University of Cologne
Faculty of Management, Economics
and Social Sciences
STAP Bachelor Application Manual
As of October 2023 (may be subject to changes)

Dear students and applicants,

We are pleased that you are interested in the WiSo Faculty's Studies Abroad Programme and are happy to offer you our support in planning and realising an enriching semester abroad. Should you have any questions, please feel free to contact us:

Mareike Laub - ZIB coordinator for bachelor students
Email: mareike.laub@uni-koeln.de / Phone: +49 (0)221 470-1905
Advising: please register for an appointment here

Veronika Langenberg – ZIB coordinator for bachelor students in social sciences
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Please register for an appointment here
Please note the new procedures for the UoC Business English course for STAP application (as of 2022).

STAP STUDY ABROAD PROGRAMME

Content

Study Abroad Programme (STAP)

The WiSo Faculty has a wide range of partner universities around the world, thereby offering our bachelor students excellent possibilities for studying abroad within the framework of the STAP programme. STAP enables students to study abroad for one term without having to pay tuition fees at the host university. STAP offers one term abroad only per bachelor student. Studying abroad for a whole academic year or any other extension beyond one term is not possible. Financial support through the ERASMUS programme is available for certain European universities. The International Relations Centre (ZIB) at the WiSo Faculty is responsible for mentoring STAP participants.

ERASMUS

The STAP programme incorporates the ERASMUS scheme. Hence, ERASMUS for our selected STAP students does not require a separate application. Students who complete a STAP term abroad as part of an ERASMUS cooperation receive ERASMUS mobility funding. Unless otherwise mentioned in the WEX Exchange database, all STAP partner universities within the European Union, Iceland and Turkey are part of the ERASMUS cooperation. The status of UK universities within a possible ERASMUS funding is still undefined (as of July 2020).

STAP partner universities

Allocation to bachelor programmes

Each STAP partner university is allocated to at least one STAP applicant group; details are provided in the WEX International database. You can find the STAP applicant groups[1] available for your individual study programme below:

| STAP applicant group	Bachelor study programme
STAP BSc Business & Economics	**Business Administration** **Economics** **Health Economics** **Information Systems** **Economics with Social Sciences (ER 2015)**
STAP BSc Politics & Sociology	**Social Sciences**

Students can find all available universities for specific application groups on the WiSo Exchange International Platform (WEX) – (*View International Options*). This list only provides

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[1] In addition to the STAP application groups, the WiSo Exchange International Platform lists applicant groups across degrees, such as *summer schools* and *freemover*.

general information without any indication regarding the number of available places in the specific selection rounds.

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
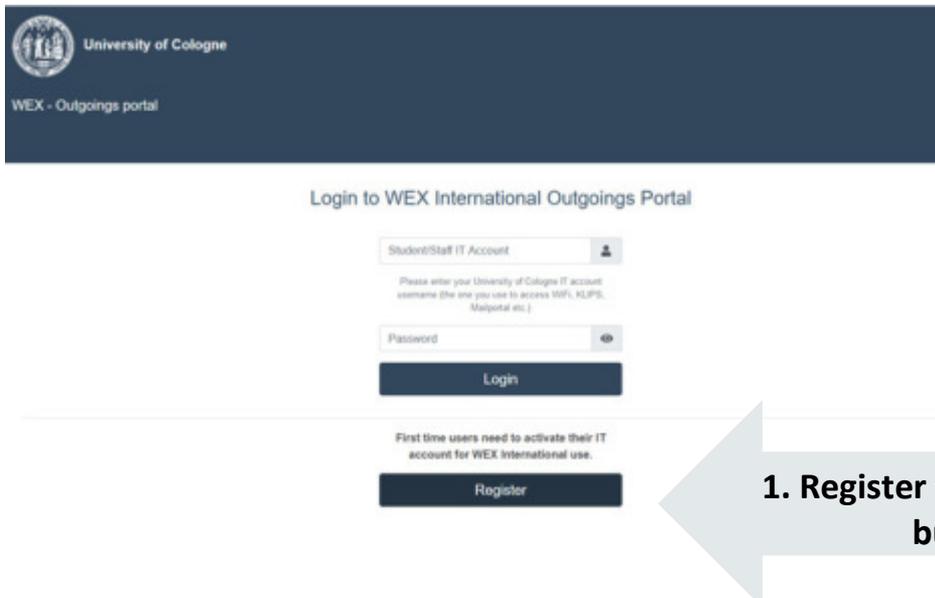
1. Register via the register button

Step 2: You will then receive an activation link via email to your webmail account. Please activate the link provided in the mail. Opening the email will not suffice, you have to click on the link.

Please log into your webmail account via your student email address.

You can find the webmail portal via the following link:
https://webmail.uni-koeln.de/login.php

If you are having problems with your student email address, please contact the university's regional computing center:
https://rrzk.uni-koeln.de/rrzk.html?&L=1

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

3. Log-In after Registration

View International Options

The WEX database includes a link to the International Office of every partner university listed and, if available, a PDF factsheet with general information and facts about the partner university. Additional information about the study programme and admission procedure is available under the respective headings in the WEX database. Please pay special attention to the following points when choosing a partner university in your application:

Subject areas: This section provides information on the general focus of the courses on offer.

Language requirements: Specific English language requirements and necessary requirements for other languages than English are listed here.

Study requirements: Specific requirements for individual universities are listed in this section (an exchange may, for example, only be possible from the fifth semester).

Term dates: The term dates of some of our partner universities may overlap with the term dates of the University of Cologne. Please consider this and the possible impact on your Cologne studies before your application.

Experience reports: Pre-Corona experience reports. Experience reports reflect the individual experiences made by our STAP participants from previous years.

Credit transfer possibilities for bachelor programmes

Bachelor programmes at the WiSo Faculty offer good possibilities for transferring credit points awarded abroad to the home degree at the University of Cologne. For information on credit transfer please visit the WiSo Credit Transfer Centre > Types of application > Studies Abroad

STAP application

Key dates

There will be one main selection round per year. We recommend that you apply in your second or third term of your studies.

Main selection round, start 1 December, deadline 15 January

The main selection round will offer STAP exchange opportunities

- Either 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), deadline: 15 April – 1 June

Should there still be a certain number of slots available we will 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 will be available in the beginning of April.

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

English language requirements

Proof of sufficient English language skills is required for application to the Studies Abroad Programme (STAP).

Applicants must submit one of the following English language certificates:

- TOEFL (iBT, minimum of 87): our institutional code is TOEFL ID B297. You are not obligated to use this code. However, all STAP participants need to include the English certificate with their application, regardless of whether the test result is sent to us
- IELTS (minimum of 6.0)
- Cambridge Certificate (minimum FCE)
- FILTERtest on level B2- minimum

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- **New as of 2022**: the Business English certificates from the current winter semester course can be used for the STAP application (minimum level B2-), even though the Business English course is not finished at the time of application. Please check the chapter UoC Business English Course for more information

Individual universities may have specific requirements regarding English language skills. If so, you can find all necessary information concerning specific language requirements in the WEX International portal under 'Language requirements'. Please check these specific requirements carefully.

The English language certificates needs to be included in the STAP application (except for the preliminary UoC Business English Course).

NEW: UoC Business English course

As of 2022, we have new regulations concerning the UoC Business English Course offered by the WiSo Faculty. Students who are taking part in the UoC Business English Course in fall term on **at least level B2** can now apply during the STAP application round of the same term even if they have not completed the UoC Business English course until the STAP application deadline. **This regulation does not apply to students who are taking part in the Business English Course in spring term and plan to apply in the secondary selection round in the same term**.

The following criteria need to be fulfilled:

- You need to be enrolled in a UoC Business English course of level B2 at least
- You need to have a participation of 9/12 lessons
- You need to pass the exam of the UoC Business English course

If one of these criteria is not met, the STAP application with a preliminary UoC Business English Course will be invalid (*criteria not fulfilled*). Your application will not be considered for further selection.

Application

When applying for the STAP selection round with the preliminary UoC Business English Course, please select **Preliminary UoC Business English Course** as proof of English in the WEX data base. Please enter the English level of the course you are currently participating in.

Results

We will receive the results of the Business English Course by the Englische Institut automatically when they are ready. You do not need to contact the lecturers of the UoC Business English Course individually concerning your results.

Selection process

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. Students can access the current application round by clicking on *'My Application'*, entering their personal information and then selecting '*Enter/ View Application'*. Here students can choose their 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 you submit your application, you can no longer change your application!

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

The results of the selection process are communicated via email to applicants' student email addresses within approximately ten weeks of the application deadline. Applicants must accept or refuse the STAP offer through the WEX database.

Selection criteria

The ZIB WiSo ranks STAP applicants according to their average grade, which constitutes the basis for admission or refusal and the allocation to applicants' preferred partner university. 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.

Application documents

You must submit your application in English. Please submit <u>one</u> application for up to 5 universities. Please upload the documents listed on the following page via our WiSo Exchange International Portal (WEX) before the given deadline of the selection round. <u>Please note that we do not accept incomplete or late applications</u>. After uploading all required documents, you need to click 'submit'. The process is complete after clicking on the 'submit' button. Otherwise, your application is not valid and we cannot consider it. Please note that you can only upload two PDF files, which should not be larger than 1 MB per PDF file.

WEX document name	Item – What you need to upload	Description
Personal data	Letter of motivation *(one page, in English)*	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.)
		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.

	CV in English (*with photo)*	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: English skills and required certificates**
	If required: proof of further language skills	For university courses in languages other than English (see WEX database, *Language Requirements*) 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 tamped/signed by the WiSo Examinations Office.

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Additional information

Overview – STAP Bachelor selection dates and selection structure

Please note that the *offer offer* list will only be available to STAP applicants who applied for five universities and did not receive a direct offer.

Communication

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 email forwarding from your student account to another email address through the University of Cologne mail portal.

Contact

Mareike Laub - ZIB coordinator for bachelor students
Email: mareike.laub@uni-koeln.de / Phone: +49 (0)221 470-1905
Advising: please register for an appointment here

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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.