

# MA Labour Policies and Globalisation

One year Master's programme at the University of Kassel and the Berlin School of Economics, from October 2022 until September 2023

## Application Information

**Application deadline for preliminary assessment: March 20, 2022**

### Main requirements

- BA degree in Social Science, Law, Education or Economics with a minimum of 240 Credits
- English language proficiency level B2 Common European Framework of Reference for Languages (CEFR), Toefl 550, IBT: 80, IELTS 6,0
- Trade union experience or engagement with labour related issues
- A strong motivation letter (maximum 3 pages long) covering the following questions:
  - How are your previous qualifications and your prospective professional aims and aspirations related to the Labour Policies and Globalisation programme?
  - What is your experience and knowledge in the field of labour relations?
  - Which challenges do you see for trade union work in the context of a globalised economy?
- Research proposal

**Please read the application information carefully and follow the described steps application steps!**

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## Information for foreign degree holders

1. Send a digital copy of your application documents to the GLU coordination team ([glu.germany@uni-kassel.de](mailto:glu.germany@uni-kassel.de)) for the preliminary assessment. Please complete the application form in ENGLISH, using a typewriter or a computer. Handwritten applications are strongly discouraged.

**Deadline: March 20, 2022**

The following documents must be included in your application:

- Signed [MA LPG application form](#)

- Motivation letter:

The motivation letter is the key aspect on which your application will be evaluated by the Academic Board. It should not exceed 3 pages and cover the following 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?

Your motivation letter will be graded by the Academic Board of the programme based on a point system.

- You can receive a maximum of 12 points for your motivation letter. You need a minimum of 6 points to be considered for the programme.
- For each of your responses to the above questions, you may be awarded a maximum of 3 points, adding up to a maximum total of 9.

Furthermore, 3 additional points will be awarded for:

- 1 point for correct use of language (spelling, style and fluency)
- Up to 2 points will be awarded in an overall assessment of the content. Well-argued and original answers as well as elaborations that demonstrate substantial practical insights in the field of labour relations may be awarded the maximum of 2 points.

The motivation letter should not exceed 3 pages. Any additional pages will not be considered in the evaluation process.

- Curriculum Vitae

- Research topic(s):

Please provide a short typewritten statement (2 pages) about a specific research topic you are interested in and the main questions in relation to this topic that you would like to explore in more detail during the course.

- Letter of recommendation from a trade union

The letter should provide 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.

- Certificates proving the required command of the English language (TOEFL or IELTS)
- Your secondary school leaving certificate, including a listing of all subjects and grades (in its original language)
- Your university entrance examination certificate listing all subjects and grades (in its original language)
- Your certificates of studies and completion of studies listing all subjects and grades (in its original language)
- Translation of your documents, if the language of the mentioned certificates is not German or English. You are advised to contact the embassy or consulate of the Federal Republic of Germany on this matter.
- Certificates of previous professional/vocational experience, if applicable
- Applicants from China, Mongolia and Vietnam have to provide a successful APS test for their application to be considered

**Please make sure to submit a merged copy of your complete application package to [glu.germany@uni-kassel.de](mailto:glu.germany@uni-kassel.de) following the order listed above.**

2. The Academic Board of the programme will hold the preliminary assessment in mid-March 2022 and will thereafter recommend to qualified candidates to proceed with the application via uni-assist. Please note, that if you do not get a recommendation during the preliminary assessment it is unlikely that you will get admitted to the programme.
3. If you have received a recommendation to attend the programme, [register](#) on the website of uni-assist and fill in your applicant information and educational history. For more information on how to submit your application via uni assist, please have a look [here](#).

4. After the registration, [pay the application fee to uni-assist](#) and upload all the required documents to the uni-assist portal by the 1. May 2022.

**Deadline: May 1, 2022**

**This is a binding deadline. If you fail to pay the fee and upload your application by May 1, 2022 to uni-assist your application will not be reviewed for the upcoming intake.**

Applicants who underwent the preliminary assessment by the Academic Board and received a recommendation will get the application fee of 75€ reimbursed. Please save the receipt for your payment to uni-assist for reimbursement purposes upon arrival in Kassel. The reimbursement will be finalized only if you submit the payment confirmation issued by the uni assist which clearly indicates your uni-assist application number and name.

5. Follow up the communication with uni-assist (check also the spam folder of your email account!) and hand in any missing documents promptly on uni-assist's request. The earlier uni-assist has the complete application the sooner the evaluation for admission can be processed. Uni-assist may take up to five weeks to process your application.
6. Forward all uni-assist emails to the GLU coordinator ([glu.germany@uni-kassel.de](mailto:glu.germany@uni-kassel.de)), so assistance can be provided if needed.

## Information for German degree holders

1. Send a digital copy of your application documents to the GLU coordination team ([glu.germany@uni-kassel.de](mailto:glu.germany@uni-kassel.de)) for the preliminary assessment. Please complete the application form in ENGLISH, using a typewriter or a computer. Handwritten applications are strongly discouraged.

**Deadline: March 20, 2022**

The following documents must be included in your application:

- Signed [MA LPG application form](#)
- Motivation letter:

The motivation letter is the key aspect on which your application will be evaluated by the Academic Board. It should not exceed 3 pages and cover the following questions:

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

Your motivation letter will be graded by the Academic Board of the programme based on a point system.

- You can receive a maximum of 12 points for your motivation letter. You need a minimum of 6 points to be considered for the programme.
- For each of your responses to the above questions, you may be awarded a maximum of 3 points, adding up to a maximum total of 9.

Furthermore, 3 additional points will be awarded for:

- 1 point for correct use of language (spelling, style and fluency)
- Up to 2 points will be awarded in an overall assessment of the content. Well-argued and original answers as well as elaborations that demonstrate substantial practical insights in the field of labour relations may be awarded the maximum of 2 points.

The motivation letter should not exceed 3 pages. Any additional pages will not be considered in the evaluation process.

- Curriculum Vitae
- Research topic(s):

Please provide a short typewritten statement (2 pages) about a specific research topic you are interested in and the main questions in relation to this topic that you would like to explore in more detail during the course.

- Letter of recommendation from a trade union

The letter should provide 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.

- Certificates proving the required command of the English language (TOEFL or IELTS)
- Your secondary school leaving certificate, including a listing of all subjects and grades (in its original language)
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**Please make sure to submit a merged copy of your complete application package to [glu.germany@uni-kassel.de](mailto:glu.germany@uni-kassel.de) following the order listed above.**

2. The Academic Board of the programme will hold the preliminary assessment in mid-March 2022 and will thereafter recommend to qualified candidates to proceed with the application via the application portal "eCampus" of the University of Kassel. Please note, that if you do not get a recommendation during the preliminary assessment it is unlikely that you will get admitted to the programme.

3. For more information on how to submit your application via "eCampus" please have a look [here](#).

The online portal will be open from **May 15 to September 1, 2022 (tbc)**

## Information for all applicants

Please hand in your application as early as possible to make sure that your application can be processed and there is enough time to contact you in case of further clarification and provision of proofs of qualifications obtained.

If you have any questions concerning the application, feel free to contact us via e-mail: [glu.germany@uni-kassel.de](mailto:glu.germany@uni-kassel.de) or Phone: +49 561 804 7789.

## Selection Process

The selection process is organized in 2 steps:

1. A preliminary qualitative screening by the GLU Academic Board in mid-March will give recommendations to qualified applicants to proceed with the formal application.

The evaluation is based on the recommendation letter provided by your trade union as well as the strength of your motivation letter, which replaces an assessment based on the formal grading system.

2. Applicants who receive a recommendation from the GLU to proceed with the formal application have to either do so via uni-assist (for foreign degree holders) or via Uni Kassel Portal (for German degree holders).

In order to secure an uninterrupted evaluation, it is crucial that your application contains all necessary documents (as listed above). Please note that the submission of all official documents as certified copies is indispensable. Incomplete applications cause a big delay in the admission process and will endanger the timely application for a visa. In case of approval, the candidates will receive a letter of admission from the University of Kassel.

## Refusal

If you are not selected in the preliminary assessment round you will be notified by the GLU Academic Board.

You can apply via uni-assist or Uni Kassel portal without a recommendation by the GLU Academic Board, however it is not advisable. Please note that in this case the GLU programme will not reimburse the 75€ application fee for uni-assist.

If you do not pass the formal evaluation by uni-assist or the University of Kassel you will get informed by uni-assist or the admissions office of the University of Kassel.



## Admission

If you are admitted to the programme you will receive a letter of admission from the University of Kassel. Please make sure that the notification of admission can be delivered to the **address** you entered on page 2 of the application form. And, please make sure that your **e-mail** account is valid during the application process.

## 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 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 with an own contribution of 1500, -€.**

## Scholarships

In the application form you are asked, if you would like to apply for a scholarship. The awarding of scholarships is done by the funding institutions. **The application for a scholarship will not affect the outcome of your application for the programme.** Likewise, the admission to the programme is not tantamount to the awarding of scholarships.

**If you have more specific questions concerning the application procedure, please consult the document FQA (available for download [here](#)) or contact the coordination team.**