**Cover Sheet / Summary:**

The information provided here is a short summary of your application, please provide the relevant information here and more detailed information in the following sections.

**I apply for Joint Degree Uni Kassel/Berlin School of Economics**

 **Double Degree Uni Kassel /University of the Witwatersrand**

**General Information**

|  |  |
| --- | --- |
| Surname |  |
| First Name |  |
| Date of Birth |  |
| Country of origin  / Country of residence |  |
| Employer or current occupation  (e.g. student, ...) |  |
| Name of the trade union supporting the application |  |
| Who will contribute to the Programme\*  (1.500 € own contribution) |  |
| I apply for a scholarship?\* | Yes [ ] No [ ] |

\* cf. information sheet and section 5 for information on the on the own contribution and scholarships available

**Academic Qualifications**

|  |  |  |
| --- | --- | --- |
| Degree | e.g. Bachelor in Political Science  e.g. Master in Economics | Bachelor: |
| Master: |
| Terms/Years | How many terms/years did you study? | Bachelor: |
| Master: |
| Grade | e.g. A, B -  e.g. Distinction, Merit  e.g. Second Class Division | Bachelor: |
| Master: |
| Language skills | e.g. native speaker or  TOEFL or IELTS test result |  |

1. **PERSONAL INFORMATION**

|  |  |  |
| --- | --- | --- |
| Surname: | First Name(s) | |
| Date of Birth (day/month/year) | Place of Birth | |
| Male [ ] Female [ ] | Marital Status: | Number of Children: |
| Country issuing passport/Nationality |  | |
| **Contact Details** |  | |
| Street: | Postcode/City | |
| Country: | Phone: | |
| e-mail:\* |  | |

\*You must at all times ensure that messages will reach you. The programme cannot be held liable for any personal negative consequences due to e-mail problems. Please keep also in mind that we use spam filters, thus we advise you to use an e-mail address that is not likely to be filtered out.

**2. EDUCATIONAL BACKGROUND**

Please give the name and address of the educational institutions you have attended in chronological order.

(continue on separate sheet if necessary)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Educational Institution** | **Name/Address** | **From** | **To** | **Full-time** | **Part-time** |
| Primary School |  |  |  |  |  |
| Secondary School |  |  |  |  |  |
| High School |  |  |  |  |  |
| College/University |  |  |  |  |  |

**Degrees:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title** | **Examining/ Awarding body** | **Level** | **Date** | **Results and total of credits *Indicate if waiting for result*** |
| University Entrance Examination |  |  |  |  |
| BA in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |  |
| MA in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |  |
| Other: |  |  |  |  |

**3. ENGLISH LANGUAGE SKILLS**

If English is not your first language, please tell us about any English language qualifications you hold and enclose a copy of your result slip with your application. Please note that for admission an internationally acknowledged language exam (such as TOEFL or IELTS) is required. If you haven’t taken a TOEFL or IELTS test yet, please indicate when you will do so. For the admission to the programme a level of B2 CEFR is required. This equals IELTS 6.0, TOEFL IBT 80.

|  |  |  |
| --- | --- | --- |
|  | **Score** | **Date obtained** |
| **IELTS** |  |  |
| **TOEFL** |  |  |
| **Other** *(please indicate:)* |  |  |

**4. EXPERIENCE WITH LABOUR ISSUES**

Please provide a Curriculum Vitae (CV) that makes special reference to your practical experience in trade union work and other civil society activities on social and economic issues, current employment situation and future engagement with the labour movement. You may write any information you would like to be considered in the application process.

|  |  |  |  |
| --- | --- | --- | --- |
| **EXPERIENCE WITH LABOUR ISSUES** | | | |
| **•** Dates (from – to) |  |  |  |
| **•** Name of institution where experience was gained |  |  |  |
| **•** Occupation or position held |  |  |  |
| **•** Main activities and responsibilities |  |  |  |

**5a. OWN CONTRIBUTION of 1500,-€**

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,-€.

**5b. APPLICATION FOR SCHOLARSHIP**

For studying in the Master Programme in Germany, no tuition fees have to be paid. However, an administrational fee of approximately 300 Euro will be charged for each semester. The average costs for living **per month are approx. 850 EUR** (incl. accommodation). Make sure that your finances are secured.

A limited number of scholarships for travel and living expenses are offered by funding partners to this programme, but only for applicants from developing or transitional countries. The awarding of the scholarships is debated within the selection committee of the programme, the final decision however is made by the funding organisations. The trade union background and experience of the applicant is a crucial criteria for the selection.

**I apply for a grant yes [ ] no [ ]**

**6. ADDITIONAL APPLICATION REQUIREMENTS (please use separate sheets)**

**6A. MOTIVATION LETTER**

The motivation letter is the key aspect on which your application will 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 admitted to 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.

**6B. CURRICULUM VITAE**

Please provide a Curriculum Vitae (CV) that makes special reference to your practical experience in trade union work and other civil society activities on social and economic issues, current employment situation and future engagement with the labour movement. You may write any information you would like to be considered in the application process.

**6C. RESEARCH TOPIC(S)**

Please provide a short type-written 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.

**6D. TRADE UNION EXPERIENCE – Letter of Recommendation**

Please provide a statement from a trade union referee certifying your trade union work. The letter should include a statement whether the trade union supports your application and to what extent it would be prepared to contribute partially to the financial costs of your participation.

**7. DECLARATION –** *please sign the declaration*

• I confirm that the information given on this form is true, complete and accurate.

• If the University of Kassel or the HWR Berlin have reason to believe that I or any other person have given false information or have omitted any information requested in the instruction or application form or made any misrepresentation, the Universities will take whatever steps considered necessary to establish the authenticity of my application. I accept that if I do not fully comply with these requirements, the Universities reserve the right to cancel my application and I shall have no claim against the Universities.

• I will notify the admissions office of the Master Programme at the University of Kassel and the HWR Berlin in a timely manner on any relevant changes.

• Admittance to the programme can in no way be considered a guarantee for obtaining the Master’s Degree.

• I understand that the programme is composed of participants from many different countries, and many cultural backgrounds. I agree to co-operate with all participants with generosity and tolerance.

• I also understand that acceptance into the programme does not obligate the University of Kassel or the HWR Berlin to provide me with any form of financial support.

• I agree that this application and the accompanying supporting documents will remain with the University of Kassel or HWR Berlin, even if I am not accepted into the programme. The information I provided above will be stored in electronic form for the sole purpose of the application and admissions procedure at the University of Kassel or HWR Berlin.

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date and place: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Checklist for a complete application**

Please use the following checklist to ensure your application is complete. Please mark all the items that are included in your application. If you cannot provide an item from this list please indicate so and explain why. Please sign this checklist at the bottom and submit it together with your application.

MA LPG application form (with cover sheet and declaration)

Motivation Letter

Curriculum Vitae

Research Topic

Letter of Recommendation from a Trade Union & confirmation of who is paying own contribution (in case you apply for a scholarship)

Officially authenticated photocopies of the following documents:

- an officially authenticated photocopy of your secondary school leaving certificate, including a listing of all subjects and grades

in its original language

officially authenticated translations, if the language of the mentioned certificates is not German or English[[1]](#footnote-1)

- an officially authenticated photocopy of your university entrance examination certificate listing all subjects and grades (if applicable)

in its original language

officially authenticated translations, if the language of the mentioned certificates is not German or English

- officially authenticated photocopies of your certificates of studies and completion of studies listing all subjects and grades

in its original language

officially authenticated translations, if the language of the mentioned certificates is not German or English

for applicants from China, Mongolia and Vietnam: a successful APS test

officially authenticated photocopies of all certificates proving the required command of the English language (TOEFL IBT 80, IELTS 6.0)

if applicable, officially authenticated photocopies of certificates of previous professional/vocational experience

I am aware that I have to submit a scanned copy of the complete application to the GLU selection committee by 1st of March 2022 in order to participate in the preliminary screening. I am also aware that I have to submit all required documents as hard copies to uni-assist in order to complete my application. I am also aware that incomplete applications will not be considered in the selection process.

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Your signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. You are advised to contact the embassy or consulate of the Federal Republic of Germany on this matter. [↑](#footnote-ref-1)