



# Welcome Booklet

**MA programme in Labour Policies and Globalisation**

Winter Term 2024-2025

University of Kassel

In cooperation with:

Berlin School of Economics and Law (HWR), Berlin

Friedrich Ebert Foundation (FES), Berlin

Hans-Böckler Foundation (HBS), Düsseldorf

DGB-Bildungswerk, Düsseldorf

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## Table of contents

<b>1. The Global Labour University: Learning and Acting Together .....</b>	<b>5</b>
1.1 Students and Partners in a Common Project .....	5
1.2 Code of Conduct .....	6
1.3 Student Representatives .....	7
1.4 Diversity Training .....	8
<b>2. Timeline MA LPG (2024-2025) .....</b>	<b>9</b>
<b>3. Important Contacts at the University of Kassel .....</b>	<b>10</b>
<b>4. Arrival in Kassel .....</b>	<b>11</b>
4.1 Taking the Train from the Airport .....	11
4.2 Moving into Student Housing .....	12
<b>5. Administrative Matters .....</b>	<b>13</b>
5.1 Registration in the City Hall .....	13
5.2 Opening a Bank Account .....	14
5.3 Health Insurance .....	15
5.4 Enrolment at the University of Kassel .....	18
5.5 Residence Permit .....	18
5.6 Activation of University Account .....	19
5.7 CampusCard .....	19
<b>6. Financial Issues .....</b>	<b>21</b>
6.1 Own Contribution (1.500 €) .....	21
6.2 University Registration Fee in Kassel .....	21
6.3 Overview of General Expenses - Estimates .....	22
6.4 Managing your Expenses in Kassel .....	23
6.5 Regulation on the German Broadcasting Contribution Fees .....	24
6.6 Sim Cards/ Mobile Phone Providers .....	24
<b>7. Accommodation .....</b>	<b>26</b>
7.1 Secured Student Housing .....	26
7.1.1 <i>How to register for the secured housing option</i> .....	26
7.1.2 <i>Paying the rent and deposit</i> .....	27
7.1.3 <i>Moving into student housing</i> .....	28
7.1.4 <i>Rooms, equipment and damage report</i> .....	29
7.1.5 <i>Move out</i> .....	29
7.2 Regular Student Housing .....	30
7.3 Private Housing Market .....	30
<b>8. Programme Structure .....</b>	<b>31</b>
8.1 Workload and Credits .....	32
8.2 Grades .....	32
8.3 Tips for Managing the Academic Workload .....	33
<b>9. Internships .....</b>	<b>34</b>
9.1 Overview of the Internship Planning Process .....	36
<b>10. Relevant Contacts in Kassel .....</b>	<b>37</b>
10.1 Important Contacts in Case of Emergencies .....	37
10.2 List of Medical Doctors and Services in Kassel .....	37
10.3 Non-Urgent Situations .....	38
<b>11. Academic Preparation .....</b>	<b>39</b>
11.1 English for Academic Purposes .....	39
11.2 Labour and Globalisation Glossary .....	39
<b>12. Specific Information for Scholarship Holders .....</b>	<b>40</b>
12.1 Travel Costs .....	41
12.2 Internship .....	41
12.3 Payment Modalities of the Scholarship .....	41
12.4 Reimbursement .....	42
<b>13. Student Views of the LPG-Programme .....</b>	<b>43</b>

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## Welcome Note

Kassel, July 2024

Dear Students,

On behalf of the many people involved in the making of the Master's Programme Labour Policies and Globalisation (LPG), we want to welcome you to Kassel. In the coming academic year, you will be exposed to many new ideas and experiences. These will not only be espoused by our international teaching and administrative staff, but also by your fellow students. Besides engaging you in academic debates, we would like to facilitate discussions concerning the future of trade unions and the labour movement amongst you. We encourage you to share your specific experiences, to further our goal of mutual learning.

As exciting as we hope this upcoming experience will be for you, it will also test your ability to adjust to new surroundings, to live up to rigorous academic standards, and to tolerate unaccustomed views from the instructors and your fellow students. When you feel your capabilities are 'stretched to the max', take comfort in the knowledge that throughout the last 20 years many LPG cohorts already succeeded! Practice solidarity and keep cool. In the end, you will be much richer for having mastered these challenges.

We are very much looking forward to meeting you in October.

LPG Team

## 1. The Global Labour University: Learning and Acting Together

### 1.1 Students and Partners in a Common Project

Trade unions are increasingly facing the need to develop ideas and concepts for an ecological and social dimension of globalisation, far beyond the workplace and above the nation-state. This requires a different type of gathering and sharing of information, generating knowledge and improving analytical capacity. The [Global Labour University](#) (GLU) initiative is a network of universities, trade unions, foundations, and the ILO designed to address these needs by facilitating discourse, stimulating research, and providing higher education programs on the political, economic, ecological and social dimensions of globalisation for labour and trade union experts.

The global economic crises, COVID-19 pandemic and the rise of right wing populism, led to a diversification of public discourses over economic, social and ecological issues. While new perspectives beyond the dominant neoliberal paradigm emerged over the last decades, the world is changing ever faster and new challenges and hardships arise constantly. This creates an opportunity but also the necessity to broaden the space for productive debates about policy choices with regards to topics such as just transition, social justice, gender equality and decent work. The GLU will not provide ready-made answers to these challenges, rather it aims at providing you with the instruments for developing new perspectives in a joint research and deliberation process.

The GLU and the LPG programme want to contribute to this endeavour. We know that moving to another country is exciting but stressful. Even more, returning to university after years of practical trade union work and labour advocacy is a tremendous challenge. The link between academic thinking and the policy questions faced by trade unions in the real world will not always be immediately apparent. But we request you to be patient and trust this learning experience since we have already observed many times that pieces fall into place eventually. Broadening and deepening your worldview is not an easy process, but worth it. Also, working and living in a diverse and multi-cultural environment is enriching but not easy. Being a student once again means having to live on a student's budget. The expectations from all sides

are high and can be overwhelming at times. Please be aware of your own wellbeing in this process – and support each other whenever it makes sense.

The LPG team is very much aware of these challenges and will help you with all the support it can give. There will be a welcome activities to address issues of concern for your stay in Germany, and there will be regular meetings to discuss administrative and technical issues related to your stay. Still, many things will depend on your own initiative.

Please assume full responsibility for organising your life in Germany and turn to the GLU/LPG team for support only when necessary. Practice solidarity with each other. This will ensure that urgent and important requests are prioritized.

Our network is a work in progress and each cohort provides new insights to further develop it. Please consider yourself not only a student, but also a partner of the project. Your feedback and contributions are crucial. The success of the GLU depends on the joint efforts of students, professors, and partners from the labour movement to build a global network that suits our needs.

## **1.2 Code of Conduct**

The LPG Programme team in Kassel and Berlin collaborated to create a shared code of conduct, which serves as a guiding principle for the behaviour of both students and staff throughout the course. Instead of being seen as a rigid set of rules, it is intended to be a starting point for an ongoing dialogue about our values and fosters an attitude of respect that is integral to the essence of the programme.

Internationalism and solidarity are fine, long-standing principles of the labour movement. These principles are rooted in the understanding that all people are equal and deserve mutual respect at all levels. Any discriminatory or harassing behaviour is antithetical to the values of the Global Labour University (GLU) and thus unacceptable.

As trade unionists and labour activists, we should treat one another with mutual respect, cooperation and understanding. The GLU neither condones nor tolerates behaviour that undermines the dignity or self-esteem of any individual or creates an intimidating, hostile, or offensive environment.

Discriminatory speech and conduct based on race, ethnicity, gender, sexual orientation, age, class, religion, and other differentiation categories and their intersectional entanglements will not be accepted amongst the participants of the GLU network. Any form of harassment (using real or perceived power to abuse, devalue or humiliate) is not allowed under any circumstances. Discrimination and harassment focus on characteristics that are strongly related to power issues and make us different, and they reduce our capacity to work together on shared concerns. The LPG programme follows the [General Equal Treatment Act](#) (German abbreviation: AGG ) of the German Federal Government, and the [Uni Kassel Directive on Protection against Discrimination and Sexual Violence](#).

Our policies and practices reflect a commitment to equality. Students and staff must be mindful that everyone is treated with dignity, equality and respect.

### **1.3 Student Representatives**

Your GLU class will elect two student representatives. The election is usually conducted at the end of October and the student group self-organizes the procedure. The programme staff has a policy of not interfering with the election.

The role of the student representatives is to facilitate communication and dialogue between the academic/administrative staff and students. The student representatives are part of the Examination Board of the programme and together have one vote in decision-making processes. In this function, they are also involved in the selection of applicants for the next academic year.

Student representatives are not expected to solve all problems that arise. The university has staff and specialised personnel trained to handle individual cases or complaints of harassment, anxiety, or other serious personal problems. The programme will provide information to students on resources and support infrastructure available at the university.

The above guidelines/roles and other instructions in this booklet do not, in any way, absolve individual students of their responsibilities to academic/administrative staff in handling issues of everyday life.

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## 1.4 Diversity Training

All participants of the LPG program are required to attend a diversity training session to promote sensitivity and respect for personal differences, and to facilitate the establishment of ground rules for personal interactions. The first session will be conducted during the winter semester at the University of Kassel and the second session takes place during the summer semester at the HWR Berlin.



## 2. Timeline MA LPG (2024-2025)

**Please note:** This is only a preliminary draft. Changes may occur.

Time period / Timeline	Activity / Event
1 - 6 Oct 2024	Arrival to Kassel of new LPG students
7 - 11 Oct 2024	<b>Welcome Week</b> Intro to the programme, administrative and organizational issues, diversity training
14 Oct 2024	<b>Start of the teaching period at the University of Kassel</b>
16 Oct 2024	<b>Visit and introduction to the DGB Youth Nordhessen<sup>1</sup></b> <i>Spohrstraße 6, 34117</i>
8 – 11 Nov 2024	<b>Weekend seminar with DGB Youth in Hattingen</b>
21 Nov 2024	<b>Event and dinner with the DGB Youth Nordhessen</b> <i>Spohrstraße 6, 34117</i>
Dec 2024	<b>Meeting with the HWR</b> Date tba <sup>2</sup>
December 2024	<b>Excursion to the IG Metall headquarters in Frankfurt</b> Date tba
23 Dec 2024 - 7 Jan 2025	<b>Winter break at the University of Kassel</b>
8 Jan - 9 Feb 2025	<b>Rest of the teaching period at the University of Kassel</b>
January 2025	<b>1-day excursion Visit to the VW plant in Baunatal</b> Date tba
10 Feb - 21 Mar 2025	<b>Internship period</b>
25 - 28 Mar 2025 (tbc)	<b>Excursion to ILO Geneva</b> <i>Excursion programme and exact dates will be shared in due course</i>
Apr - Sept 2025	<b>Summer term at HWR Berlin</b>
May 2025	<b>Registration for the MA thesis</b> Date tba
June/July - mid Sept 2025	<b>Master thesis writing period</b>
End of Sept 2025	<b>Oral defence of MA thesis and graduation</b> Date tba

<sup>1</sup> The DGB is the federation of trade unions in Germany. The DGB-seminar will be organised by the DGB-Bildungswerk (educational office of the DGB) and will offer an opportunity for students to get to know each other as well as some German trade unionists.

<sup>2</sup> Tba – to be announced

### 3. Important Contacts at the University of Kassel

The LPG Programme is organised by a team and each person in the team has different areas of responsibility. Furthermore, this team is anchored at the University of Kassel and needs to work closely with the central administration and other services at the university.

<b>Academic Head at the University of Kassel</b>	<b>Prof. Dr. Anne Lisa Carstensen</b> <a href="mailto:lisa.carstensen@uni-kassel.de">lisa.carstensen@uni-kassel.de</a> Phone: 0049 561 804-7390 Website: <a href="#">Global Political Economy of Labour</a>
<b>LPG Coordination</b>	<b>Aleksandra Draganić</b> <i>Programme Coordinator</i> <a href="mailto:glu.germany@uni-kassel.de">glu.germany@uni-kassel.de</a> Phone: 0049-561 804-7789
	<b>Temitope Alarape</b> <i>Student assistant</i> <a href="mailto:ma-lpg@uni-kassel.de">ma-lpg@uni-kassel.de</a> Phone: 0049-561-804-7393
	<b>Aysha Akter Akhi</b> <i>Internship coordination</i> <a href="mailto:uk086450@uni-kassel.de">uk086450@uni-kassel.de</a> Phone: 0049-561-804-7393
<b>LPG financial administration</b>	<b>Carlos Mario Cano Restrepo</b> <i>Finance coordinator</i> <a href="mailto:glu.finance@uni-kassel.de">glu.finance@uni-kassel.de</a> Phone: 0049-56-804-7396
<b>Admission's Office</b>	<b>Sabine Ernst and Anastasia Hirstein</b> <a href="mailto:master@uni-kassel.de">master@uni-kassel.de</a> Phone: 0561 804-2205
<b>Student housing</b>	<b>Marie-Louise Schmidt</b> <a href="mailto:m.schmidt@studierendenwerk.uni-kassel.de">m.schmidt@studierendenwerk.uni-kassel.de</a> Phone: 0561 804 2572
<b>IT centre</b>	Tel: +49 561 804 5678 <a href="mailto:it-servicedesk@uni-kassel.de">it-servicedesk@uni-kassel.de</a>
<b>Health insurance (TKK)</b>	<b>Leonie Dahl</b> Techniker Krankenkasse (TK) <a href="mailto:leonie.dahl@tk.de">leonie.dahl@tk.de</a>

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## 4. Arrival in Kassel

All participants of the LPG master's programme should ideally arrive in Kassel by **1 October 2024**. Please note that Tuesday, 3 October 2024, is a public holiday ([German Unity Day](#)) and that no grocery stores will be opened.

### 4.1 Taking the Train from the Airport

Most international students will arrive to **Frankfurt International Airport**. From there you will need to take a train to **Kassel-Wilhelmshöhe** train station, which takes about 2 hours. The trains to Kassel-Wilhelmshöhe leave from Terminal One of the airport from the Fernbahnhof (the building across the road from Frankfurt Airport). Another option is to take the S-Bahn Trains (S8 or S9) to Frankfurt Main Station and then catch a connection with IC or ICE train to Kassel Wilhelmshöhe from there.

The easiest way to inform yourself about the timetables and purchase a ticket for the train is to download the [DB Navigator app](#) to your smartphone. You can also look for available trains at the [webpage](#) of the Deutsche Bahn directly. You can also buy a ticket at the DB ticket office or the vending machines at the airport. These also provide information on timetables and ticket fares. Many of the attendants speak English, but it might help to have your concrete inquiry at hand.

When buying a train ticket, please state your destination as Train Station 'Kassel-Wilhelmshöhe', NOT Kassel main station ('Kassel Hauptbahnhof'). If you enter Kassel Hauptbahnhof instead, you will need to ride with a regional train (RE or RB) which usually takes 3 hours to reach Kassel. To understand the difference between different train types that you can take in Germany, please have a look [here](#).

Direct trains from Frankfurt airport to Kassel Wilhelmshöhe leave approximately every 2 hours, and from the Frankfurt main station, every 60 minutes. (Hint: Ask to reserve a seat. It costs ca. 5€ but otherwise you may not find a seat all the way to Kassel. It also means you get a printed sheet with the number of the train and platform on it – very helpful). Bear in mind that trains in Germany only stop for a few minutes at every station. Therefore, if you have a

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lot of luggage, make sure you move everything towards the exit before the station in Kassel, especially if you cannot carry everything at once.

**Note:** Scholarship holders should make their travel plans only after consulting with the programme coordination office.

#### **4.2 Moving into Student Housing**

Upon your arrival in Kassel, those of you who are staying in student housing should have received information on your accommodation and the address in the contract documents from Studierendenwerk. Please note that you must notify 'Studierendenwerk' and Ms. Marie-Louise Schmidt about the time of your arrival – **at least two weeks in advance**. You will be able to move into your apartment from Monday to Friday between 9.00 a.m. and 12.00 noon. If your arrival is scheduled outside the above-mentioned time frame, please inform Ms.Schmidt about it. There is a 'key-box' system that you can use to enter your apartment; however, to be able to use this, you must notify Ms. Schmidt explicitly about it in advance.

## 5. Administrative Matters

Getting started with your studies and your stay in Germany involves a long list of administrative issues that need to be dealt with. The following overview provides an idea of what must be done, and in which order. We will discuss many of these logistical details within the first days of your arrival, and most of these activities will be carried out as a group with help from a programme organizer during the Welcome Week.

**It will take two to three weeks to get everything done, so please be prepared to be patient!**

### Overview of Tasks:

- Get a confirmation letter from your landlord or student housing (Wohnungsgeberbescheinigung)
- Get a confirmation of registration (Anmeldebestätigung) by registering your address with the local City Hall (Rathaus)
- Register with a health insurance provider
- Open a bank account in Germany
- Finalize the enrolment at the University of Kassel
- Obtain your student account and internet access
- Apply for the residence permit/Aufenthaltserlaubnis

### 5.1 Registration in the City Hall

You need to register your address in Germany with the local authorities within 14 days of your arrival. By law, all residents of Germany must register their residence with the local registration office (Einwohnermeldeamt), which is usually part of the city hall (Rathaus). We advise all new students to register before the welcome week activities and the official start of the lecture period.

### Document Checklist:

- Passport
- Confirmation from your landlord ([Wohnungsgeberbescheinigung](#))<sup>3</sup>

**Note:** Presentation of the tenancy agreement is not sufficient!

- Marriage and/or Divorce certificates in both original language and officially translated version to German language (if applicable)

Please note that the confirmation document is not the same as the tenancy agreement. The document could have a different format depending on the landlord/landlady. Students staying in student dorms will get it during move-in. Please make sure you receive it. For those renting private housing, ask your landlord or landlady to fill in and sign the document along with the tenancy agreement or latest upon arrival in your flat. You can download the form [here](#). You can find more information about the process and the opening hours of the city hall (in English) [here](#).

Address: Einwohnerservice (Bürgerbüro) Kassel, Rathaus (City Hall), Obere Königsstraße 8, 34117 Kassel.

Once registered, you will be given a copy of the registration form. Keep it in a safe place since you will need this form to get your residence permit, to open a bank account, etc. If you move to another apartment in Kassel during your studies, you need to inform the Residence Registration Office of your new address.

Please note that this **registration of your local address (Anmeldebestätigung)** is not the same as getting your **Residence Permit (Aufenthaltserlaubnis)** at the Foreigner's Office (Ausländerbehörde). After registering your address in Germany, you will automatically receive a letter with information regarding your appointment to get the residence permit. This letter usually arrives 3-4 weeks to the address that you've registered at the city hall.

**Note:** Many of the important administrative procedures in Germany are still paper based. For this reason it is important that you regularly check your post-box and ensure that your name and surname are clearly indicated on the post-box.

## 5.2 Opening a Bank Account

All students will need to [open an account](#) with a German bank (for scholarships, health insurance, etc.). The programme coordination will assist you with this step during the

Welcome Week. However, keep in mind that obtaining your bank card is a lasting process that can take up to 2 months so the programme advises you to bring some cash (change to EUR) with you for the first couple of weeks.

You can explore various banks in Germany, some popular options amongst past students of the programme include:

[Commerzbank](#), [Deutsche Bank](#), [Postbank](#), some online options – [Revolut](#), [Wise](#), [N26](#).

If you're an international student, check with the German embassy in your home country to determine if you need a [blocked bank account](#). This type of account ensures that you have sufficient funds to cover living expenses during your studies. It's especially relevant if you're not a scholarship recipient.

### 5.3 Health Insurance

Before you can register at the University of Kassel, you need a certificate proving that you are covered under a [health insurance scheme in Germany](#). Since 2007, everybody who is a resident in Germany is legally required to have health insurance. Under the law, you must have a policy with an insurance provider (called a Krankenkasse in German) that offers at least the minimum level of coverage allowed. For further information, read [here](#).

In a few exceptional cases, your current health insurance from your home country may be accepted (for example, EU and Turkish citizens). However, most of you will need to obtain health insurance here in Germany that starts from the beginning of your studies in October onwards. The programme will arrange an appointment with the [TK \(public health insurance\)](#) who can also issue the so-called exemption letter or "Befreiungsbescheinigung" for those who are over the age of 30.

#### **Insurance certificate**

To enrol at the University of Kassel, apply for a digital insurance certificate ("Meldung 10") from your statutory health insurance company, which the health insurance company will send electronically directly to the University of Kassel. For this purpose, please inform your

health insurance company of the dispatch number of the University of Kassel. This is: H0000479. If you are privately insured, you must contact a statutory health insurance (e.g. TKK) company with your private insurance certificate to ensure that you're covered. The statutory health insurance company will then digitally notify the University of Kassel that you are "not subject to (statutory) health insurance".

**Note:** It is your responsibility to inform yourself in due time about the regulation that applies to you and the type of health insurance that is suitable for your needs during your studies in Germany. The LPG programme has established a contact with Ms Leonie Dahl from TK, allowing our students to reach out to him for advice and guidance regarding health insurance matters. Email: [leonie.dahl@tk.de](mailto:leonie.dahl@tk.de)

- **Students from EU Member States**

Students from EU Member States/EEA countries and Switzerland can bring a European Insurance Card with them or an EHIC Provisional Replacement Certificate. If you do not own a European Health Card, please request it from your insurance company. Furthermore, please make sure that your insurance policy fully covers your stay in Germany.

- **For students from non-EU/EEA member states**

If you are a citizen from a country outside of the EU, you will most likely need to provide a health insurance certificate at the time of applying for your visa. Please choose travel health insurance which covers the beginning of your stay in Germany. Please check whether your policy covers a visit to the doctor and a hospital stay. In most cases, the amount insured must be between €30,000 and €50,000. Please double-check with the embassy in charge of processing your visa which type of health insurance and the duration of coverage that they accept for visa purposes.

The programme organisers cannot supply detailed information about different providers of health insurance, as this is a legal issue. Your health insurance needs will depend on your age,



existing health insurance coverage, etc. In addition, the insurance must meet the requirements for enrolment at the University and for the extension of your visa.

- **If you are under 30**

Students under the age of 30 can be covered under public health insurance. Usually, the public health insurance offers the broadest coverage and costs around [120 € per month](#). You can find more information on the services offered by TK here. For instance, they have a database of doctors who speak languages other than German (including, but not limited to, English). You can also find details about their coverage and policies on their [website](#).

- **If you are 30 or older**

After your 30<sup>th</sup> birthday, you are exempted from the compulsory public insurance scheme in Germany. Moreover, students over the age of 30 cannot be insured under public insurance unless they were insured in Germany before. However, health insurance is required for enrolment at the university and extension of your visa. Applicants who are older than 30 will, therefore, receive the exemption letter “Befreiungsbescheinigung” (cf. above) from the TK and **must** obtain a health insurance with a private insurance company.

In the past years we have recommended Mawista Student Comfort, because it is generally accepted by the immigration authorities. Please note that private insurance could have very limited coverage. For more information regarding Mawista you can have a look at their [website](#). In case you decide to arrange your insurance before arrival, you can find the online application form following this [link](#) as well.

Please bear in mind that most private insurance companies in Germany, if not all of them, will only **reimburse** eligible health costs. You will need to pay for the services (for instance, for a doctor’s consultation) upfront and then send your bills to Mawista (for example) for reimbursement.

Based on our experience, students who are above 30 and in need of special medical attention (e.g. life-threatening illnesses, physiotherapy, mental health consultation, pregnancy etc.), should carefully research the services of the private health insurance

providers and even consult them about their polices concerning their specific medical condition **before** coming to Germany. Please be aware that the health insurance system in Germany can be complex and challenging for someone who is not used to it. Informing yourself in a timely manner can save you from unnecessary headaches (and potential visits to the doctor).

#### 5.4 Enrolment at the University of Kassel

Along with your admission letter from the University of Kassel, you will receive instructions for the [enrolment process and deadlines](#). If you have any questions concerning this process, please make sure to contact [Information Studium](#).

As soon as the central administration processes your enrolment application, you will receive a document informing you about the completion of enrolment via email. During the enrolment you will receive information how and when to pay the semester fee (for more information see section 6.2)

It is very important that all students who intend to study in the winter semester 2024/25 start the enrolment procedure online by September 1, 2024. . In case you do not complete your enrolment on time, your admission will expire. An account will be created for you for this purpose on [eCampus](#). In order to get enrolled please submit the request for enrolment, transfer the semester fee (340,69 €) and hand in proof of your German health insurance. Detailed information on this process and all necessary steps you will find in the corresponding e-mail sent to you by the Admissions Office.

#### 5.5 Residence Permit

Most of you will initially receive a study visa to enter Germany and commence your studies. You can find further information at the Uni Kassel [Welcome Centre](#). A few weeks after registering your residence in Germany at the city hall, you will receive a letter informing you about your appointment date and place with the Foreigner's Office (Address: Rathaus, Ob. Königsstraße 8, 34117 Kassel. Tel: +57 0561 115). If you do not receive such a letter 4 weeks

before your initial visa expires, please directly contact the Foreigner's Office to [zuwanderung@kassel.de](mailto:zuwanderung@kassel.de).

In most cases there will be a fee of approximately 110 € for the residence permit. If you are a scholarship recipient, this fee can be waived since students who are receiving a scholarship from public funds for their studies and stay in Germany do not have to pay the fees for extending their student visa.

**Document Checklist:**

- Passport
- Two passport sized [biometric photos](#)
- Evidence of purpose of stay (e.g., your official letter of acceptance into the Master's Programme and/or student card and enrolment letter from the University)
- Tenancy agreement (apartment lease)
- Evidence of financial support (bank balance or proof of scholarship)
- Proof of health insurance (if you have private health insurance, a special confirmation from the insurance is required. You will get a template from the immigration office to send it to your health insurance for signature)
- [Anmeldebestätigung](#) (proof of address registration)

### 5.6 Activation of University Account

The UniAccount provides access to several administrative services provided by the university. Students need a matriculation-number for the activation process. They will receive an activation code only after finalizing the enrolment and paying the semester fee. The [following link](#) will describe the process of activating your UniAccount step by step. There, you also find information about how to change your password.

### 5.7 CampusCard

The CampusCard is the primary payment method at all checkouts of the Studierendenwerk Kassel. I.e., with the CampusCard you will pay your meals at the Central Canteen (Mensa), and the Cafés Pavillion and LEO. It can also be used at all printers, copiers and several vending machines on campus. Moreover, the CampusCard serves as a library card and can be used for

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paying library fees. Residents of the student halls can use it to pay for the washing machines and dryers.

The CampusCard now serves as a semester ticket for local transport in Kassel, and all over Germany. With a contract now concluded between the AStA and mobility partner NVV, the University of Kassel is one of the first universities in Germany where the discounted Deutschland-Ticket is available for students to travel. For more information, including the activation process, [please read here](#).

For questions regarding the CampusCard, please write to this email address:

[campuscard@studierendenwerk.uni-kassel.de](mailto:campuscard@studierendenwerk.uni-kassel.de)

## 6. Financial Issues

### 6.1 Own Contribution (1.500 €)

The Own Contribution to the programme (1.500 €) must be paid by all the participants. 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. Also, due to the tight schedule of the one-year-programmes, you get far more support by the LPG team, than students in other German study programmes (e.g. guidance on administrative issues, internship coordination, planning of excursion). However, this close interaction in form of guest lecturers, workshops and field trips involves financial expenditures and structural programme costs, which cannot be covered in total by the regular semester student fee. Thanks to a number of funding parties, we can cover most of these costs but, unfortunately, not all of it.

The Own Contribution should ideally be paid by the union which is supporting your application. You will receive a separate letter from our university administration concerning the payment in September 2024. Please wait for this letter to arrive and follow the instructions regarding the money transfer. If you have any questions concerning this process, please reach out to the GLU Finance Admin at [glu.finance@uni-kassel.de](mailto:glu.finance@uni-kassel.de).

### 6.2 University Registration Fee in Kassel

The registration fee at the University of Kassel for the winter term 2024/2025 is **340, 69 €**.

This fee includes free public transport in and around the city of Kassel, and all over Germany, as well as free or subsidised access to some cultural institutions such as museums and theatres. Moreover, your student status allows you to buy in Mensa and the Studierendenwerk Cafés at the lowest prices available.

Composition of the semester fee – read <a href="#">here</a> for more details	
1. Studierendenwerk	90,00 €
2. Administration Fee	50,00 €
3. AStA - Student Council	16,50 €
3.1 Deutschlandsemesterticket	176,40 €
3.2 Hardship Fund	0,75 €
3.3 "Notfonds"	0,75 €
3.4 Bicycle Rental System (Nextbike)	2,20 €
3.5 "Kulturticket" (Culture Ticket)	4,09 €
<b>Total Required Fee</b>	<b>340,69 €</b>

Access to the computer rooms and library of the university is only possible after you have made this payment. You can then apply for a student e-mail account and a CampusCard.

### 6.3 Overview of General Expenses - Estimates

Please note that in addition to your regular living expenses (see below for estimates), there will be other expenses to be incurred at specific periods during the course of your studies in Germany. Please go through the tables below carefully and budget accordingly.

#### Estimated Monthly Budget

Item	Approximate Amount in Euros
Rent (for secured housing option)	370
Health Insurance	115-125
Broadcasting Contribution Fee (see point 6.5 below)	18,36
Groceries / Supplies	270-310
Cell Phone Airtime	10-20
Eating Out / Entertainment	110
<b>Total</b>	<b>880-934€</b>

#### Additional Costs

Month	Purpose	Approximate Amount in Euros
October 2024	University of Kassel semester fees	340,69
October 2024	Deposit for your accommodation	400
October 2024	Seminar material (readers, books, printouts)	40

Nov-Dec 2024	Residence permit <sup>4</sup>	110
February/March 2025	Internship (travel costs, higher rent, extra pocket money for high-cost locations) <sup>5</sup>	800-1.100
February 2025	HWR Berlin semester fees (approx.)	315
April – Sept 2025	Accommodation in Berlin <sup>6</sup>	450 per month
April 2025	Deposit for your accommodation in Berlin	800-1.000

#### 6.4 Managing your Expenses in Kassel

Students find it difficult to manage their finances during the internship and during the transition to the second semester. Your internship may be in Geneva or Brussels, which have a higher cost of living. Additionally, it is important to bear in mind that immediately after the internship, you will have to pay the registration fee and the semester ticket for your second semester. Thus, we advise you to set aside some money each month while you are still in Kassel.

#### **There are a number of ways in which you can reduce your costs of living while in Kassel:**

- Borrow your books for class from the library and avoid printing/copying of complete books
- Shop at low-cost grocery stores like [ALDI](#), [LIDL](#), and [PENNY](#). Many of these stores have apps that provide information about special offers and discounts.
- Eat at university cafeterias which offer student rates (you can receive a full meal for about 2,50-5,20€)
- Engage with the local food sharing network:  
<https://www.facebook.com/foodsharing.kassel/>
- Download the app Too Good To Go - mobile application that connects customers to restaurants and stores that have unsold food surplus  
<https://toogoodtogo.de/de>
- Cook together and share food with your fellow students
- Sheets, blankets, kitchen supplies, etc. can be bought at affordable second-hand shops like [Oxfam](#), [Kiloshop](#) and Kontaktladen (Address: Kunoldstraße16, 34131

<sup>4</sup> Students who are receiving a scholarship from public funds for their studies and stay in Germany do not have to pay the fees for extending their student visa.

<sup>5</sup> For students receiving a scholarship, the programme will cover the travel expenses to the internship and the accommodation costs during the internship.

<sup>6</sup> Accommodation in Berlin is more expensive than Kassel.

Kassel. Tel.: 0561 / 312842. Opening hours Mo. - Fr. 10:00 - 13:00 / 15:00 - 18:00 hours).

- Get things for free from the Telegram group “Sharing is Caring”  
<https://t.me/+sn973ovGUjQyODUy>
- Go to the movies on “KinoTag” (usually, Monday or Tuesday)
- Follow the [Newsletter from the International Office](#) to get announcements and information from the university/the city about free events that are taking place.
- Show your student ID to receive student discounts at the cinema, [museums](#) (also check out this other [museum website](#)) and other recreational facilities.

### 6.5 Regulation on the German Broadcasting Contribution Fees

Through the [broadcasting fee](#), all residents in German contribute to a fund for public television and radio. The contribution is mandatory, regardless of the fact whether you use these services or not. All students living in a flat of their own (i.e. not shared flat) have to pay a broadcasting fee of 18,36 € per month. For students living in a student hall, single apartments as well as single rooms are considered as single flats. Here, each tenant has to pay the fee of 18,36 € per month individually. Families, double apartments and residential groups living in shared apartments (WGs in German) can be considered as one flat, meaning only one tenant has to pay the "Rundfunkbeitrag".

You will receive a letter from the ARD ZDF Deutschlandradio Beitragsservice a few days after you register your residence at the city hall. This letter will provide you with information concerning your preferred method of payment.

### 6.6 Sim Cards/ Mobile Phone Providers

Acquiring a mobile number to get connected to your family and friends back home as well as with your fellow students here has proven to be an important issue in the first few days upon arrival in Kassel.

Generally, you have the option to choose between a phone contract and a prepaid sim. The former tends to be cheaper and usually comes with a new phone at an affordable rate; however, it is usually tied to a contract of 24 months. There are plenty of pre-paid providers



to choose from, which offer a wide range of different options depending on your personal use of the mobile phone (amount of data, frequency of international calls, etc.). Sim cards can be acquired online and also in many shops around town. An online registration is usually necessary before the card can be used.

The most relevant criteria will be **whether you intend to make frequent international calls from your German number e.g. to your home country.** However, do bear in mind that, once your university account is activated, you have online access on campus and can use WhatsApp or other similar Voice Over IP (VoIP) ways of calling home. In any case, if making international calls is your priority, there are some providers specialised in this service who offer the lowest rates. You can find out the precise rate for your home country on their websites:

[LYCA MOBILE](#)

[Lebara Mobile](#)

These providers are usually more expensive when it comes to local calls (within Germany) and data packages. They also charge a connecting fee for every phone call!

**So, if you intend to make mostly local calls and send local texts (i.e. within Germany), and need a data package, the following providers might be a better option for you:**

[Aldi-Talk](#)

[O2 Prepaid](#)

Please note that most websites are available in German only, so you might need a translator and some patience to find your way through it. For further information about getting a German SIM card and mobile phone number, please read [here](#).

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## 7. Accommodation

There are three possibilities when it comes to organizing your accommodation in Kassel:

1. Apply for secure student housing;
2. Apply for non-secure student housing;
3. Look for accommodation on the private housing market.

Please note that the programme coordination office can only assist you with the secured housing option.

### 7.1 Secured Student Housing

Since the number of rooms in student halls is limited, the LPG programme has an agreement with the student housing service (Studierendenwerk - StuWerk) to ensure secured housing for the LPG students. There are 15 places available, and they usually cost 30-40 EUR more than the standard option for which you need to be placed on a waiting list.

If you choose this option, the programme can provide written confirmation for the German embassy in your home country, stating that we will help you organize your accommodation. One advantage of this option is that the StuWerk offers furnished rooms and apartments, which is uncommon in the German housing market. Additionally, these apartments are usually well connected by public transport and have internet access (available after official university registration is completed).

#### *7.1.1 How to register for the secured housing option*

- **!!!** Students interested in the secured housing option need to inform the LPG coordination office by sending an email to [ma-lpg@uni-kassel.de](mailto:ma-lpg@uni-kassel.de) that they wish to be placed on the list for secured housing by the **31.07.2024**. The list with your emails will be forwarded to StuWerk.

- **!!!** In addition to this, all students interested in secured accommodation need to submit an online application to StuWerk so that they have your name registered in the system: <https://www.studierendenwerk-kassel.de/en/housing/application/application-form-1>
  - Please make sure that you fill in all the mandatory fields marked with the star (\*)
  - You can watch the video explaining how to do this here: <https://youtu.be/WSYUzIGMYTY>
- Based on the received information, the StuWerk will draft the housing contract offer and send it to you per email.
- Make sure that you read carefully all the emails that you receive from student housing and that you follow their instructions. If you have any questions about housing, please communicate to the student housing directly. The contact person is Ms Marie-Louise Schmidt [m.schmidt@studierendenwerk.uni-kassel.de](mailto:m.schmidt@studierendenwerk.uni-kassel.de)
- Signed housing contracts need to be sent back to the StuWerk by the **31.08.2024**. If you do not respect this deadline, you will no longer be on the secured housing list.
- During room allocation, all dormitories in Kassel will be considered: <https://www.studierendenwerk-kassel.de/en/housing/student-housing-kassel>. Requests will be taken into account, but a requested room cannot be guaranteed.

### ***7.1.2 Paying the rent and deposit***

- Once signed, the housing contract is binding for the period of 5 months (Oct 2024 to Feb 2025). Monthly rent must be made by bank transfer to the StuWerk at the beginning of each month. In case of late payment, reminders will be sent to both the tenant and the LPG coordination office.
- First rent and deposit need to be paid to StuWerk before taking over the room in October 2024:
  - Monthly rent is 370 EUR.

- A non-interest bearing security deposit of 400 EUR will be collected upon signing the lease. This deposit minus moving out flat rate will be returned approximately ten weeks after the end of the contract.
- It is not possible to pay your rent in cash so please transfer the rent and the deposit to the following bank account:

**Recipient:** Studierendenwerk Kassel, A. ö.R.  
**Address:** Kasseler Sparkasse, Wolfsschlucht 9, D – 34117 Kassel  
**Transfer reason:** Your surname and month (e.g. Smith\_October 2024 rent)  
**IBAN Code:** DE96 5205 0353 0000 1265 44  
**SWIFT Code:** HELADEF1KAS

There must be no costs for the Studierendenwerk, such as bank charges for international bank transfers.

- During the winter semester, it is recommended to set up a standing order with your bank in the period between November 2024 and February 2025.

### **7.1.3 Moving into student housing**

Upon your arrival in Kassel, those of you who are staying in student housing should know how to get to your accommodation (you should have received this information and the address in the contract documents from Studierendenwerk). Please note that you must notify 'Studierendenwerk' and Ms Marie-Louise Schmidt about the time of your arrival – **at least two weeks in advance**. You will be able to move into your apartment from Monday to Friday between 9.00 a.m. and 12.00 noon. If your arrival is scheduled outside the above-mentioned time frame, please inform Ms Schmidt about it. There is a 'key-box' system that you can use to enter your apartment, however, to be able to use this, you must notify Ms Schmidt explicitly about it in advance.

#### **7.1.4 Rooms, equipment and damage report**

- Rooms are only equipped with a pillow and duvet.
- Further equipment can be purchased after registration via starter packages, as long as available, at the StuWerk: <https://www.studierendenwerk-kassel.de/en/housing/information-student-housing>
- Prior to your move in, inquire with the StuWerk if you need to rent out an internet router for your room. The cost of renting for the entire period of 5 months is 50 EUR. Provided that there are no damages to the router at the moment of your move out, 40 EUR gets paid back.
- After taking over the rooms, any damage that were overlooked during the handover can be reported to the SW within 14 days. These can include cracked surfaces, stained curtains or walls and similar. Make sure that you examine your room carefully after moving in and see if there was any damage made by the previous tenants. If you do not report in time, the SW will consider you as the main culprit for the damage and deduce an amount from the deposit.
  - To report a damage, please fill in this report: <https://www.studierendenwerk-kassel.de/en/housing/what-else/damage-report-residences>

#### **7.1.5 Move out**

- The handover protocol is the basis for the handover of the room.
- Appointment for the move-out need to be arranged with StuWerk at the latest two weeks before the scheduled room check-out. These appointments take place Monday to Friday between 9.00 and 12.00 hrs.
- Students will receive a letter with information about moving out so check your post and emails regularly.
- When moving out the apartment and inventory must be returned in a professionally cleaned condition and the defrosted icebox.
- The rooms must be professionally cleaned upon return. If the rooms are not cleaned, are only broom-cleaned or are not cleaned sufficiently, the cleaning costs will be charged with the deposit.

- The flat rates for cleaning can be found at [https://www.studierendenwerk-kassel.de/fileadmin/user\\_upload/Dateien/Wohnen/Ersatz Reinigung Preise e.pdf](https://www.studierendenwerk-kassel.de/fileadmin/user_upload/Dateien/Wohnen/Ersatz_Reinigung_Preise_e.pdf)
- The deposit will be settled after the end of the semester and will be paid by bank transfer. For this students must provide the StuWerk with the bank account information.

## 7.2 Regular Student Housing

If you choose to go for this option, you should apply as early as possible and to as many student halls as possible (not just one student-hall option), since the Studierendenwerk has waiting lists for many student halls in Kassel. The registration process is the same as for the secured housing via the online link. Due to high demand for student housing, there is no guarantee that you will get placement. The LPG programme does not have any influence in this case.

## 7.3 Private Housing Market

In addition to student housing, you can seek accommodation on the private housing market. However, in recent years, non-German-speaking students have faced challenges in securing private housing due to language barriers, housing shortages, and the short duration of their stay in Kassel, which is typically just 5 months compared to students who complete their entire studies in Kassel. Please be aware that the LPG programme does not have the capacity to assist you if you choose to pursue private market housing.

If you decide to pursue this option, here are some of the links where you can look further:

- [Online housing exchange of the Studierendenwerk Kassel](#)
- [Bulletin board of the University of Kassel](#)
- [Facebook group: UniKasselStudents](#)
- [Facebook group: WG's & apartments Kassel - Göttingen](#)
- [Real estate exchange of the HNA \(local newspaper\)](#)

## 8. Programme Structure

The one-year Master's programme starts in the winter term at the University of Kassel. Second semester courses will take place at the Berlin School of Economics and Law. Students need to complete 60 credit points (ECTS) to graduate from the programme. Forms of teaching and studying include colloquium, one world seminar, workshops, internships, tutorials, excursions, and lectures.

<p><b>Winter term at the University of Kassel</b> <b>25 ECTS in total</b></p> <p><i>Mandatory tutorials (Academic Standards, Economic/Political Science Tutorial)</i></p> <p><b>Module 1: Process of Globalisation (9 ECTS)</b></p> <ul style="list-style-type: none"> <li>• M1.1. One World Seminar (1 ECTS)</li> <li>• M1.2 Trade Union Strategies in the Global Economy (3 ECTS)</li> <li>• M1.3 Governance of Globalisation (5 ECTS)</li> </ul> <p><b>Module 2: Research Methods (8 ECTS)</b></p> <ul style="list-style-type: none"> <li>• M2.1 Research Methods</li> </ul> <p><b>Internship (8 ECTS)</b></p>
<p><b>Summer term at the HWR in Berlin</b> <b>35 ECTS in total</b></p> <p><b>Module 3: Global Challenges to Labour (8 ECTS)</b></p> <ul style="list-style-type: none"> <li>• M3.1 Global Workers' Rights</li> <li>• M3.2 Decent Work in Global Value Chains</li> <li>• M3.3 Work and Development</li> </ul> <p><b>Module 4: Economic and Legal Responses to Globalisation (9 ECTS)</b></p> <ul style="list-style-type: none"> <li>• M4.1 Economic Policy and the Role of Trade Unions (5 ECTS)</li> <li>• M4.2 Electives (4 ECTS)</li> </ul> <p><b>Master Thesis (16 ECTS)</b></p> <p><b>Oral exam (2 ECTS)</b></p>
<p><b>Total credit count for both semesters 60 ECTS</b></p>

## 8.1 Workload and Credits

During each course, you will be expected to complete different assignments such as: presentations, summaries, policy papers, minutes, essays / research papers and similar. Some of these assignments are graded, others just need to be passed. Lecturers will inform you during the introductory sessions about the assignments that you will be expected to complete for that course.

<b>6 ECTS = workload (approximately)</b>
30h participation in the seminar and the conference
60h reading for the seminar sessions (13 readings) (+/- 4 hours for each session)
15 hours preparation for presentation
5 hours writing minutes
70 hours final paper or video
<b>180 hours total workload</b>

## 8.2 Grades

The university's grading system permits grade distinctions ranging from 1 to 5, awarded in decimal increments. The grades for modules and the master thesis are made up of different grades per assignment that are calculated arithmetically, weighted differently according to how it is displayed in the examination order or by the lecturer. The subsequent assessments correspond to the different grades:

<b>Grade</b>	<b>Description</b>	
<b>1,0 - 1,59</b>	very good	An extraordinary performance
<b>1.59 - 2.59</b>	good	A performance that lies significantly above the average requirements
<b>2.59 - 3,59</b>	satisfactory	A performance that meets average requirements
<b>3.59 - 4.0</b>	sufficient	A performance that still meets the requirements despite its shortcomings;
<b>over 4,0</b>	insufficient / failed	A performance that no longer meets the requirements due to significant deficiencies.

Source: [General Examination Rules of the University of Kassel, own translation](#)



### Grading Example

Task	Percent of the grade	Grade
Research Paper	30%	2,3
Short Presentation	10%	1
Long presentation	20%	1,7
Summary	15%	1
Intro paper	25%	1,3
Final grade	100%	1,7

#### **Grading criteria for research papers:**

Argumentation  
 Originality  
 Quantity of used literature  
 Level of complexity  
 Research question  
 Conclusion  
 Structure  
 Command of English language  
 Specific to the discipline  
 Citations

### **8.3 Tips for Managing the Academic Workload**

- Peer support is important!
- Learn to work in a group – one brain better than none, two better than one, etc.
- Set up a buddy system.
- Create to-do lists and prioritize study tasks.
- Figure out the time of the day when you do your best work.
- Have some “filler” tasks handy when you feel uninspired to write.
- Communicate with your instructors about research interests early.
- Start writing as early as possible – just get something down, refine later.
- Don’t leave your thesis for July 2025!
- Have some fun...should not be all work and no play.

## 9. Internships

All students are required to complete a **6-week-internship** between February 10 and March 21, 2025. It is a good idea to start thinking about your internship already before you leave your home country: think about what your interests are, what experiences you would like to gain, and what skills and experience you could offer a labour organisation. You could also use your union contacts to find out about the possibility of undertaking an internship at the Global Union Federation to which your union is affiliated or another international labour-related organisation with connections to your union. The internships will allow you to gain a deeper understanding of the work of German, European or international organisations dealing with labour issues, and will provide you with the opportunity to apply your experience and knowledge. We will support you with planning and organizing of your internship. Please note that due to strict visa procedures, the students who want to apply for internships in Switzerland will need to pace up their internship application process.

Examples of organisations where the recent generations of the LPG students completed their internships	
<b>Germany</b>	
GEW - Frankfurt	<a href="https://www.gew.de/">https://www.gew.de/</a> (Website only in German)
European Alternatives - Berlin	<a href="https://euroalter.com/">https://euroalter.com/</a>
IG Metall – Frankfurt*	<a href="#">German Metalworkers' Union*</a> (Website only in German)
ACT Berlin	<a href="https://actonlivingwages.com/">https://actonlivingwages.com/</a>
Femnet e.V. – Bonn	<a href="https://femnet.de/">https://femnet.de/</a>
LabourNet – Kassel	<a href="https://www.labournet.de/">https://www.labournet.de/</a> (Website only in German) (Online internships)
DGB Bildungswerk – Düsseldorf*	<a href="#">DGB Bildungswerk BUND NORD-SÜD-NETZ*</a> (Website only in German)
<i>ver.di – Berlin*</i>	<a href="#">German Public and Private Service Sector Union*</a> (Website only in German)
Tech Workers Coalition	<a href="https://techworkersberlin.com/">https://techworkersberlin.com/</a>
*Usually requires German language proficiency	

<b>Belgium</b>	
EFFAT – Brussels	<a href="#"><u>European Federation of Food, Agriculture and Tourism Trade Unions</u></a>
ETUI – Brussels	<a href="#"><u>European Trade Union Institute</u></a>
EPSU – Brussels	<a href="#"><u>European Federation of Public Service Unions</u></a>
ITUC – Brussels	<a href="#"><u>International Trade Union Confederation</u></a>
UNI Europe – Brussels	<a href="https://www.uni-europa.org/"><u>https://www.uni-europa.org/</u></a>
SOLIDAR – Brussels	<a href="https://www.solidar.org/about-solidar/"><u>https://www.solidar.org/about-solidar/</u></a>
<b>Switzerland</b>	
industriAll – Geneva	<a href="#"><u>industriAll Global Union</u></a>
UNI Global Union – Nyon	<a href="#"><u>Union Network International</u></a>
<i>IUF – Geneva</i>	<a href="#"><u>International Union of Food Workers</u></a>
<i>BWI – Geneva</i>	<a href="#"><u>Building and Woodworkers International</u></a>
<b>France</b>	
PSI – Ferney-Voltaire	<a href="#"><u>Public Service International</u></a>
TUAC – Paris	The Trade Union Advisory Committee (TUAC) to the OECD
<b>Netherlands</b>	
Wage Indicator – Amsterdam	<a href="https://wageindicator.org/"><u>https://wageindicator.org/</u></a> (Online internships)
<b>USA</b>	
Working Class History – Albuquerque	<a href="https://workingclasshistory.com/"><u>https://workingclasshistory.com/</u></a> (Online internships)
Emergency Workplace Organizing Committee	<a href="https://workerorganizing.org/"><u>https://workerorganizing.org/</u></a> (Online internship)
<b>United Kingdom</b>	
ITF - London	<a href="#"><u>International Transport Worker’s Federation</u></a> (Online internships)
WIEGO-London	<a href="#"><u>Women in Informal Employment</u></a> (Online internships)
LabourStart-London	<a href="https://www.labourstart.org/news/index2019.php"><u>https://www.labourstart.org/news/index2019.php</u></a>

## 9.1 Overview of the Internship Planning Process

You will receive further information concerning the internship planning process during the Welcome Week in October. Still, if you want to apply for an internship in Switzerland, you will need to prepare some steps in advance.

Planning Stages	To do
Upon your arrival in Kassel	<b>Students:</b> Research the list of trade unions and global union federations shared in section 9.0 of the Booklet along your previous experiences, learning goals with the Master's Programme and the possible connections with your Union of origin.
Beginning of October Welcome Week	<b>Internship coordinator:</b> Presentation about the internship process in the MA Labour Policies and Globalisation.  <b>Students applying for internships in Switzerland:</b> express interest in the first meeting with the internship coordinator.
Oct 20 <sup>th</sup> 2024	<b>Students:</b> Define the top three favourite organizations for your internships and send them prioritized to the internship coordinator.  <b>Students applying for internships in Switzerland:</b> submission of motivation letter(s) and CV.
Oct 30 <sup>th</sup> 2024	<b>Students:</b> deadline for submitting your CV updated.  <b>Students applying for internships in Switzerland:</b> participation in the selection processes, signature of internship contracts.
Nov 06 <sup>th</sup> 2024	<b>Students:</b> deadline for submitting your three motivation letter(s) to the internship coordinator.
Oct - Dec 2024	<b>Internship coordinator:</b> Proofread CVs and motivation letters. Submission to the organizations.
Dec 2024 - Jan 2025	<b>Students:</b> Participation in the selection processes, signature of internship contracts.  <b>Internship coordinator:</b> Finalize documents and logistics for the internships (Internship contracts, accommodation contracts, transportation)
Feb 10 <sup>th</sup> - Mar 21 <sup>st</sup> 2025	<b>Internship period</b>
Apr 10 <sup>th</sup> 2025	<b>Students:</b> deadline for submitting the internship report. <b>Organizations:</b> issuing of internship certificate. Both documents are mandatory to receive the 8 ECTS and be able to apply for your master thesis.

## 10. Relevant Contacts in Kassel

### 10.1 Important Contacts in Case of Emergencies

In case of emergencies, it is always helpful to know relevant numbers and addresses.

Depending on the kind of emergency you are faced with, please select the relevant number from the following list:

- Emergency Doctor / Fire Department and ambulance services **112**
- Police **110**
- Police station Kassel **0561-910-0**
- Poison emergency centre in Mainz **06131-19240**
- Medical Helpline available day and night (not for emergencies) **116 117**
- Emergency helpline for women **0800-0116016**
- Helpline for victims of criminality from the Weißer Ring Trust **116-006**
- Psychiatrische Institutsambulanz (PIA) / Psychiatric outpatient clinic (PIA). Available day and night. Dennhäuser Str. 156, 34134 Kassel, **0561-4804-0** // Mönchebergstr. 41-43, 34125 Kassel, **0561 980-2212**
- Accident and emergency unit Klinikum Kassel, **0561-980-5000**
- Emergency dental service: 0561 709 86 21
- Pediatric emergency services: 0561 980-5500

### 10.2 List of Medical Doctors and Services in Kassel

#### General Practitioners

Dr. Martin Erdmann, Obere Königsstrasse 21 – **0561-779738**

Dr. Sabrina Frohes, Obere Königsstrasse 41, 34117 Kassel – **0561-104013**

Dr. Bernhard Kändler und Sebastian Krüger, Kurfürstenstraße 10, 34117 Kassel

#### ENT Doctor (ear, nose and throat)

Dr. Ulf Kuhlemann, Friedrich-Ebert-Str. 52 – **0561-102569**

#### Gynecologist

Veronika Fross, Germaniastraße 5, 34119 Kassel – **0561-16418**

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### Dentists

- Dr. Susanne Kirchem, Wilhelmshöher Allee 130, 34119 Kassel - **0561-13131**
- Dr. Azira Corovic, Schönfelder Straße 1 - **0561 76669023**

### Dermatologist

- Dr. Michael Krokowski, Kölnische Straße 5, 34117 Kassel

You will be able to find English speaking doctors of other specialities [here](#). You have the possibility to go to the doctor of your preference; whenever possible, appointments should be made beforehand. Another helpful website to search a doctor in Kassel is [Arztsuche Hessen](#).

### 10.3 Non-Urgent Situations

In case of problems related to your participation in the programme, such as questions concerning your studies, organizational problems and conflicts with lecturers or within the student group, please contact the LPG coordination office and we will try to help you. Please note that emails and calls will not be responded outside of the office hours that are announced at the beginning of the winter semester. In addition to this, communication via WhatsApp, Facebook and similar social media will be disregarded.

## 11. Academic Preparation

### 11.1 English for Academic Purposes

Both native and non-native speakers are recommended to have a look at the materials provided in this online-course before starting the winter semester.

The registration process is relatively straightforward and can be done in the following steps:

- Go to the website <https://openmoodle.uni-kassel.de/moodle/>
- Change the language to English (top left corner)
- In the search field at the bottom left corner "Search courses", type in EAP and click "Go"
- The course title will appear (English for Academic Purposes) - click on it
- On the right side of the screen under "Is this your first time here?", click on "Create new account"
- Fill out the self-registration form and an email will be sent to you with a link to confirm your new account. By clicking on this link you will be able to go to openmoodle and access the course.
- In openmoodle click on the section "Courses" and choose the option "Kooperationen" where you will find the option "English for Academic Purposes" and click underneath on the option "Enroll me"

If you are able to see Topics 1-8 you have successfully enrolled for the course. Have fun completing it!

### 11.2 Labour and Globalisation Glossary

This resource has been developed by the members of the Global Labour University to help students and other actors interested in the issues of labour and globalisation to familiarise themselves with the common vocabulary of the field. This is a useful resource that is designed to meet the needs of both native and non-native English speakers. It aims to equip its readers with concise information about terminology, concepts and theories from the social sciences, including economics.

You can access the glossary here: [https://www.global-labour-university.org/fileadmin/download/Labour and Globalisation Glossary.pdf](https://www.global-labour-university.org/fileadmin/download/Labour_and_Globalisation_Glossary.pdf)

### 11.3 ICDD PhD Toolbox

The ICDD PhD Toolbox offers students, particularly PhD students (but is relevant for anyone conducting research at any level) a range of videos exploring the various subjects that they will encounter during their studies. It is the product of the collective effort of former and current PhD students, e-learning experts, video makers, and scientists from the ICDD network. It includes 10 chapters with the contribution of over 20 international experts. You can take a look here: <https://www.uni-kassel.de/forschung/icdd/graduate-school/phd-toolbox>

### 11.4 Global Labour University Online Academy MOOCs

The Massive Open Online Courses (MOOCs) are high quality, free online courses bringing together academics, experts and practitioners from the world of work. Over the years, the GLU Online Academy has developed decentralised, globally-connected learning spaces for workers and trade unionists. Its online courses are combined with webinars and localized workshops in [a blended model of education](#), supported by [teams of certified trainers and tutors](#). You can find all the available MOOCs here: <https://glu.iversity.org/en>

## 12. Specific Information for Scholarship Holders

A limited number of scholarships is available for attending the MA programme Labour Policies and Globalisation. The decision regarding the awarding is made by the respective funding institutions and the Academic Board of the programme. However, the administration of the scholarships is carried out through the coordination of the programme at the University of Kassel.

The scholarships include a monthly allowance of 934€, the coverage of the travel costs to and from Germany and some additional funding for the internship. From the monthly allowance you have to cover **all** expenses of your participation in the programme: accommodation, health insurance, registration fees, study materials, food, clothing, etc.



### **12.1 Travel Costs**

For students receiving a scholarship, the programme will cover your travel costs to and from Germany. This includes your flight tickets to and from Germany and your train tickets (Frankfurt to Kassel upon arrival and train tickets for your internships). The programme only covers a two-way ticket, thus the return ticket is only valid for one year (return flights will be booked for the end of September 2025). If you wish to stay beyond the end of the programme in Germany, you will have to cover the expenses for your return ticket yourself. The coordinators of the programme are responsible for the booking of the flights. Therefore, do not book your own flight unless you have consulted with us beforehand. We will ask you to provide us with your preferred travel date and your nearest airport.

Most of the scholarship holders will receive a rail&fly ticket for their arrival to Kassel. Further information about this will be shared with you per email during the ticket booking process.

### **12.2 Internship**

For all students receiving a scholarship, the programme will cover the travel costs to and from the internship venue. Moreover, the programme will organize and cover the additional costs of your accommodation during the internship. Please note that the living costs in cities like Brussels and Geneva are extremely high. Thus, we advise that you save some money during your first months in Kassel.

### **12.3 Payment Modalities of the Scholarship**

The scholarship will be paid monthly, except for two double payments in October and April. At the turn of the month, you will receive the scholarship for the next month. The payment of two rates in the first month should help to cover extra costs arising during the first weeks, such as public transport, the registration fee at the University of Kassel, costs for accommodation deposit, etc. Please be aware that you will receive the third scholarship rate only at the beginning of December and budget accordingly.

The first scholarship rate in October will be paid to you via cheque that you can cash in at any bank in Kassel. The second rate for November will be transferred to your bank account as soon as we have your bank details. If possible, please bring at least 100 (EUR) in cash for your expenses during the first days.

At the beginning of April, you will receive the scholarship for April and May, the second double rate. This should help you to cover the extra costs arising from registration fees and housing deposit.

Please note that the scholarships are calculated to cover your general costs to participate in the programme. However, the scholarship will not be enough to cover additional costs for major expenses. If you want to travel within Europe or if you think you will face other costs, please budget for this and bring some extra money with you. For example, the scholarship will not suffice for buying a laptop here.

#### 12.4 Reimbursement

It may happen that you need to get money reimbursed by the programme (e.g. your train ticket on arrival or accommodation costs during your internship). Please note, that the programme will not reimburse any expenses that have not been confirmed before with the programme coordination (Aleksandra Draganic or the LPG finances coordinator).

If there is something to be reimbursed, please **submit the original receipt, invoice and/or tickets**. We need proof that you have paid the money and undertaken the journey or stayed in this hotel and so on. Please make sure to get a proper invoice.

**All invoices submitted for reimbursement should contain the following information:**

- the company, with the whole company name and address
- net amount
- rates of taxes (in percent)
- gross amount
- date
- currency
- name of recipient of the invoice (you)
- detailed reason for the invoice

### 13. Student Views of the LPG-Programme

#### **Euan Gibb, Canada**

I am in Germany with my partner Diana and our 7 month old baby Natalie. As an active member of the Canadian Autoworkers Union (CAW) I have worked in an automotive assembly plant since 1996. Since 1999, I have been combining academic, assembly line, teaching and trade union work. I heard about the concept of the global labour university from the labour studies program at McMaster University in Canada. As a worker and trade unionist in a global industry, the idea of enriching union internationalism through this program had immediate appeal for me.

The first year of the global labour university is a little over half way finished. It is already extremely clear that some enduring friendships have evolved. The course content has proved challenging and relevant to our related resistance strategies. Over the past six months there has been a remarkable increase in the quality of discussion and debate that occurs in our classrooms on a daily basis.

#### **Mina Vukojcic, Serbia**

My name is Mina Vukojcic and I am from Belgrade, the capital of Serbia. I work in the Trade Union Confederation 'Nezavisnost' (which can be translated as 'Independence') and my work is mainly connected to the arts and culture sector in the field of international cooperation and specific issues of concern of our youth members. As a participant of the first, pilot master course for trade unionists around the world, I think that the Master Program on Labour Policies and Globalisation is great and a valuable experience of sharing ideas, building knowledge, emphasizing international trade unionism, broadening views, addressing global challenges and bringing the world in one classroom, with an aim to improve trade union practices in the future.

#### **Harald Kröck, Germany**

My name is Harald and I am one of the three lucky Germans who got the chance to participate in the first Master programme Labour Policies & Globalisation starting in October 2004. Almost three quarters of our studies are over now and although it was often quite tough to

meet the high demands of the curriculum I have never regretted my decision to join this very special, interesting and challenging programme. After studying business administration in Germany many years ago, I was used to the typical German university system which means: crowded lecture halls, students (and lecturers as well) who are sometimes not well motivated and trying to get through the studies with little effort, professors who are in charge of too many students, a sometimes huge hierarchical distance between professors and students, and a curriculum which is not always up to date. To my great delight all this is proved wrong in the current Labour Policies & Globalisation programme. Furthermore, I am over and over again amazed how well our small group of 23 fellow students in the age of 23 to 46 coming from 18 countries all over the world, despite the very different backgrounds, works and discusses in such a warm and friendly atmosphere. Of course, discussions are sometimes quite vibrant and differing but this makes the programme even more fruitful. Nevertheless, one can always feel such a great sense of solidarity that unites us in our endeavour to deepen our understanding of the economic and political aspects of the globalisation process in order to develop more social and just labour and living conditions all over the world. These common objectives and the chance to create a sustainable network of people from undeveloped, developing and developed countries, able to influence the world-wide development process in a positive way make this programme so promising, exciting and unique.

**Sophia Lim, Malaysia**

Labour Policies and Globalisation Masters' Programme 2004 / 2005 as initiated by ACTRAV in International Labour Organisation (ILO) have been great so far. The first semester of the programme that took place in University of Kassel in a little town of Kassel that is located about 1 and half hours away from Frankfurt by fast train (ICE). Kassel in general is a small little town which is a very suitable and easy place to adapt to the German culture and lifestyle. It is actually a very beautiful German town but sadly it was badly damaged after the war. Therefore, what one sees today is just normal standard buildings due to the quick reconstruction after the war. The population of this town is around 220 000 people. Apart from that, the town offers many interesting museums and tourist attractions such as Hercules fortress and basically whatever one needs can be found on the one street that is along City

Point. Besides that, there is a neighbouring town about 45 minutes from Kassel called Gottingen which is very nice as well.

In terms of what our group did in the first semester overall are enormous interesting activities apart from classes and our requirements are such as interesting excursions to VW plants and European Central Bank, seminar in Berlin, Christmas, welcoming and farewell parties. Apart from all mentioned, our group also had several very interesting guest lecturers and most of the times after the One World Seminar, we can actually bring our questions and discussions to the pub nearby with the guests which actually allow us to clarify more things.

After one intensive and interesting semester in Kassel, our group left for our internship to many interesting organisations. I had an opportunity to do my internship in ILO Geneva and my other course mates to other organisations such as ETUC, IMF, ICFTU, PSI, DGB and others. After an intensive, interesting and informative six weeks internship, our group then gather again in Berlin to finish the remaining semester.

### **Hellen Russel, United Kingdom**

Two years ago, I received an email from the TUC that would change my life. At the bottom of the TUC International email newsletter, I saw a call for applications to the Global Labour University Masters in Labour Policies and Globalisation in Germany. The Global Labour University (GLU) is a network of trade unions, universities and the ILO (International Labour Organisation) to increase the intellectual and strategic capacity of workers organisations and to establish stronger working relationships between trade unions, the ILO, and the academic community. Having studied the TUC Going Global course, I was interested in learning more about international labour issues and the email got me thinking "what if". I decided to talk about the idea of moving overseas and becoming a student again with friends and family and everyone encouraged me to go for it. I decided to apply and it all became very real when it was confirmed that I had been accepted. Six months later, I set off with a car full of belongings to Kassel in North Hessen where I would be studying for the first semester.

It was great to meet my fellow students all of whom were trade unionists and who like me had a desire to improve international trade union solidarity. My course mates came from Zambia, Nigeria, Swaziland (Eswatini since 2018), Bangladesh, South Korea, Indonesia, Belarus, Russia, Brazil, Germany, Italy and Ghana. The course therefore not only developed

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my academic understanding of international labour politics, but I also made extremely useful contacts for future international trade union solidarity work. The first semester introduced a range of topics including trade union strategies in a global economy, research methods, trade union revitalisation and global governance. We also visited a number of trade unions including the IG Metal headquarters, the Volkswagen works council, a Ver-di (services union) strike rally and the DGB (the German TUC) youth weekend.

During the semester break, we all set off to do an internship for six weeks. I travelled to Brussels to work with UNI Europa, which is the European section of the UNI Global Union federation. I was based in the UNI World Athletes team, which organises and represents professional sports people. It was a bit strange doing an internship at the age of 38 and having already worked for 16 years, but it was a great opportunity to improve my knowledge of the European political system and the work of global union federations.

After completing my internship, I was reunited with my classmates for the second semester in Berlin. Our focus during the spring and summer was carrying out our Masters research. My research examined the power of UK trade unions during the London 2012 Olympics focussing on the RMT. This was my favourite part of the course as I could study independently and focus on a topic I was passionate about. In September, we submitted our research findings and at the end of the month we all celebrated our graduation.

My year of study in Germany was, without doubt, one of the best things I have ever done. It was a huge adventure and whilst it wasn't always easy I learnt so much and made some great friends. Since returning to the UK, I have started to work as the trade union training officer for the Chartered Society of Physiotherapy (CSP) and am also involved in further research and other activities of the GLU alumni network. The course has given me opportunities that I would never otherwise have had; for example, attending this year's GLU conference in Washington and also working on a project with EU Athletes, the European federation of sports unions. The Global Labour University offers Masters courses in Germany, South Africa, USA, India and Brazil. However if you are not able to move overseas for a year then there is also an online course on global workers' rights.

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For more Alumni stories, have a look at the website and the YouTube channel of the Global Labour University:

- [global-labour-university.org/about/testimonials/](https://global-labour-university.org/about/testimonials/)
- <https://www.youtube.com/watch?v=vycqZkSvJlc>