



**University of Cologne
Faculty of Management, Economics
and Social Sciences**

STAP Bachelor Application Manual

As of October 2024 (may be subject to changes)

Contact

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1. The Study Abroad Programme (STAP)

The WiSo Faculty has a wide range of partner universities around the world, which are available to bachelor students for a term abroad within STAP.

Benefits:

- No tuition fees
- ERASMUS+ funding where applicable (see [here](#))
- Credit transfer options such as Studies Abroad modules and Studium Integrale (more information available [here](#))
- Mentoring by the International Relations Centre (ZIB) of the WiSo Faculty

STAP incorporates the ERASMUS+ scheme. Hence, students who complete a STAP term abroad as part of an ERASMUS+ cooperation receive ERASMUS+ mobility funding without a separate application. Unless otherwise mentioned in the WEX database, all STAP partner universities within the European Union, Iceland, Norway and Turkey are part of the ERASMUS+ cooperation. As of now (October 2024), mobilities to the UK can still be funded, however, this is subject to change.

2. WEX International Database

The WiSo Exchange (WEX) Database is the central tool for organizing your STAP term abroad. Via the portal, you will look up information on the available host schools, hand in your STAP application, receive important documents and more.

2.1 Signing up to WEX

The WEX database is only available to students of the WiSo Faculty. You can access it via your student account. For your initial registration, please follow the steps below:

Step 1: Register with your UoC student account credentials (the one you use for the KLIPS registration etc.) via the 'register' button on the right-hand side on the bottom line.



Login to WEX International Outgoings Portal

Student/Staff IT Account

Please enter your University of Cologne IT account username (the one you use to access WiFi, KLIPS, Mailportal etc.)

Password

Login

First time users need to activate their IT account for WEX International use.

Register

Click Register Button

Step 2: You will receive an activation link via e-mail to your webmail account. Please activate your WEX account by clicking on the link.

Benutzername

Passwort

Modus
Automatisch ▾

Sprache
Deutsch ▾


Anmelden 

Please log into your webmail account via your student – email address [here](#).
If you are having problems with your student email address, please contact the [university’s regional computing center](#)


Step 3: Log in with your now active UoC student account credentials:



Login to WEX International Outgoings Portal

Student/Staff IT Account 

Please enter your University of Cologne IT account username (the one you use to access WFI, KLIPS, Mailportal etc.)

Password 

Login

First time users need to activate their IT account for WEX International use.

Register

Login after Registration

2.2 Finding a host school

In WEX, each STAP partner university is allocated to at least one STAP applicant group. The STAP applicant groups¹ correspond with the following study programmes:

STAP Applicant Group	Bachelor Study Programme in Cologne
STAP BSc Business & Economics	Business Administration Economics Health Economics Information Systems

¹ In addition to the STAP applicant groups, WEX lists applicant groups across degrees, such as *summer schools* and *freemover*.

STAP BSc Politics & Sociology	Social Sciences
BSc MES – Management, Economics & Social Sciences	Management, Economics & Social Sciences

You can find the list of available universities under the tab *View International Options*. It only provides general information without any indication regarding the number of available places in the specific selection rounds.

Apart from a link to the partner university's International Office and a PDF fact sheet, you should especially consider the following information to choose your preferred host schools:

Subject areas: general focus of the courses offered

Language requirements: some host schools require a specific English language certificate or additional skills in other languages

Study requirements: Specific requirements may include a minimum number of ECTS at the start of the exchange

Term dates: The term dates of some partner universities overlap with the term dates of the University of Cologne (especially in spring semester). Please consider this and the possible impact on your Cologne studies before your application.

Experience reports: Experience reports reflect the individual experiences by our STAP participants from previous years.

2.2.1 Students with special needs

We encourage students with special needs to apply for a term abroad within the STAP programme. To find fitting STAP schools with the necessary supporting structures in place, students with special needs should contact the ZIB outgoing coordinators well ahead of the STAP application deadline.

3. STAP application

Please read the following information on your STAP application process carefully.

3.1 Key dates

There is one main selection round per year. We recommend applying in the second or third semester of your studies:

Main selection round, start 1 December, deadline 15 January

The main selection round offers STAP exchange opportunities

- For fall (of next year)
- **Or** for spring (of the year after next)

Students need to decide on their preferred study period and can submit **one application only**, either for fall or for spring.

Secondary selection round (not available every year), application period: 1 May – 15 June

Should there still be a certain number of slots available we offer a minor selection round for

- Spring (of next year)

Please note that there is **no guarantee** that a secondary selection round will take place every year. Nor should you expect a wide range of exchange opportunities. Information on whether there will be a minor selection round is available in the beginning of April.

3.2 Application requirements

- ✓ Enrolment in a bachelor programme at the WiSo Faculty
- ✓ An average of at least 15 credit points per completed term
- ✓ Proof of sufficient English skills

3.3 Application documents

You must submit your application in English. Please submit one application for up to 5 universities. Please upload the documents listed on the following page via WEX before the given deadline of the selection round. After uploading all required documents, you need to click 'submit' to complete the process. Otherwise, your application is not valid and cannot be considered. Please note that you can only upload two PDF files, which should not be larger than 1 MB each. We do not accept incomplete or late applications.

WEX document name	What you need to upload	Description
Personal data	Letter of motivation (<i>one page, in English</i>)	One page, in English. Should be intended for preferred university (ranked as your first priority). Please explain why you are interested in this specific host school in terms of courses and subjects offered and how an exchange term would further your academic ambitions. <i>The letter of motivation should be based on the current course offer according to the information provided online in the WEX database and in the fact sheet.</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.
	Proof of English language skills	See: 3.3.1 English language requirements
	If required: proof of further language skills	For university courses in languages other than English (see WEX database, <i>Language Requirements</i>) please include a self-evaluation form. Click here
Study details	Preliminary transcript of records of your Bachelor degree	You can download your current transcript of records from KLIPS. You do not need to get your transcript stamped/signed by the WiSo Examinations Office.

3.3.1 English language requirements

Applicants must submit one of the following English language certificates:

Proof of English	Requirements
TOEFL	Minimum result of 87, our institutional code is TOEFL ID B297. You are not obligated to use this code, all STAP participants need to include the English certificate with their application, regardless of whether the test result is sent to us.
IELTS	Minimum result of 6.0
Cambridge Certificate	Minimum result of FCE
FILTERtest	Minimum result of B2-
UoC Business English Course Find more info and registration link here	<p>Business English certificates from the current semester can be used, although the course is not finished at point of application</p> <p>Requirements:</p> <ul style="list-style-type: none"> • Minimum level of B2 • Participation in 9/12 lessons • Passing the final exam <p>We will automatically receive the results from the course organisers when they are ready, you do not need to contact them.</p> <p>If one of the criteria above is not met, the STAP application with a preliminary UoC Business English Course will be invalid (<i>criteria not fulfilled</i>). Your application will not be considered for further selection.</p>

Individual universities may have specific English language requirements. If so, you can find all necessary information in the WEX portal under 'Language requirements'. Please check these requirements carefully. The English language certificate needs to be included in the STAP application (except for the preliminary UoC Business English Course).

3.4 Submitting your application

Please submit your applications for the STAP programme through the [WiSo Exchange International Database \(WEX\)](#). You can start an application after access to the selection round is made available on the website by clicking on 'My Application', entering your personal information and selecting 'Enter/ View Application'. Here you can choose your top five universities. Once you start your application, you can edit your information and upload the application documents. The application is considered completed after clicking on the 'Submit' button within the specified deadline.

After submitting your application, you can no longer make any changes!

4. Selection process and criteria

Once the selection round has closed, the submitted applications are processed by the ZIB WiSo coordinators. You can view the status of your applications via 'My Application'.

The results of the selection process are communicated via e-mail to your student e-mail address within approximately six weeks of the application deadline. Subsequently, you must accept or refuse the STAP offer through the WEX database.

The ZIB WiSo ranks STAP Bachelor applicants according to their average grade, which decides on the allocation to applicants' preferred partner university or an alternative offer. In the case of identical average grades and preferred universities between two or more applicants, the study speed decides. Where this is also identical, a decision is made by drawing lots.

Timeline of STAP selection rounds

STAP Bachelor – 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 Bachelor – 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 FILTERtest 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.

Please note that the *alternative offer* list will only be available to STAP applicants who applied for five universities and did not receive a direct offer. Once you have refused a STAP offer or alternative offer, you will not be allowed to apply again.

5. Communication & Contact

All communication with ZIB staff and the partner university during the application process as well as the actual exchange takes place via your student account. You can arrange e-mail forwarding from your student account to another e-mail address through the University of Cologne [e-mail portal](#).

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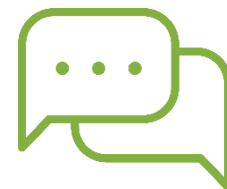
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6. STAP terms and conditions

By accepting an offer for a STAP term abroad, the STAP applicant agrees to the STAP terms and conditions as listed on the following page.

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.