



STAP info for

MSc Information Systems

October 2023, Jutta Reusch, exchange coordinator, ZIB WiSo

Overview

Which schools and where?	Financial aspects?	Organized by/with?	Information where?	Credit transfer options?
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Internship abroad	Companies/organisations worldwide (watch out for visa/work permit issues)			depends on study course	
Summer/winter school	All schools* worldwide	tuition fees	with school/ agency	WEX Newsletter	Limited options
Term freemover	All schools* no WiSopartners	tuition fees	with school/ agency	WEX and other	Full options
Term non-wiso/Dez9	Dez 9 partners	University** cooperation	Dez. 9 – UoCologne	Dez.9 – UoCologne	Full options
Academic short WiSo@NYC	New York	contribution to expenses	ZIB WiSo	ZIB WiSo	modules ,studies abroad‘
Term STAP	WiSo partners	Faculty** cooperation	ZIB WiSo	ZIB WiSo	Full options

* [with Anabin](#) H+ label

** no tuition fees

Info sheets [Summerschool](#) and [Dez 9/Freemover](#)
[Guide for ERASMUS grant for internships](#) on ZIB homepage
 Contact: Wiso-outgoings@uni-koeln.de: personal advising by ZIB

STAP info for MSc Information Systems

credit transfer

STAP
applicant group

STAP
selection
criteria

STAP
application

WiSo@NYC

contact

Photo: Udo Haake / KölnTourismus GmbH

Two options for credit transfer (only ECTS – no transfer of grades)

- Course-to-course
- Modules ‚Studies Abroad‘

Course to course credit transfer

- strict restrictions on content, workload and type of exam
i.e. ca. equivalent/comparable to the module of your Cologne degree
- individual academic counselling needed
- advise offered by WiSo Anrechnungszentrum (only after admittance at the host school)

Modules Studies Abroad

- offers broad course opportunities
- for MSc Information Systems up to 30 ECTS
- advise offered by the ZIB coordinator
 - > **general rules** (for all study courses at Master level)
 - > **specific rules** (for individual study courses)

Modules ,studies abroad‘ **general rules** (same rules for all study courses at Master level)

- ✓ only courses at graduate level (with WiSo focus)
- ✓ only courses with exam, grade and credits (*listed on a transcript by your host school*)
 - **no** ,introductory..‘-courses (see: course title), *pls check with ZIB*
 - **no** MSc courses already taken at UoCologne
 - **no** Bachelor courses
(in case of 4 yr Bachelor courses, pls check level with ZIB coordinator)
 - **no** attendance only courses (i.e. skills seminars without exams, ...)
 - **no** language

See: [leaflet for credit transfer for Master students](#)

Modules ,studies abroad‘ Specific rules for MSc Information Systems (PO 2021)

Supplementary Section/Ergänzungsbereich:

group **Studies Abroad** -> Studies Abroad (Information Systems) I, II, III, IV = **24 ECTS** (4 x 6 ECTS)

no courses of your Core Section/Basisbereich



combination of courses in Management, Economics and Social Sciences

Specialisation Section/Schwerpunktbereich:

group **Information Systems** -> Studies Abroad in Information Systems = **6 ECTS**

no courses of your Core Section/Basisbereich or your Specialisation Section/Schwerpunktbereich



courses in Information Systems, Informatics

STAP Programme, offered by the WiSo faculty

- > for Master students only available within regular study period, i.e. application in your first MSc term required
- > listing partner schools per study course with course offer suitable for credit transfer for the modules ,studies abroad‘

List available
through STAP
Master
Application
Manual

applicant group **STAP MBA/MSc Business & Economics** which includes:

- **MBA schools: request work experience (*min. 6 months full time or more*)**
pre-defined course selection, focus on management practices, focus on in-class discussions and project works, MBA cohort with a variety of professional backgrounds
- **MSc schools: no work experience required:**
broad selection of courses or specialisation tracks, academic focus will include as well case studies,

„View International Options“ *per school/applicant group (... Business&Economics)*
updates within the coming weeks, until 1 December = start of „STAP application round“

Term dates

-> **for which term abroad (fall or spring) you want to apply**
in case of conflict with Cologne term dates (some students combine with an internship ...)

Subject areas

-> **remember the credit transfer options**
watch out for subject area „Business“ in case of subject area „Economics only: you will need to take Economics courses at Master level (check your academic experiences in Economics)

Study requirements

-> **important infos on course options**
only listed if there is any additional information/requirement

Language requirements

-> **if there any additional* requirements (to the STAP application requirement)**
- in case of higher (C1) English skills (needs to be presented with STAP application)
- in case of language skills other than English (ca. B1 with application -> with need to improvement to reach ca. B2-level (before start of term abroad)

see [STAP Master Application Manual](#) for standard English requirements for your STAP applicant group
„Business&Economics“ TOEFL, IELTS, Cambridge Certificate

,'View International Options' *per school/applicant group (... Business&Economics)*
updates within the coming weeks, until 1 December = start of ,STAP application round'

**Work
experience**

-> **only listed if > 6 months expected** *pls discuss with ZIB coordinator, whether your profile meets the expectations for work experience for your preferred host school, have your latest CV available.*

Fact sheets

-> **infos on expenses, accommodation, courses etc.**
we will upload most recent factsheets when they are sent to us by partner schools

Conversion rate

-> **only listed for schools not applying the ECTS system**
conversion rate from local credits to Cologne credits

funding

-> **if ERASMUS mobility grant offered**
for schools without an ERASMUS mobility grant, applications for grants will be available after our selection round.

**Experience
reports**

-> **experience reports, fall & spring reports in one file**
*reflects individual experiences, pay special attention on the term/info on accommodation
may give an idea on the numbers of slots (may differ each year/term)*

selection criteria:

61% - Bachelor* final grade

9% - Admission test (TM Wiso, GMAT, GRE)

-> *not compulsory! We accept tests taken for admission to Master studies or on a voluntary basis*

30% - Evaluation CV (internships, extracurricular activities...) & letter of motivation/study plan



one ranking list for all applicants within the STAP MBA/MSc Business&Economics
for fall 2024
for spring 2025

* 61% – current MSc grade, only for 2nd yr. MSc students (*STAP applications only accepted in case of longer internships, illness or any extraordinary circumstances*)

STAP MBA/MSc Business & Economics: how to prepare

- **check your Cologne study plan:** modules ,studies abroad‘ (see your course catalogue) keep the area open
- **check your English certificate**
we accept TOEFL (min 87), IELTS (min 6.0), Cambridge Certificates (min. FCE) older than 2 years
Only in case the partner school does not accept the old test a new test will be necessary
(only applies after communication of selection results, ca mid February)
- **check your financial resources available for a term abroad**
although tuition fees are exempt, you need to be aware of costs for a term abroad, the level
of costs differs significantly depending on choice of school, country, city
working student position: don't expect to keep your working student position during a term
abroad via remote/home office.
- **check your CV and collect all documentations**
- **discuss your work experience with the ZIB coordinator if interested in an MBA school**

STAP MBA/MSc Business & Economics: your application

for which term abroad? fall 2024 or spring 2025?

-> watch out for term dates, study regulations, experience reports ...). If term dates do not fit (what about an internship)

for which schools abroad? *(final list of schools only available on 1 December)*

-> watch out for subject area, study/work/language regulations ...)

for how many schools abroad?

- > less than 5 schools. If you are only interested in specific schools and not interested in other schools
- > 5 schools. In case of no direct offer for any of your listed 5 schools: a list of alternative offers could become available (only if overall slot capacities allow)

for how many applications per student?

-> **just one! once submitted – no alterations possible!** Only complete applications with all the required documents and submitted before the final deadline can be considered for the selection process

„STAP Master Main Selection“ for academic year 2024/25

opens on 1 December 2023 (new WEX section: ‚my applications‘). Your application

-> new WEX section: ‚my applications/my personal data‘

- enter your personal data/study data
- start your application
- select/start your applicant group (MBA/MSc Business & Economics .. *fall 2024 or spring 2025*)
- select your preferred list of schools
- **start** uploading your application documents

Until final submission of your application, you may just leave and re-enter the database, change your preferred list of schools, re-read your application documents, exchange your application documents until final submission.

Once submitted – no alterations possible!

closes on 15 January 2024 (= final deadline)

STAP Master Application Manual [online](#) / Application documents

1. document ,personal data‘

- letter of motivation/study plan -> for your highest ranked school, pls mainly focus on academic aspects *pls see STAP Application Manual*
- your latest CV (in English) -> pls put much emphasis on correct data and chronology, *pls see as well STAP Master Application Manual*
- proof of English skills -> either TOEFL **iBT** 87, IELTS 6.0 (academic), Cambridge certificate, FCE, or Bachelor degree fully (= 100%) taught in English.
-> certificates older than 2 years are accepted for the STAP application (pls see further info in STAP Application Manual)
- proof of further language skills -> only if requested by (*one of*) your listed schools, self-evaluation form (*available through the online STAP Master Application Manual*)

STAP Master Application Manual [online](#) / Application documents

2. document ,study details‘

- Bachelor degree
 - > *certificate only, no module descriptions, no diploma supplement*
 - > if not available yet, official document listing your final BSc grade
 - > *for Bachelor degrees taken abroad, pls include the letter of uni-assist showing your German gpa equivalent (if available)**
 - Admission test
 - > not compulsory
 - > *we accept admission tests (GMAT, TM WiSO, GRE) either taken for admission to master studies or on a voluntary basis*
 - Proof of Enrolment
 - > download through KLIPS (no student card)
-
- *MSc transcript of current Cologne studies*
 - > *only applies for 2nd term/advanced MSc students (on exceptional cases)*

** this helps with processing the application. If this is missing in application files, we will still accept the application. We will get in contact with the respective students*

STAP Master Application Manual [online](#) / Application documents

3. document ,professional data‘

- *pls use the documents in the language available, no translation into English or German necessary.*
- *pls compile the documents in the same chronological order as listed in the CV*

records of internships, subject related activities as listed in CV

-> *references for recent internships (not for internships during school time)*

-> *if no reference available yet, pls check if other documents are available instead (this could be extract of work contract (only showing name of company, place of internship, your name, type of internship, period of internship and signatures (you may black-out the rest of the document)*

records of extracurricular activities

-> *if available*

-> *if not available, pls upload a document listing the organisations‘ website, name of contact person*

General Infos

- Academic Short Programme in New York
- Six weeks: 5 August – 13 September 2024
- Credit options: up to 24 ECTS (**UoC credits**)
- Contribution to expenses required

Application

- Through WEX-database in December/January
- Parallel applications for WiSo@NYC and STAP are possible*

*NOTE: If both applications are successful, you will need to choose one offer

contact:

academicshorts@wiso.uni-koeln.de

Ilias folder:

https://www.ilias.uni-koeln.de/ilias/login.php?target=grp_1923892_rcodeZ69AkqXjUh&cmd=force_login&lang=de



Studies Abroad Talks for MSc Information Systems

Contact Jutta Reusch

by phone: 0221 470 7067
Mondays - Thursdays

By email: Jutta.Reusch@uni-koeln.de
answers within 2 – 3 working days

ZOOM: sessions for individual counselling, book [here](#)
Tuesday and Wednesday, 10-12 a.m.

in person: to take place in the Student Service Center, office B
Mondays, book [here](#)



Photo: Udo Haake / KölnTourismus GmbH





***Thank you very much for your attention,
I am looking forward to working with you***