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## Application Procedure

### **Do I have to apply through uni-assist or shall I send my application to the University of Kassel?**

If you hold a degree not issued by a German university, you must apply via uni-assist. If you have a degree from a German university, you must apply directly to Uni Kassel. The document “Application Information” in the section [Downloads](#) contains a detailed step-by-step description of the application procedure. Please read it carefully and follow the guidelines when preparing your application.

### **What is an officially authenticated copy or translation?**

It is a copy of your diploma/transcript that was officially certified (sealed, signed) by the issuing institution or a notary. The translation of your certificates/transcripts should be carried out and notarised by an official entity (sworn translator). You are advised to contact the German embassy/consulate in your country for that matter. You can find more information [here](#).

### **Do I have to send a hard copy of my application?**

No, you do not need to send your application as hard copy **to uni-assist** once you passed the first qualitative screening by the Academic Board of the programme. The uni-assist procedure has been digitized which means that you need to upload all documents to their portal. For more information on how to do this, please read [here](#).

### **When is the closing date for applications?**

The deadline for the preliminary assessment is communicated in the application information in the Downloads section. The recommended deadline to pay the application fee and upload your application to uni-assist is May 1 (only applies to foreign degree holders).

Applicants holding a degree from a German university need to apply through the portal “eCampus” of the University of Kassel. For information on how to do this, please read [here](#).

### **Can I apply if I will graduate or receive my degree certificate after the deadline?**

Yes, you can. Please include a note with your application stating that a certified copy of your degree certificate will follow later. Please send an officially authenticated copy of the latest version of your transcript of records. Also, please send a formal letter from your University stating your expected graduation date.



### **When can I expect a decision?**

The Academic Board of the programme will hold the preliminary assessment in April and will thereafter recommend to qualified candidates to proceed with the application via uni-assist. If you do not get a recommendation, it is unlikely that you will be admitted to the programme.

Selected candidates who pass the uni assist screening will then receive a letter of admission from the University of Kassel. The sooner you have submitted your complete application to uni-assist the earlier you can expect to receive your letter of admission. The evaluation by uni-assist usually takes 4 to 6 weeks.

## **Admission requirements**

### **Does my previous degree meet the formal requirements?**

Your BA degree should be held in Social Science, Law, Education or Economics with a minimum of 240 ECTS. If you have a degree in a discipline related to one of the above-mentioned subjects (e.g. Human Geography) your transcript will be evaluated for the amount of classes and credits pertaining to the relevant subjects.

### **What if I earned less than 240 ECTS points during my BA studies?**

According to the [examination regulations](#) (in German) of the programme, there are 2 ways to compensate for the missing credit points:

- Taking additional courses during your MA studies. Please note that the missing credits must be acquired at the latest by the time the master's thesis is registered.
- Missing credits can also be partially compensated by having the relevant practical experience in the representation of workers' interests of at least three years. For this purpose, the submission of corresponding certificates and/or certificates of employment are required. In cases of doubt, the examination board will decide based on the submitted documents whether sufficient experience is available.



### **Is it necessary to have trade union experience?**

Yes, it is one of the key application requirements for the programme. The programme is designed to train trade unionist from all over the world. Thus, it is very important to provide a proof of your involvement with the trade union movement or labour related issues. This can also entail having worked in this area academically, with an NGO or as a researcher. A recommendation letter from your trade union or organisation engaged with labour issues should certify your practical experiences in the field.

### **Do I need IELTS/TOEFL test certificate?**

Yes, this proof of your English language proficiency is a formal requirement that is necessary to get enrolled at the University of Kassel. Without this proof, the enrolment is not possible. English language proficiency minimum level: B2 according to the Common European Framework of Reference for Languages (CEFR). This translates to Toefl 550, IBT: 80; IELTS 6,0.

Only English native speakers or those whose previous study programme was completely held in English are exempted from that requirement. Language Courses or working experience with the English language involved unfortunately cannot substitute this test certificate.

### **What do I need observe when writing the motivation letter?**

Please note, that as there is no formal grade requirement, the motivation letter is the key aspect on which your application will be evaluated by the GLU Academic Board. It should cover the following three questions:

1. How are your previous qualifications and your prospective professional aims and aspirations related to the Labour Policies and Globalisation programme?
2. What is your experience and knowledge in the field of labour relations?
3. Which challenges do you see for trade union work in the context of a globalised economy?

The response to each of these questions will be graded based on the strength of your argument and the relevance of your previous experience. Additional points may be awarded for the use of language (spelling, style, and fluency).

The motivation letter should not exceed 3 pages. Any additional pages will not be considered in the evaluation process and might weaken the overall assessment of your motivation letter.



## Financial Matters

### How much is the semester fee?

There is no tuition fee for the programme. However, there are administrative semester fees at the University of Kassel for the winter semester that is around 300€ and around 250€ at the Berlin School of Economics and Law (HWR Berlin) for the summer semester. After paying their semester fee, all students receive their student ticket and with this ticket they can use public transportation within its area of validity. To read in more detail regarding the services that are included to the semester fees, please click here:

- [University of Kassel](#)
- [HWR Berlin](#)

### What are average costs of living in Germany as a student?

The cost of living in Germany can vary depending on the city or region you are in, but here are some estimated living expenses:

- **Accommodation:** The cost of rent in Germany varies depending on the location and type of accommodation. On average, a one-bedroom apartment in a city centre can cost between €500 to €900 per month. A shared apartment or a room in a shared apartment can cost between €300 to €600 per month. Students have the possibility to stay at the dormitories of the [Studierendenwerk](#) at the University of Kassel for approximately 340 € a month and at the dormitories [Studentendorf Schlachtensee](#) in Berlin for approximately 450 € a month.
- **Security deposit:** When renting an apartment in Germany, it is common for landlords to require a security deposit, also known as "Kautions," to cover any damages or unpaid rent at the end of the rental period. The deposit is usually paid upfront and is typically equivalent to 2-3 months' rent. The deposit at the
- **Utilities:** The cost of utilities such as electricity, water, and gas can vary depending on the size of your apartment and your usage. On average, the monthly cost can range from €100 to €200. Students who stay at the dormitories do not need to pay additional utilities since they are already included in the monthly price.
- **Food:** On average, the monthly cost of food for one person in Germany is around €200 to €300, depending on your eating habits and lifestyle.



- **Transportation:** The cost of public transportation in Germany varies by city, but on average, a monthly ticket for public transport can cost between €50 to €100. Students can use public transportation in Kassel and Berlin with their semester tickets.
- **Health insurance:** Health insurance is mandatory in Germany, and the cost can vary depending on your age, health status, and the type of insurance you choose. On average, the cost of health insurance can range from €80 to €200 per month. Citizens of the EU are covered by the European Health Insurance Card (EHIC), if they have insurance protection in their country of origin or country of current residence. EHIC is sufficient for a study period in Germany and covers you for emergency medical care in all German hospitals. If you are a citizen from a country outside the EU, you will already need to provide a health insurance certificate when you apply for your visa. Please take out a foreign health insurance policy to cover the early part of your time in Germany. For more information, please click [here](#).
- **Internet and phone:** The cost of internet and phone services can vary depending on your provider and package. On average, the monthly cost can range from €20 to €50.
- **Document processing fees at the Foreigner's Office:** The document processing fees at the Foreigner's Office in Germany vary depending on the type of application and the services required. Here are some examples of the fees as of my knowledge cut-off date of September 2021:
  - Residence permit application: €100-110 (depending on the purpose of stay)
  - Extension of a residence permit: €96
  - Certificate of Registration (Meldebescheinigung): €10-15 (may vary by municipality)

Note that these fees are subject to change, and it's important to check with the Foreigner's Office for the most up-to-date information. Additionally, some categories of applicants, such as refugees and asylum seekers, as well as scholarship holders whose stipend is coming from the public funds in Germany, may be exempt from certain fees.

### **Are there scholarships available for LPG students?**

There are a limited number of [scholarships](#) available for the participation in the programme. These scholarships are reserved for participants from the Global South (DAC Countries). If you wish to apply for a scholarship, please make sure to indicate so in your application form. The scholarship covers a monthly allowance of 934 € and the travel costs. Participants from EU member states can apply for a scholarship from the Hans-Böckler-Stiftung (HBS). To read more about the requirements, please click [here](#).



As the number of scholarships is limited you are kindly advised also to explore alternative possibilities for funding. A good starting point is the [scholarship database](#) by the German Academic Exchange Service (DAAD) contains a wide range of funding programmes for international students, PhD students and researchers.

### **What is the Own Contribution?**

The Master Programme Labour Policies and Globalisation is a unique programme that is geared towards trade unionists globally to enhance their knowledge and ability to engage in international trade union movements and struggles. For this purpose, the programme maintains and facilitates close contact and exchange with various trade union organisations and experts, which exceeds the regular academic curriculum of a master study programme.

However, this close interaction in forms of guest lecturers, workshops and field trips involves financial expenditures and structural programme costs, which cannot be covered in total by the regular student fee you have to pay for your enrolment. Thanks to a number of funding parties we can cover most of these costs but, unfortunately, not all of it.

For this reason, we charge every participant an own contribution of 1500,-€. This amount should ideally be paid by the trade union which is supporting the student's application.

## **Planning your studies**

### **When do the semesters in Kassel and Berlin begin and end?**

The first winter semester takes place at the University of Kassel and the semester activities usually begin with the orientation week in the first weeks of October. The schedule for the orientation activities is announced by the programme coordinator after the finalization of the application procedure. The winter semester at the University of Kassel formally ends in March next year. However, LPG students are expected to complete a mandatory 6-week internship in the period between mid-February and end of March.

The second semester takes place at the HWR Berlin, and the activities begin on the 1st of April. The summer semester ends in September.



### What kind of workload can I expect during my studies?

The MA programme in Labour Policies and Globalisation (LPG) is a rather intense one-year program that awards 60 ECTS. To successfully complete the programme, the students need to pass all mandatory modules and one elective, complete the mandatory 6-week internship, and write a master thesis during the summer semester. For a more detailed description please refer to the [Study and Examination Plan](#) of the MA programme Labour Policies and Globalisation.

Winter semester at the University of Kassel: October to March next year
Module 1: Process of Globalisation (9 ECTS) <ul style="list-style-type: none"> <li>• M1.1. <i>One World Seminar</i></li> <li>• M1.2 <i>Trade Union Strategies in the Global Economy</i></li> <li>• M1.3 <i>Governance of Globalisation</i></li> </ul> Module 2: Research Methods (8 ECTS) Mandatory internship (8 ECTS)
Summer semester at the HWR Berlin: April to September
Module 3: Global Challenges to Labour (8 ECTS) <ul style="list-style-type: none"> <li>• M3.1 <i>Global Workers' Rights</i></li> <li>• M3.2 <i>Decent Work in Global Value Chains</i></li> <li>• M3.3 <i>Work and Development</i></li> </ul> Module 4: Economic and Legal Responses to Globalisation (9 ECTS) <ul style="list-style-type: none"> <li>• M4.1 <i>Economic Policy and the Role of Trade Unions</i></li> <li>• M4.2 <i>Electives</i></li> </ul> Completion of Master Thesis (16 ECTS) Oral exam (2 ECTS)

### Where do the students complete the mandatory 6-week internship?

The internships are an integrated and obligatory part of the Masters programme. They offer unique insights into the work and activities of the ILO, international trade union organisations, labour related research foundations, German trade unions or works councils of German based transnational companies. In addition to this, the internship also offers the opportunity for the students to identify





relevant topics for the global labour movement that might be further elaborated in the final Master thesis that the students must write to complete the programme.

During the internship the students will work on specially assigned projects, that are part of the global activities of the hosting organisations. At the end of the internship, they will be requested to write an analytical report that will be assessed by the universities.

In addition to the internship possibilities advised by the programme, students may propose internships of their own choice, if the suggested institution is able to provide the necessary supervision and guidance to do an equivalent internship.

Detailed information on how to organize and secure an internship placement will be provided by the coordination of the master's programme.

### **What are useful resources that I can use to familiarize myself with the topics relevant for the study programme?**

The Online Academy of the Global Labour University offers [Massive Open Online Courses \(MOOCs\)](#), which are developed in close collaboration with academics, trade unionists and activists from across the world, are all for free and cover a wide range of topics such as just transition, decent work in global supply chains and further.

The [Global Labour Column \(GLC\)](#) cover a wide range of issues relevant to labour, from strike action in the South African public sector and in Chinese automotive factories, through economic and social policy debates such as over the basic income grant and movements contesting austerity policies to critical discussions of corporate initiatives to protect labour rights.

Many former MA students have made use of the [ICDD PhD Toolbox](#) which offers PhD students a range of videos exploring the various subjects, that they will encounter during their studies such as scientific reference management, document analysis and similar.

### **How does the programme ensure a safe learning environment?**

The LPG programme promotes diversity and inclusion in the student body, curriculum, and faculty. Policies and practices of the LPG programme reflect a commitment to equality. Students and staff must be mindful that everyone is treated with dignity and respect.

The programme neither condones nor tolerates behaviour that undermines the dignity or self-esteem of any individual or creates an intimidating, hostile, or offensive environment. Discriminatory speech and conduct based on race, ethnicity, gender, sexual orientation, age, class, or religion, will not be



accepted amongst the participants of the programme. In addition, harassment (using real or perceived power to abuse, devalue or humiliate) will not be allowed.

The programme ensures that its policies are in line with the official guidelines of the University of Kassel and the HWR Berlin, as well as The General Equal Treatment Act:

- [Guideline for protection against discrimination and sexualized violence at the University of Kassel; Date: 16.04.2019](#)
- [Guidelines of the Berlin School of Economics and Law: The protection of university members against sexual discrimination, harassment and violence; Date: 31.01.2017](#)
- [Guide to the General Equal Treatment Act](#)

In addition to this, the programme organizes training for students to help prevent harassment and discrimination.