

**Update: August 2016**

- New/separate selection round for MSc Information Systems
- TOEFLS/IELTS test taken until 15 December will be considered for the Main STAP Application Round.

Pls. see instructions on page 7.

# STAP MASTER APPLICATION MANUAL

August 2016



International Relations Center  
Wise Faculty | University of Cologne

International Relations Center (ZIB)

University of Cologne

Faculty of Management, Economics and Social Sciences



# STAP Master Application Manual

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## Study Abroad Programme (STAP)

The WiSo Faculty as the only German member of the exclusive PIM and CEMS networks and one of very few German universities to have received the EQUIS label, has an excellent network of international cooperation partners. Renowned international business schools and universities offer exchange opportunities for master's students, who can study abroad for one term without having to pay tuition fees. The Study Abroad Programme is designed for one term abroad. Any extension beyond one term, a whole academic year, or a second STAP term abroad with a different university is not possible.

STAP exchanges for master's students fall within the standard period of study, i.e. Master students will submit their STAP application during their 1<sup>st</sup> Master term. <sup>1</sup>

Financial support is available for certain universities through the ERASMUS or DAAD-ISAP programmes.

The International Relations Center (ZIB) of the WiSo Faculty is responsible for mentoring STAP participants.

## ERASMUS

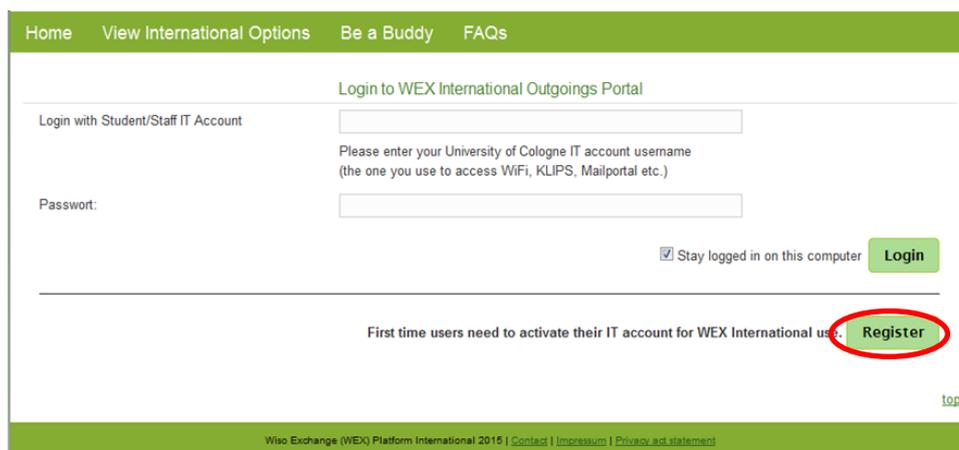
The ERASMUS scheme is incorporated into the STAP programme and does not require a separate application. Students who complete a STAP term abroad as part of an ERASMUS cooperation receive ERASMUS mobility funding.

## WiSo Exchange International database

The WiSo Exchange International database designed for the students of the WiSo Faculty offers broad information on exchange opportunities and manages the selection process and the studies abroad.

<https://pub.wiso.uni-koeln.de:8443/wex-outgoing/login/auth>

First-time visitors to the WEX International database first need to register through the green registration button (right-hand side on the bottom line).



<sup>1</sup> If a student has not been able to carry out/start his or her master's studies due to exceptional circumstances, such as one long-term internship (as opposed to several internships) or illness, an application in a later term may still be possible in certain cases. If this applies, it is absolutely necessary to consult with ZIB WiSo as soon as possible.

## STAP partner universities

### Allocation to applicant group<sup>4</sup> and their master's programmes

Each STAP partner university is allocated to at least one STAP applicant group; details are given in the WEX International database. The STAP applicant groups available for master's students and their assigned master's programmes are listed below:

STAP applicant group	Master's programme
STAP MSc Business & Economics (with work experience*: STAP MBA/MSc Business & Economics)	Business Administration Economics Health Economics
STAP MSc Information Systems	Information Systems
STAP MA Political Science	Political Science
STAP MSc Sociology	Sociology and Empirical Research

\*with work experience: Students with a minimum of 6 months full-time work experience in the form of course and subject-related activities (e.g. internships). Subject-related vocational training completed prior to university studies may also be taken into consideration.

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<sup>4</sup> In addition to the STAP application groups, the WiSo Exchange International database lists applicant groups across degrees, such as *summer schools* and *exchange terms for freemovers*.

## View International Options

With its feature 'View International Options', the WEX International database offers detailed information on each partner university. This includes a link to the International Office and, if available, a PDF factsheet with general information and facts about the partner university. Please pay special attention to the following points in your application:

**Subject areas:** This section provides information on the general focus of the courses on offer and the necessary background knowledge previously acquired by the STAP applicants during their bachelor's degree.

**Language requirements:** Specific English language requirements, or requirements for courses that are held in languages other than or in addition to English are listed here.

**Work experience:** Where more than 6 months full-time work experience is required, please contact the ZIB WiSo office for advice.

**Term dates:** The term dates of some of our partner universities may overlap with the term dates of the University of Cologne. This could mean that courses at the University of Cologne can only be taken up to the mid-term dates prior to the exchange term.

As a separate option students may consider taking an internship prior to their exchange term.

**Average number of exchange places in previous years:** This refers to previous full academic years (fall and spring) and should only be regarded as a general indication of available places.

## Credit transfer possibilities for master's programmes

Master's programmes at the WiSo Faculty offer good possibilities for transferring credit points awarded abroad to the home degree at the University of Cologne. All master's studies open for the STAP exchange programme offer modules 'Studies Abroad ...', which offer easy credit transfer in order to complete the master's studies within the standard period of study.

In addition, it is possible to apply for single course credit transfer. For more information on credit transfer please visit the WiSo Center for Crediting Foreign Examinations → Information → Studies Abroad:

<https://www.anrechnungwiso.uni-koeln.de>

## STAP application/selection rounds

### Key dates

There will be one main selection round per year, which is targeted at first-term master's students.

#### **Main selection round, deadline 1 December:**

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 may submit one application only.

For the applicant group **STAP MA Sociology** only full-time studies abroad in spring (of the year after next) will be available.

#### **Minor selection round, deadline: 1 June** (not available every year)

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

- Spring (of the year after)

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

### Selection process

At the beginning of the first MSc term, the main selection round will be activated through the WiSo Exchange International database (WEX) at <https://pub.wiso.uni-koeln.de:8443/wex-outgoing/login/auth>.

Students have access to the available applicant groups and their allocated universities via:

#### **My application – Personal data** (please enter your personal data first) – **Enter/View applications**

Before beginning with the application, students are requested to select the correct applicant group and decide on the preferred term abroad. Only one application will be accepted and processed.

With the application, students can select their top five universities. Once an application has been started, students can edit their information and upload their application documents until the final application deadline. The application is considered completed after clicking the **'Submit'** button within the specified deadline. Once an application has been submitted changes are no longer possible. Applications submitted after the closing deadline will not be processed.

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

The results of the selection process are communicated via email to the applicant's student email address within 10 weeks after the application deadline.

## Selection criteria

Ranking of applicants is done within the corresponding applicant group, applicants for fall and spring will be ranked in the same list. Evaluation of the applications is done according to the following criteria:

Applicant group	Major selection round (first MSc term)	Minor selection round (second MSc term) (if available)
STAP MSc Business & Economics	51% Bachelor final grade  29% Admission test*	51% Bachelor final grade  29% MSc grades
STAP MBA/MSc Business & Economics	20% Evaluation of CV <i>(internships, extracurricular activities, letter of motivation / study plans)</i>	20% Evaluation of CV <i>(internships, extracurricular activities, letter of motivation / study plans)</i>
STAP MSc Sociology  (only in main selection round)	80% Bachelor final grade  20% Evaluation of CV <i>(internships, extracurricular activities, letter of motivation / study plans)</i>	Not applicable
STAP MA Political Sciences	80% Bachelor final grade  20% Evaluation of CV <i>(internships, extracurricular activities, letter of motivation / study plans)</i>	51% Bachelor final grade  29% MSc grades  20% Evaluation of CV <i>(internships, extracurricular activities, study plans letter of motivation)</i>
STAP MSc Information Systems	80% Bachelor final grade  20% Evaluation of CV <i>(internships, extracurricular activities, letter of motivation / study plans)</i>	51% Bachelor final grade  29% MSc grades  20% Evaluation of CV <i>(internships, extracurricular activities, study plans letter of motivation)</i>

- For students in the applicant groups STAP MSc Business & Economics and STAP MBA/MSc Business & Economics who did not take the admission test for their master's application, the average result of the admission tests of the relevant STAP application group will be taken into account.

NB: The academic criteria of the STAP Master selections refer of the bachelor's studies/gpa. Nevertheless, once a student has been offered an exchange slot, the host university abroad will review the MSc grades during the admission process. Please note that the host school may refuse a student should his or her MSc grades strongly differ from their bachelor grades.

## Application documents

Please carefully follow the guidelines on how to structure your application documents as shown in the following table.

WEX document name	Item	Description
Personal information	Letter of motivation (in English, one page)	<p>Your letter of motivation should be intended for your preferred (ranked first) university.</p> <p>It should explain why you are interested in your chosen host university in terms of the courses and subjects it offers, and how an exchange term would further your academic ambitions. You can also use the letter to explain in more general terms why you would like to study abroad.</p> <p>The letter of motivation should be based on the course offer at the host university at the time of writing the application.</p>
	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.
	<p>Proof of English language skills <b>(test to be taken before 15 December*)</b></p> <p><b>NB: If English test is taken later than the application deadline:</b></p> <p><b>Pls. complete/submit your STAP Application through WEX by 1. December the latest.</b></p> <p><b>Send your preliminary English test result by 15 Jan via e-mail to <a href="mailto:wiso-outgoings@uni-koeln.de">wiso-outgoings@uni-koeln.de</a> by naming the document (family name, first name_TOEFL result)</b></p> <p>You may use our TOEFL ID: B297 (not compulsory)</p>	<p><b>For STAP MBA/MSc Business &amp; Economics and STAP MSc Information Systems:</b></p> <p>TOEFL (iBT, minimum of 87), IELTS (minimum of 6.0), Cambridge Certificate (minimum FCE) or bachelor's degree completed in English.</p> <p><b>For STAP MA Political Science and STAP MSc Sociology:</b></p> <p>As above, or alternatively, a completed Business English course at the Cologne WiSo Faculty (minimum of B2-) or the School of English FILTERtest (minimum of B2-).</p> <p>Information on FILTERtest dates can be found on the ZIB WiSo website in the section Studies Abroad -&gt; Semester Exchange STAP -&gt; <a href="#">Organisation</a>.</p>

	Further proof of language skills (where required)	For university courses in other languages (see the WiSo Exchange International database, <i>Language Requirements</i> ) please include a self-evaluation form.  <a href="https://www.wiso.uni-koeln.de/de/international/studies-abroad/organisation/">https://www.wiso.uni-koeln.de/de/international/studies-abroad/organisation/</a> -  Application links and downloads
Study details	Preliminary transcript of records Master's degree (only applicable for the minor selection round)	You can include a screenshot of your grades and exam results from the WiSo App. Approval of the screenshot by the Examinations Office is not required and not necessary!
	Bachelor's degree certificate	Please do not include module descriptions, nor diploma supplements
	Admission test	This only applies to programmes that require master's degree admission tests. Please only upload the results page (see note under Selection Criteria)
	Certificate of enrolment	To be downloaded via KLIPS 2.0
Professional experience	Records of internships, extracurricular activities	References for all subject-related internships, training and work experience listed in the CV.  For voluntary work and extracurricular activities please include the organisation's website and, where applicable, the name of a contact person

## Communication

All communication with ZIB WiSo staff during the application process will take place via the student email account. Students can arrange email forwarding from the student email account to another email address through the mail portal of the University of Cologne: <http://mailportal.uni-koeln.de/>

## FAQs

For further information on the application process, please refer to the FAQs on the WEX platform.

## Contact and personal advice

Contact for master's students at ZIB WiSo:

Jutta Reusch  
[jutta.reusch@uni-koeln.de](mailto:jutta.reusch@uni-koeln.de)  
+49 (0)221 470 7067

Office hours: <http://www.wiso.uni-koeln.de/de/international/profile/team/>

## How to use the WiSoEXchange Database for students and staff of the WiSo Faculty

