



January 2018

Step by step: How to attend a summer school

INTRODUCTION

A summer school can be a great alternative to a term abroad if you are seeking international experience but are short on time.

Characteristics of a summer school:

- Self-organised stay abroad
- Combination of academic courses and leisure activities (i.e. city tours and company visits)
- Mostly held in English
- Duration is typically 2–6 weeks during the summer months (however, there are also programmes during winter/spring)
- Consist of a combination of academic courses and leisure activities (i.e. city tours and company visits)
- A programme fee is charged

STEP 1: FINDING THE RIGHT SUMMER SCHOOL

Summer schools offered by WiSo Faculty partner universities

WiSo students interested in spending a short-term stay abroad can obtain information about summer schools from two main sources:

- The WiSo Student and Career Service [newsletter](#). The newsletter frequently features summer schools offered by the WiSo Faculty's partner universities.
- The [WiSo Exchange \(WEX\) International Outgoing Portal](#). The portal offers a broad overview of summer schools offered by the WiSo Faculty's partner universities.

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

Summer schools offered by Dezernat 9

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 [Summer Schools in the Global South](#).

Summer schools offered by other universities

WiSo students can also attend summer 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 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 summer school you are interested in.



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

STEP 2: THE APPLICATION PROCESS AND SUPPORT

Applications for summer 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 school, students will receive a transcript of records / proof of programme participation and need to submit it to the ZIB outgoing coordinators. Please contact the ZIB WiSo 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 within three months of the date issued on the transcript of the summer school (this may be subject to change, please observe information provided by the WiSo Credit Transfer Center).

Detailed information on how to apply for credit transfer is provided on the [WiSo Credit Transfer Center](#) website. Students need to follow the steps below (in this order):

1. Collect certified copy of the transcript of records (see section 'Transcript of records') from the ZIB WiSo office
2. Log into the portal of the WiSo Credit Transfer Center, fill out the online application form for credit transfer. Print and sign the form
3. Submit the application form along with the certified transcript copy to the letterbox of the WiSo Credit Transfer Center

Students can check the status of their credit transfer application through the WiSo Credit Transfer Portal.



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OVERVIEW

STEP 1: FINDING THE RIGHT SUMMER SCHOOL	
Information	Subscribe to the WiSo Student and Career Service newsletter Visit the WiSo Exchange (WEX) International Outgoing Portal
Advice on academic fit of summer school and courses	Contact the ZIB WiSo
STEP 2: APPLICATION PROCESS AND SUPPORT	
Application	Submit to host university (or Dezernat 9)
Application support	Contact the ZIB WiSo
STEP 3: RETURNING FROM A SUMMER SCHOOL	
Transcript	Submit to ZIB WiSo
Final credit transfer (with the certified copy of the transcript, issued by ZIB WiSo)	Apply at WiSo Credit Transfer Center

Mareike Laub

Coordinator Outgoings Bachelor
 Phone: +49 (0)221 470-1905
 Email: mareike.laub@uni-koeln.de
 Office hours: Mon – Thu 9 am – 12 pm, and by appointment

Jutta Reusch

Coordinator Outgoings Master
 Phone: +49 (0)221 470-7067
 Email: jutta.reusch@uni-koeln.de
 Office hours: Mon – Thu 9 am – 12 pm, and by appointment