

MA Labour Policies and Globalisation

One year Master's programme at the University of Kassel and the Berlin School of Economics, from October 2018 until September 2019

Application Information

Application deadline: 1. March 2018

Requirements:

- BA degree in Social Science, Law, Education or Economics with a minimum of 240 Credits,
- English language proficiency level B2 CEFR*: Toefl 550, IBT: 80, IELTS 6,0
- Trade union experience/background
- 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?

**Common European Framework of Reference for Languages*

Please read the application information carefully and follow the following steps for the application (applicants holding a German degree please see further below)

For foreign degree holders:

1. Register on the website of uni-assist: www.uni-assist.de
You can find a step-by-step description for the registration with uni-assist on our website: <http://www.global-labour-university.org/74.html>
2. Fill in all personal data requested and apply for the MA Labour Policies and Globalisation programme. Please note that the portal will be **open from 1st of December**. After completion you should be able to download the application form of uni-assist.
3. Print the application form, sign it and send a scanned copy to GLU Kassel (glu.germany@uni-kassel.de) along with scanned copies of the documents listed below for a preliminary assessment.
4. Send a **scanned and merged copy** of your complete application package to GLU Kassel (glu.germany@uni-kassel.de) - **Deadline: 1. March 2018**
The following documents have to be included in your application:

- a. Uni-assist application form

b. MA LPG application form (download from <http://www.global-labour-university.org/74.html>)

c. 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.

d. Curriculum Vitae

e. 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.

f. Letter of recommendation from a trade union

g. certificates proving the required command of the English language (Toefl or IELTS)

h. your secondary school leaving certificate in its original language, including a listing of all subjects and grades

i. your university entrance examination certificate listing all subjects and grades (in its original language)

- j. your certificates of studies and completion of studies listing all subjects and grades (in its original language)
 - k. 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.
 - l. certificates of previous professional/vocational experience, if applicable
 - m. applicants from China, Mongolia and Vietnam have to provide a successful APS test for their application to be considered
5. 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. Please note, that if you do not get a recommendation it is unlikely that you will get admitted to the programme.

If you have received a recommendation pay the application fee to uni-assist and send all required documents as a hard copy to uni-assist.

Deadline: 15. May 2018

Important: This is a binding deadline. If you fail to pay the fee and submit the hard copy of your application by 15th of May to uni-assist your application will not be reviewed for the upcoming intake.

Official documents have to be submitted as officially certified copies (for more details see http://www.uni-assist.de/standards_en.html).

Detailed information on how to transfer the application fee are available here: <http://www.uni-assist.de/fees-payment.html>.

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).

6. 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.
7. Forward all uni-assist emails to the GLU coordinator (glu.germany@uni-kassel.de), so assistance can be provided if needed.

For German degree holders:

1. Fill in the MA LPG application form, sign it and send a scanned copy to GLU Kassel (glu.germany@uni-kassel.de) along with scanned copies of the documents listed below for a preliminary assessment.

Deadline: 1. March 2018

The following documents have to be included in your application:

- a. MA LPG application form (<http://www.global-labour-university.org/74.html>)

- b. 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 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.

- c. Curriculum Vitae
- d. Research topic(s) (for details see above)
- e. Letter of recommendation from a trade union
- f. all certificates proving the required command of the English language

- g. your secondary school leaving certificate in its original language, including a listing of all subjects and grades
 - h. your university entrance examination certificate listing all subjects and grades (in its original language)
 - i. your certificates of studies and completion of studies listing all subjects and grades (in its original language)
 - j. 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.
 - k. certificates of previous professional/vocational experience, if applicable
2. The Academic Board of the programme will hold the preliminary assessment in mid-February and will thereafter recommend to qualified candidates to proceed with the application.
3. Submit your application via the online portal: <http://www.uni-kassel.de/uni/studium/studienangebot/studiengangsseiten/weiterfuehrende-studiengaenge/m-lpg.html> open from **15th of May to 1st of September 2018**.

For all applicants:

Please do not hand in original documents, only officially authenticated photocopies of all certificates.

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 (e.g. photocopy of certificates).

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 3113

Selection Process:

The selection process is organized in 2 steps:

1) A preliminary qualitative screening by the GLU Academic Board in April 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 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.