



FAQ

MA Labour Policies and Globalisation

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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 BA degree earned outside Germany, you have to apply [via uni-assist](#). If you hold a BA degree from a German university, you have to apply directly to Uni Kassel [via eCampus](#). To learn more about the application procedure, please carefully read the information provided on this [link](#).

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 neither to uni-assist, nor to eCampus. The procedure has been digitized which means that you need to upload all documents to their portal.

When is the closing date for applications?

The recommended deadline to pay the application fee and upload your application to uni-assist is April 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. The application period is between June and September.

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 (BA degree earned outside of Germany)?

The Academic Board of the programme will review the international applications that pass the formal check by the uni assist in mid-May. Selected candidates 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 which is further relevant for the visa application process.

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](#) of the programme, there are 2 ways to compensate for the missing credit points:

- Taking additional courses after completing your mandatory credits for the MA course. 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 \(CEFR\)](#).

Only English native speakers or those whose previous BA 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 all of 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 can you identify for trade union work in the context of a globalised economy and how can these challenges be researched (research proposal)?

The response to each of these question 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 and Scholarships

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. During the enrolment you will receive information how and when to pay the semester fee. 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?

Limited number of scholarships are available for the program, specifically for participants from the Global South (ODA Recipients). To apply, email the program coordinator at glu.germany@uni-kassel.de by March 1, 2024. Keep in mind that the programme provides information, but the final decision is made by funding institutions such as the Friedrich Ebert Foundation, UNI Global Union, GLU Association, Public Services International (PSI), International Transport Workers' Federation (ITF) and others. 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](#).

The scholarship for participants from the Global South covers a monthly allowance of 934 € and the travel costs. The scholarship is a matching grant, generally awarded only if a trade union or institution sponsors the Own Contribution payment of 1,500 EUR. The sponsor must confirm their payment in an official letter, and the student's contribution should be paid to the University of Kassel before the program starts.

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 very 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 administrative semester fee. 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 €**. Traditionally, the one-time contribution of 1500 EUR is covered by the endorsing trade union or organization 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 the 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.



| Semester 1 - University of Kassel | Semester 2 - HWR Berlin |
|---|--|
| Module 1: Processes of Globalisation | Module 3: Global Challenges to Labour |
| 9 Credits | 8 Credits |
| Module 2: Research Methods | Module 4: Economic and Legal Responses to Globalisation |
| 8 Credits | 9 Credits |
| Internship | Master's Thesis |
| 8 Credits | 16 Credits |
| | Oral Examination |
| | 2 Credits |
| 25 Credits | 35 Credits |

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 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 have to 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 Masters 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.