

Application Information for the MA programme Labour Policies and Globalisation

Application deadline for preliminary assessment: 15th of March 2023

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

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Application with a degree earned outside of Germany

Step 1 – Preliminary assessment

Please make sure to submit a merged copy, following the order listed below, of your application to glu.germany@uni-kassel.de for the preliminary assessment. The application form should be completed in ENGLISH using a computer. It should be noted that handwritten applications are strongly discouraged.

Deadline: 15th of March 2023

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 3 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?

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.

- Curriculum Vitae

Research topic(s)

Please provide a short typed 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

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. The letter should be written by your supervisor.

Certificates proving the required command of the English language

English language proficiency level B2 Common European Framework of Reference for Languages (CEFR), Toefl 550, IBT: 80, IELTS 6,0.

Your secondary school leaving certificate, including a listing of all subjects and grades (in original language).

You can pre-check if your certificates are officially recognized in Germany with the anabin database ([anabin-Schulabschluss](#)). Since the database is in German, you can watch the [explainer video](#) to see how to use it.

Your certificates of studies and completion of studies listing all subjects and grades (in original language).

You can pre-check if your certificates are officially recognized in Germany with the anabin database ([anabin-Hochschulabschluss](#)).

Certified 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. Further information about certified translation can be found [here](#).

Certificates of previous professional/vocational experience, if applicable

Applicants from China , India and Vietnam also need the APS certificate in order to apply to a German university

Step 2 – Evaluation by the Academic Board

After receiving the applications, the Academic Board of the programme will hold the preliminary assessment and recommend to qualified candidates to proceed with the application via uni-assist at the beginning of April 2023. 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.

Step 3 – Uploading your application to uni assist

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](#).

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

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.

Recommended deadline: 1st of May 2023

Step 4 – Following up with the uni assist and programme coordination

The earlier uni-assist has the complete application the sooner the evaluation for admission can be processed. The uni-assist service checks whether you meet the formal requirements for admission to study at the University of Kassel. You will receive the result after about 4-6 weeks by e-mail and by post. If the formal requirements are met, your data will be forwarded to the University of Kassel. If you do not meet the formal requirements for admission, your documents will not be forwarded to the University of Kassel.

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.

It is important that you forward all uni-assist emails to the GLU coordinator (glu.germany@uni-kassel.de), so further assistance can be provided if needed.

Application with a degree earned in Germany

Step 1 – Preliminary assessment

Please make sure to submit a merged copy, following the order listed below, of your application to glu.germany@uni-kassel.de for the preliminary assessment. The application form should be completed in ENGLISH using a computer. It should be noted that handwritten applications are strongly discouraged.

Deadline: 15th of March 2023

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 3 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?

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 typed 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

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. The letter should be written by your supervisor.

Certificates proving the required command of the English language

English language proficiency level B2 Common European Framework of Reference for Languages (CEFR), Toefl 550, IBT: 80, IELTS 6,0.

Your secondary school leaving certificate, including a listing of all subjects and grades (in original language).

Copy of your university entrance qualification certificate

Your certificates of studies and completion of studies listing all subjects and grades (in original language).

Certificates of previous professional/vocational experience, if applicable

Step 2 – Evaluation by the Academic Board

After receiving the applications, the Academic Board of the programme will hold the preliminary assessment and recommend to qualified candidates to proceed with the application via the application portal "[eCampus](#)". 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.

Step 3 – Uploading your application documents to eCampus

If you have received a recommendation to attend the programme, register via eCampus and fill in your applicant information and educational history. For more information on how to submit your application please have a look [here](#).

Recommended deadline: 15th of June 2023

Step 4 – Following up with the programme coordination and the admission office

The Admission Office of the University of Kassel checks whether you meet the formal requirements for admission to study at the University of Kassel. You will receive the final result after about 4-6 weeks by e-mail. If the formal requirements are met, your data will be forwarded to the programme coordination for the final approval.

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 or Phone: +49 561 804 7789.

Selection Process

In order to secure an uninterrupted evaluation, it is crucial that your application contains all necessary documents. 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.

The selection process is organized in 2 steps:

1. A preliminary qualitative screening by the GLU Academic Board will give recommendations to qualified applicants to proceed with the formal application either through uni assist or eCampus.

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 eCampus (for German degree holders).

Please note that you can apply via uni-assist or eCampus 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.

Refusal

If you are not recommended to formally proceed with your application after the preliminary assessment, you will be informed by the coordinator of the programme sometime in April 2023.

If you apply directly through uni assist or eCampus and you do not pass the formal evaluation, you will get informed by the Admissions Office of the University of Kassel via email latest by end of July 2023 (for international degrees) or September (for degrees acquired in Germany).

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. If you change your email address during the application procedure, please make sure to inform the programme coordination about this.

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 equivalent to the awarding of scholarships.

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