognised as original, please check the following information:

In the case of:	Non-WiSo exchange/ Dezernat 9 students	Freemovers
Digital transcript (digital transcripts sent to the students are not accepted as original proof)	Transcript is emailed from host school to the Dezernat 9 coordinator, who prints and signs the transcript.	Transcript has to be sent by the host university to the ZIB WiSo. Please contact the ZIB WiSo beforehand: wiso-outgoings@uni-koeln.de
Online transcript portal	The student can either provide the ZIB WiSo with the log-in credentials or come to the ZIB WiSo office in person, log-in and have the transcript printed and certified.	
Postal transcript delivery	Transcript is either sent to the student or to Dezernat 9. Student comes to the ZIB WiSo office with the original document.	Transcript is either sent to the student or to the agency. Student comes to the ZIB WiSo office with the original document.
Important deadline: Students need to submit the application for credit transfer to the WiSo Credit Transfer Center within 3 months starting of the date issued on the transcript or the stamp date of the Dezernat 9 coordinator (this time period may be subject to change, please see the information provided by the WiSo Credit Transfer Center).		

FINAL CREDIT TRANSFER PROCESS

Detailed information on how to apply for credit transfer is given on the [WiSo Credit Transfer Center](#) homepage. Students need to complete the following steps in chronological order:

1. Collect the certified copy of the transcript of records (see section 'Transcript') from the ZIB WiSo
2. Log-in to the portal of the WiSo Credit Transfer Center, fill out the online credit transfer application form. Print and sign the form.
3. Submit the signed application form along with the certified transcript copy to the WiSo Credit Transfer Center letter box (within 3 months after their term abroad – this may be subject to change, please see the information provided by WiSo Credit Transfer Center)

Students can check the status of their credit transfer application through the online portal of WiSo Credit Transfer Center.

STUDENT STATUS AT THE UNIVERSITY OF COLOGNE

Students must maintain their student status with the University of Cologne during their studies abroad by



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following the steps and deadlines as defined by the University of Cologne https://www.portal.uni-koeln.de/studium_organisation.html.

Students may opt for a leave of absence but should be aware that no exams or final thesis may be written at the University of Cologne during a leave of absence.

OVERVIEW – POINTS OF CONTACT

	Non-WiSo exchange/ Dezernat 9 students	Freemovers
Main contact at University of Cologne	Dezernat 9 coordinators	ZIB WiSo
INFORMATION, ORGANISATION & APPLICATION		
Advice	Dezernat 9	ZIB WiSo / Agency
Application	Dezernat 9	Agency / Host university
Definition of credit conversion rate	ZIB WiSo	ZIB WiSo
ADVICE AND PRE-APPROVAL OF COURSE SELECTION		
'Studies abroad' modules	ZIB WiSo coordinators	ZIB WiSo coordinators
Course-to-course credit transfer	WiSo Credit Transfer Center	WiSo Credit Transfer Center
FINAL CREDIT TRANSFER		
Final credit transfer (with the certified copy of the transcript, issued by the ZIB WiSo)	WiSo Credit Transfer Center	WiSo Credit Transfer Center

ZIB WISO FREEMOVER TEAM

The ZIB WiSo freemover service is offered by the ZIB WiSo Outgoings Team.

Contact:	wiso-freemover@uni-koeln.de
Open office hours:	please see the ZIB WiSo website
Visiting address:	ZIB WiSo, Aachener Str. 209 (Entrance: Richard-Strauss-Strasse 1), 5th floor