

## Frequently Asked Questions

### Application Procedure

- Do I have to apply through uni-assist or shall I send my application to the University of Kassel?
- What is an officially authenticated copy or translation?  
Do I have to send a hard copy of my application?
- When is closing date for my application?
- Can I apply if I will graduate or receive my degree certificate after the deadline?
- When can I expect a decision?

### Requirements

- Does my degree meet the formal requirement?
- Is it necessary to have trade union experience?
- Do I need IELTS/TOEFL test certificate?
- What do I need observe when writing the motivation letter?

### Financial Matters

- What is the semester fee?
- Is there financial aid available for LPG students?

### Other

- What is professional destination of Global Labour University Graduates?
- When do the semesters in Kassel and Berlin begin and end?
- When must I do my internship?

## 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 degree not issued by a German university, you have to apply via uni-assist. If you have a degree from a German university, you have to apply directly to Uni Kassel. The pdf document "Application Information" contains a detailed step by step description of the application procedure. Please read it carefully and follow the guidelines.

**Please note that the application procedure was changed in 2016.**

If you hold a degree not issued by a German university please register first through uni-assist, print and sign the application form and send a scanned copy thereof to GLU Kassel ([glu.germany@uni-kassel.de](mailto:glu.germany@uni-kassel.de)) along with scanned copies of the GLU application form and all required documents **in one merged pdf document**.

Once the Academic Board of the programme has assessed the applications, qualified candidates will be recommended to proceed with the application via uni-assist. If you have received a recommendation, please pay the application fee to uni-assist and send all required documents as a hard copy to uni-assist. **Deadline 15<sup>th</sup> of July!**

Applicants holding a degree from a German university are required to send their scanned application to GLU Kassel and additionally apply directly through the university's application procedure.

- **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. More info at [http://www.uni-assist.de/standards\\_en.html](http://www.uni-assist.de/standards_en.html)

- **Do I have to send a hard copy of my application?**

Yes, you will be required to send all necessary documents as a hard copy **to uni-assist** once you passed the first qualitative screening by the Academic Board of the programme. Please, do not send original documents. Only submit officially authenticated photocopies of all certificates, as application packages will not be returned.

- **When is the closing date for applications?**

The deadline for the preliminary assessment is 1<sup>st</sup> of March. The deadline to pay the application fee and to submit the hard copy of your application to uni-assist is **15<sup>th</sup> of July** (only applies to foreign degree holders). **Uni-assist may request additional documents. The final deadline for submitting additional documents to uni-assist is 30<sup>th</sup> of July.**

Applicants holding a degree from a German university need to apply through the University of Kassel. The portal will be open until the 1<sup>st</sup> of September 2020. Deadline to hand in further documents is the 30<sup>th</sup> of September 2020.

- **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?**

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. If you do not get a recommendation, it is unlikely that you will be admitted to the programme.

Selected candidates who meet the formal requirements 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. The evaluation by uni-assist usually takes 3 to 5 weeks.

## **Requirements**

- **Does my degree meet the formal requirement?**

Your bachelor 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.

In case you hold a BA degree with less than 240 ECTS please contact the coordinator to discuss possible solutions.

- **Is it necessary to have trade union experience?**

Yes, it is one of the 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, an enrolment is not possible.

Only English native speakers or those whose previous 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.

The certificate has to be TOEFL or IELTS (TOEFL ITP is not valid). These two tests are internationally recognized and internationally comparable in their results. A language certificate of any other origin (University Courses or Language School Certificates) does not meet the formal requirement to proof your English language proficiency.

English language proficiency minimum level: Toefl 550, (IBT) 80, IELTS 6,0.

### ▪ **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 do you see for trade union work in the context of a globalised economy?

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**

### ▪ **What is the semester fee?**

There is no tuition fee for the programme. However, there is a registration fee at the University of Kassel that is app. 300€ which includes free public transport (the so called Semesterticket) and 190 € at the HWR Berlin (public transport is not included in this fee). The student ticket for public transport in Berlin is approximately 180 € for one semester.

Besides, every participant must contribute 1.500 € to the programme. This amount should ideally be paid by the trade union which is supporting the student's application.

### ▪ **Is there financial aid available for LPG students?**

There are a limited number of scholarships available for the participation in the programme. These scholarships are reserved for participants from the Global South (DAC Countries). If you wish to apply for a scholarship please make sure to indicate so in your application form. The scholarship covers a monthly allowance of 800 Euros per month and the travel costs.

As the number of scholarships is limited you are kindly advised also to explore alternative possibilities for funding.

Participants from EU member states can apply for a scholarship from the Hans-Böckler-Stiftung. Upon selection the coordinator will provide you with info on this possibility.

## Other

- **What is professional destination of Global Labour University Graduates?**

Statistical information on the occupations of programme's alumni can be found in "Evaluation of the Professional Destination of Global Labour University Graduates 2005–2012" report at:

[http://www.global-labour-university.org/fileadmin/GLU\\_developments/GLU\\_Evaluation\\_report.pdf](http://www.global-labour-university.org/fileadmin/GLU_developments/GLU_Evaluation_report.pdf)

- **When do the semesters in Kassel and Berlin begin and end?**

The first semester will take place in Kassel. The semester will begin on the 1<sup>st</sup> of October and end in mid-February. The second semester will take place in Berlin. It will begin on the 1<sup>st</sup> of April and end in the end of September, including the submission of the master's thesis.

- **When must I do my internship?**

Your internship should begin in mid-February and last up until the end of March.