

**Official Notice
of Hochschule Geisenheim University
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Please note: This is a translation of the German *Prüfungsordnung* (Assessment Regulations) and is not legally ratified. It is offered solely as an aid to understanding. The German *Prüfungsordnung* remains the only official and legally binding version.

In accordance with § 1 of the Hochschule Geisenheim University statutes governing the publication of statutes published on January 23, 2013 (StAnz. 10/2013 dated March 4, 2013, P. 394/395, notice is hereby given of the **Hochschule Geisenheim University Special Provisions for the Degree Courses (*Prüfungsordnung* - Assessment Regulations).**

Under §36(2)(2) of the *Hessisches Hochschulgesetz* (Hessen Higher Education Act)(HHG), version of December 14, 2009 (GVBl I P. 666), last amended by article 11 of the Act of May 27, 2013 (GVBl. I P. 218), the senate of Hochschule Geisenheim University has adopted the following Assessment Regulations. The Presidium of Hochschule Geisenheim University approved the senate decision on December 18, 2013.

**Hochschule Geisenheim University Special Provisions for the Degree Courses
(Assessment Regulations)**

Weinbau/Oenologie	Bachelor of Science	WO B.Sc.
Getränketechnologie	Bachelor of Science	GT B.Sc.
Internationale Weinwirtschaft	Bachelor of Science	IWW B.Sc.
International Wine Business	Bachelor of Science	IWB B.Sc.

Preface:

Under §20 of the Hessen Higher Education Act (HHG) of Dec.14, 2009 in the currently applicable version, the senate of Hochschule Geisenheim University adopted the above-mentioned "Special Provisions" on Dec. 10, 2013. These supplement the General Provisions for Assessment Regulations of Hochschule Geisenheim University (*Allgemeine Bestimmungen für Prüfungsordnungen*) (ABPO) of Dec.19, 2013 in the version published in the Hochschule Geisenheim University Official Bulletin No. 10/2013 (*Amtliche Mitteilungen*). They were adopted at the meeting of the University Senate held on Dec. 10, 2013 and approved by the Presidium on Dec. 18, 2013.

The following additional provisions supplement the General Provisions for Assessment Regulations

Re: 1. Entry Requirements

To be admitted to the degree course, students must have completed at least 6 months of practical vocational experience i.e. pre-study internship (*Vorpraktikum*). Internship type, structure and requirements are laid out in the Pre-Study Internship Regulations (Appendix 2). An internship certificate (*Bescheinigung*) must be submitted at enrollment. A profession-related apprenticeship or proven relevant occupational experience may be credited.

See Appendix 2 for further details.

Re: 2. Aim and Duration of the Degree Course

The aim of the degree course is the acquisition of a first professional qualification as Bachelor of Science in the degree courses "*Weinbau/Oenologie*", "*Getränketechnologie*", "*Internationale Weinwirtschaft*" or "International Wine Business".

This is a full-time course of study.

The standard course duration is 6 semesters or a minimum of 180 credits. This comprises 6 semesters of theoretical study, incl. the compulsory modules "Practical Vocational Study" ("*Berufspraktisches Studium*") (WO, GT) or "Practical Vocational Study Abroad" ("*Berufspraktisches Studium Ausland*") (IWW, IWB) as well as the compulsory module "Bachelor's Thesis".

Re: 2.2/2.3 Modules and Practical Vocational Modules (*berufspraktische Module*)

The degree course has a modular structure. Further details of module content can be found in the relevant section of the Module Guide. Each module is assigned credit points in accordance with the European Credit Transfer System (ECTS - points) (Appendix 1).

Proof of completion of **compulsory modules (*Pflichtmodule*)** must be provided. These focus particularly on the development of core competencies during the degree course.

Proof of completion of **elective-compulsory modules (*Wahlpflichtmodule*)**, selected from amongst a certain number of modules, must be provided. These focus on profile-building.

Optional modules (*Wahlmodule*) are optional choices and can contribute to the credit points necessary for successful completion of the degree course. They give students the opportunity to follow personal interests during their degree course.

The compulsory modules "Practical Vocational Study" ("*Berufspraktisches Studium*") (WO, GT) and "Practical Vocational Study Abroad" ("*Berufspraktisches Studium Ausland*") (IWW, IWB) and the elective-compulsory module "Practical Vocational Study Abroad" ("*Berufspraktisches Studium Ausland*") (WO/GT) are project-type practical vocational activities supervised by the university. The corresponding regulations can be found in Appendix 3.

Students choose their elective-compulsory and optional modules when registering for the module examinations. By registering, students commit themselves to take part in the module examinations.

The following additional regulations apply to elective-compulsory and optional modules:

- Optional modules within a degree course can be credited with a maximum of 18 ECTS points, provided they are graded.
- The choice and crediting of modules from outside the degree course for which the student is enrolled, requires the express permission of the Examination Board (*Prüfungsausschuss*).

The **module examinations (*Modulprüfungen*)** normally take place at the end of the lecture period in which the respective module ends (with its final lecture, seminar etc.). In addition, a further examination date is offered in the following semester. The Examination Board sets the dates for the examinations.

Re: 3.3 Assessment Types

The number of modules, their descriptions and the possible forms of examination and coursework elements can be found in Appendix 1.

Clause 3.3.1 of the General Provisions for Assessment Regulations (ABPO) provides the basis for the possible types of assessment and a choice must be made from among these options.

Any changes must be specified by the lecturer at the beginning of the course in consultation with the students, and then published in an official university bulletin. The Examination Board must be informed of any such changes.

Article 5 of the Special Provisions sets out the requirements for admission to module examinations.

Students are not permitted to retake examinations and coursework elements which have been previously passed.

The written examinations shall be at least two hours in length.

The oral examinations may take the form of individual or group examinations with a maximum of five candidates. Individual examinations shall last a minimum of 20 minutes, but no longer than 30 minutes. The length of group examinations shall be calculated according to the number of candidates. Each candidate shall be examined for an average of at least 10 minutes.

Re: 3.4 Bachelor's Thesis

With the exception of the degree course "International Wine Business" (IWB), where the bachelor's thesis must be written in English, the bachelor's thesis must be written in German and submitted to the office of the relevant course and examination administration in the form of three bound copies. Submission of a thesis in a different language requires the prior consent of the Examination Board. The bachelor's thesis may also be completed as a group project, the group consisting of a maximum of three participants. Production of the bachelor's thesis as a group project requires the prior consent of the Examination Board. The Examination Board may impose conditions specifying which sections of the thesis are to be dealt with by which candidate.

The completion period for the bachelor's thesis must not exceed three months, whereby this period can be extended by the Examination Board - in agreement with the lecturer - to a maximum of 4¹/₂ months in the case of theses completed in a facility outside Hochschule Geisenheim University or in the case of experimental theses, or where lectures etc. take place parallel to the bachelor's thesis.

The final oral exam (*Kolloquium*) for the bachelor's degree is part of the module "Academic work and Presentation" ("*Wissenschaftliches Arbeiten und Präsentieren*") and takes the form of a presentation and an oral examination (academic interview). The overall duration of the exam shall be no less than 30 minutes. The academic interview will cover the general field of the bachelor thesis topic.

Re: 3.6 Evaluation of Achievements (*Leistungen*), Calculation of the Module Grade (*Modulnote*) and Calculation of the Overall Grade (*Gesamtnote*)

Where a module assessment consists of several achievements, the **module grade** is calculated from the weighted arithmetic average of the examination and coursework element grades, whereby the candidate must achieve a pass grade in each examination and coursework element (*Prüfungsleistung, Studienleistung*).

Coursework elements (*Studienleistungen*) are evaluated as follows:

- coursework elements from exercises (*Übungen*) and internships (*Praktika*) which are assessed as "successfully participated" ("*mit Erfolg teilgenommen*") do not count towards the module grade. The successful participation in these exercises and internships is, however, a prerequisite for the successful completion of the module.
- in all other cases, the coursework element grades account for one third of the module grade. The weighting is described in Appendix 1.

The **overall degree grade (*Gesamtnote des Studiums*)** is calculated from the grades obtained in the module assessments and the grade of the bachelor's thesis.

The grade obtained for the bachelor's thesis constitutes 25%, and the average of the grades obtained for the compulsory, elective-compulsory and optional modules constitutes 75% of the overall grade.

In calculating the average of the compulsory, elective-compulsory and optional modules, the modules of the first year of study are single-weighted and those of the second and third years of study are double-weighted. The compulsory modules "Practical Vocational Study" (WO, GT) and "Practical Vocational Study Abroad" (IWW, IWB), as well as the elective-compulsory module "Practical Vocational Study Abroad" (WO/GT) are not taken into account.

If more than the mandatory 180 ECTS points are obtained upon completion of the last required elective-compulsory or optional module, the grade of this module will be included in the calculation of the overall grade.

Within the framework of the elective-compulsory and optional modules which must be taken into account, the student shall decide which elective-compulsory or optional modules are to be included in the calculation of the overall grade.

Inclusion of any other modules in the calculation of the overall grade is not possible.

Upon application by the student, further successfully completed elective-compulsory and optional modules (>180 cp) with their associated ECTS points and grades will be listed in their certificate (*Zeugnis*).

To successfully complete the degree course, a minimum grade of "sufficient" ("*ausreichend*") must be achieved in the bachelor's thesis, a minimum grade of "sufficient" ("*ausreichend*") must be achieved

in all compulsory modules, the elective-compulsory and optional modules required for obtaining 180 ECTS points must be completed with a minimum grade of “sufficient” (“*ausreichend*”) and the module “Practical Vocational Study” (WO/GT) or “Practical Vocational Study Abroad” (IWW, IWB) must achieve the grade: “successfully participated” (“*mit Erfolg teilgenommen*”).

Re: 3.5 Admission to Examinations (*Zulassung zu Prüfungen*)

Application for first-time admission (*Zulassung*) to **examinations (Prüfungsleistungen)** must be submitted in the semester in which the examination is offered as outlined in the course syllabus.

The registration deadlines (*Anmeldefristen*) for participation in the examination and coursework elements, where applicable, shall be publicly announced within the faculty by posting them on the respective course notice board or on the website or via the university portal under the respective degree course.

Applications for admission should be submitted via the Hochschule Geisenheim University electronic registration system. Alternatively, students may apply in writing to the chairperson of the Examination Board. Students must acquaint themselves with the specific dates as early as possible. As a rule, students are automatically registered for the examination resit dates (*Wiederholungstermine*).

Application for admission to the **bachelor’s thesis** should be submitted at the beginning of the 6th semester on the date set by the Examination Board. The required written documents must have been received by this date.

The following additional documents must be submitted together with the application for admission to the bachelor’s thesis:

- proof of successful completion of all compulsory modules of the first year of study.
- proof of successful completion of 5 further compulsory modules,
- a certificate of approval for the required practical vocational experience (pre-study internship).

Students may submit their own, non-binding proposals when selecting the subject, supervisor and co-supervisor for their bachelor’s thesis.

Admission to the “Bachelor’s Thesis” module is decided by the Examination Board.

The Examination Board will inform the candidate in writing of the bachelor’s thesis subject and the names of the supervisor and co-supervisor.

Re: 3.9 Resitting Examinations (*Wiederholung von Prüfungsleistungen*)

The final resit of a written examination can, upon written request to the Examination Board, be conducted in the form of an oral examination.

In elective-compulsory and optional modules, candidates are permitted to withdraw from registration for the module examination after a first failed attempt. This does not apply if the module has already been successfully completed.

Withdrawal requests must be submitted to the Examination Board in writing, without stating reasons, before the resit date. Re-registration for the respective elective-compulsory or optional module is not possible.

Re: 5.3 Diploma Supplement (DS)

The course-specific content of the Diploma Supplement is set out in German and English in Appendix 4.

Re: 6. Language Rules

The language of instruction is German with the exception of the modules “Business & Technical Foreign Languages” (*Fachfremdsprachen*) and the degree course “International Wine Business” (IWB), where the language of instruction is English. In the modules “Business & Technical Foreign Languages” (*Fachfremdsprachen*) (see Appendix 1) the languages of instruction are the respective foreign languages and German.

Interim Arrangement (*Übergangsregelung*)

For students of the degree programs “*Weinbau/Oenologie*” and “*Getränketechnologie*” and “*Internationale Weinwirtschaft B.Sc.*” who commenced their studies under the Assessment Regulations of June 26, 2007, the provisions of June 26, 2007 to August 31, 2015 shall apply.

After the interim arrangement period has expired, the Examination Board shall decide which achievements are to be recognised in the transition to these Hochschule Geisenheim University Special Provisions.

Entry into Force

The Special Provisions shall enter into force with retrospective effect from September 1, 2013.

Appendix 1 International Wine Business (B.Sc.)

	requirements	credits	Examination		Other Assessment		
			number	type	number	type	grade
Compulsory modules							
English Presentations & Writing	none	6	1	K + A	1	R/P	ME
Information Technology	none	6	1	K	1	A R/P PT	ME
Mathematics and Statistics	none	6	1	K	1	A	ME
Business Operations	none	4	1	K	0		
Economics	none	4	1	K	0		
Marketing Basics	none	4	1	K	0		
Chemistry and Wine Chemistry	none	6	1	K	0		
Sensory Evaluation	none	4	1	K	1	A R/P PT	ME
Law	none	6	1	K	0		
World Wine Markets	none	4	1	K	0		
Management Accounting	none	5	1	K	0		
Microbiology	none	6	1	K	1	A	ME
Enology	none	6	1	K	0		
Marketing Project: France	none	6	1	A + R/P	0		
Marketing Project: Consumer Markets Western and Northern Europe	none	6	1	A + R/P	0		
Wine and Beverage Marketing	none	6	1	K	0		
Business Management	none	4	1	K	0		
Viticulture	none	6	1	K	1	M	ME
Food & Wine Law	none	6	1	K	0		
Evaluation of Wine	none	4	1	P PT R/P M	0		
Internship	vgl. BBPO	12	0		1	P R/P	ME
Bachelor Thesis	vgl. BBPO	12	1	A	0		
Scientific Work & Presentation	vgl. BBPO	6	1	R/P + M	0		
Elective modules							
Introduction to Viticulture & Enology	none	6	1	K	0		
Phytomedicine	none	6	1	K	1	PT	ME
Vine Biology	none	3	1	K	0		
International Wine Profiles	none	6	1	K	1	R/P	1/3
Advanced Business English	none	6	1	A	1	R/P	ME
German Language Course							
Business & Technical French	none	6	1	A	1	R/P	ME
Business & Technical Italian	none	6	1	K	1	R/P	ME
Business & Technical Spanish	none	6	1	K	1	R/P	ME
Fruit & Vegetable Juices	none	6	1	K M	1	PT	ME
Soft Beverages	none	6	1	K	1	R/P	1/3
Investment & Financing Planning	none	6	1	K	0		
Marketing Project: Southern Europe	none	6	1	K	1	R/P	ME
World Viticulture	none	6	1	K R/P	0		
Consultancy & Communication	none	6	1	A R/P P	1	A R/P P	ME
Environmental Issues	none	6	1	K	1	R/P	1/3
Project: Strategic Planning	none	6	1	A R/P	0		

Alcoholic Beverages	none	6	1	K	1	PT	ME
Business Simulation Game	none	3	1	M	0		
Operations Management	none	2	1	R/P	0		
Quality Management	none	3	1	K	0		
Project: Italy, Switzerland, Austria	none	6	1	K	1	R/P	1/3
Project: New World Marketing	none	6	1	A	1	R/P	ME
Marketing Project: Middle & Eastern Europe	none	6	1	A	1	R/P	ME
Marketing Project: Asia	none	6	1	A	1	R/P	ME
Elective Modules							
Addiction Prevention	none	2	1	M	0		
Extended Excursion	none	2	1	PT	0		
Economic, Agricultural & Consumer Protection Politics	none	4	1	K	0		
Company Ethics	none	2	1	K A	0		
Project: Market Research	none	4	1	P	0		
E-Commerce	none	2	1	K	0		
Business Plan	none	3	1	A	0		
Excursion	none	3	1	PT	0		
Work & Career Pedagogy	none	3	1	K PT	0		

* a maximum of 2 foreign languages can be included in the 180 cp

** you must choose between the 2 modules

Examination type

K : Klausur (exam)

A : Ausarbeitung (written exercise)

R/P : Referate/Präsentationen (presentation)

PT : Praktische Tätigkeiten (practical exercise)

P : Projektarbeiten (project)

M : Mündliche Prüfungen (oral exam)

(according to § 4.1.1 (5) of the ABPO)

Other Assessment forms will be graded:
ME: Mit Erfolg teilgenommen (successfully completed)

or: 1/3 of the total module grade

Appendix 2

Pre-Study Internship Regulations of Hochschule Geisenheim University for the Degree Courses

“**Internationale Weinwirtschaft**” B.Sc.

“**International Wine Business**” B.Sc.

Preface:

Together, the pre-study internship and the university entrance qualification (*Hochschulzugangsberechtigung*) form the admission requirement for the degree courses “**Internationale Weinwirtschaft**” and “**International Wine Business**” of Hochschule Geisenheim University.

§ 1 Aim of the Pre-Study Internship

(1) The aim of the pre-study internship is to provide participants with insights into the workflow and production processes, business organization and marketing structures of enterprises in the wine and beverage sector. The internship offers an introduction to the chosen occupational field and is intended to provide guidance. The main focus is on helping participants to acquire practical knowledge and skills.

§ 2 Duration and Type of Internship

(1) The pre-study internship lasts 26 weeks. It is a full-time internship and cannot be completed concurrently with a different full-time occupation.

(2) The pre-study internship should cover the following areas:

Degree courses **Internationale Weinwirtschaft** / **International Wine Business**

1. Grape cultivation
2. Vinification (winemaking)
3. Wine marketing
4. Procurement
5. Order fulfillment/Order picking
6. Sales
7. Accounting

Grape cultivation and vinification in a winery are compulsory elements. The internship in each of these areas must be of at least 4 weeks’ duration. At least two of the other subject areas must also be covered.

(3) A maximum of 3 months may be credited for internships completed as part of a course of education at a German *Fachoberschule* or for the completion of community service (*Zivildienst*) or a ‘voluntary year’ (*freiwilliges Jahr*) in relevant businesses or institutions.

(4) Completed vocational training in a relevant field may be substituted for the pre-study internship requirement.

The recognized and relevant vocational qualifications are:

for the degree courses **Internationale Weinwirtschaft / International Wine Business**

Winemaker (*Winzer*), cooper (*Küfer*), formal commercial training in a winery or the wine trade.

A maximum of 16 weeks may be credited for a successfully completed general commercial training (*abgeschlossene allgemeine kaufmännische Ausbildung*), a qualification as a banking professional (*Bankkauffrau / Bankkaufmann*) or a formal vocational training in any relevant occupation within the beverage industry or the hotel and catering sector. This must be supplemented by an additional internship of at least 4 weeks each in the fields of grape cultivation and vinification.

§ 3 Vocational Training Providers

(1) The pre-study internship can only be completed in organizations providing vocational training in skilled occupations that have been approved for the degree courses in question. The internship will be recognized if corresponding documentation proves that the organization satisfies the objectives of the internship in terms of size, equipment and marketing. Family businesses and those of close relations are only permitted if they are recognized vocational training providers.

(2) A change of training provider during the internship phase may be permitted if this is necessary for an intensive training experience.

(3) Approved vocational training providers

for the degree courses **Internationale Weinwirtschaft / International Wine Business** are:

- wine-growing estates
- winegrowers' cooperatives
- wineries and sparkling wine producers
- wine dealers (wholesale and retail)
- wine and beverage importers

(4) A maximum of 2 months may be credited for work experience completed in a specialist business. Examples of specialist businesses

for the degree courses **Internationale Weinwirtschaft / International Wine Business** are:

Hotels, restaurants, specialist wine shops, wine laboratories, suppliers to the wine and beverage industry, industry-related organizations and institutions.

(5) A maximum of 2 months may be credited for a recognized vocational qualification in one of the specialist fields listed under (4).

§ 4 Overseas Internships

An internship of more than 3 months completed overseas requires prior authorization.

§ 5 Organization of the Pre-Study Internship

(1) Prospective students are advised to sign an internship agreement with the vocational training provider. Agreement forms and lists of approved vocational training providers are available from the respective regional Chambers of Agriculture (*Landwirtschaftskammern*), Chambers of Commerce and Industry (*Industrie- und Handelskammern*) and government agencies (see annex).

§ 6 Internship Certificate

(1) At the end of the internship, the vocational training supervisor issues an internship certificate. This certificate must indicate the length of the internship.

§ 7 Experience Reports

(1) The content of the pre-study internship must be documented in the form of at least 8 experience reports - each comprising a minimum of 2 DIN A 4 pages - describing the work processes indicated in §2 (2). These reports are individually produced written records describing the workflow, objective, timeframe, required equipment, organizational framework and distinctive features of individual operations such as vine pruning, canopy management, cluster thinning, wine harvest, pressing, filtration, order picking, price list creation, presentation etc.. A list of daily tasks does not constitute an experience report. The experience reports are submitted for inspection to the facility manager, who then initials them.

(2) New students must submit their experience reports by November 1 to the Student Information Center (*Studienzentrum*) of Hochschule Geisenheim University (to the individual degree course and examination administration) or to the internship coordinator. If the reports are found to be deficient, approval of the internship can be made subject to certain conditions or partially or completely revoked.

§ 8 Recognition of the Certified Internship

(1) The pre-study internship will be recognized if

- the prescribed period of 26 weeks has been fulfilled
- the experience reports have been produced

(2) In order for the pre-study internship to be recognized, the internship certificate(s) and the experience reports must be submitted to the internship coordinator or the appropriate examination board. Where an internship is completed in several different businesses, or if students wish to have an internship approved or credited in accordance with §2 (3) or §3 (4) or a vocational training approved or credited in accordance with §2 (4) or §3 (5), the relevant certificates must be submitted.

(3) To receive full credit for previously completed vocational training (*abgeschlossene Berufsausbildung*) or partial credit for previously completed vocational training as a wholesale or retail management assistant (*Groß- oder Einzelhandelskauffrau/-mann*) in the relevant occupations within the beverage industry or the hotel and catering sector in accordance with §2 (4), the certificate of completion (*Abschlusszeugnis*) must be submitted.

§ 9 Responsible Parties

(1) The Vice President of Academic & Student Affairs of Hochschule Geisenheim University may appoint an internship coordinator and confer upon him or her the responsibility for internship-related matters.

The internship coordinator is responsible for

- the recognition of the internship in accordance with § 2 (1) or of a completed vocational training in a relevant field in accordance with § 2 (4)
- the granting of up to 2 months credit for internships completed in specialist businesses, organizations and institutions in accordance with § 3 (4),
- the granting of up to 3 months credit for internships completed as part of the specialized higher education entrance qualification (*fachgebundene Hochschulreife*) or for periods of community service (*Zivildienstzeiten*) or for a voluntary year (*freiwilliges Jahr*) in a relevant business or institution in accordance with § 2 (4),
- the prior authorization of overseas internships lasting more than 3 months in accordance with § 4

§ 10 Leave and Remuneration Entitlements

(1) The internship participants are entitled to adequate leave of at least 2 days per month. In all other respects the host organization's internal regulations shall apply. Questions of remuneration, accommodation etc. must be clarified before the internship agreement is concluded and these should be specified in the agreement.

§ 11 Legal Framework

(1) Financial assistance for the internship period

In accordance with § 2 (4) of the BAföG (Federal Training Assistance Act), financial assistance is available for participation in an internship.

Any remuneration on the part of the vocational training provider will be taken into account in the calculation of the BAföG award.

The application for financial assistance should be made to the Wiesbaden branch of the *Studentenwerk Frankfurt/Main*
Kurt-Schumacher-Ring 18
65197 Wiesbaden
Tel.: 0611 / 9495 -01

(2) Accident Insurance

Internship participants are covered by statutory accident insurance in accordance with the provisions of the German *Sozialgesetzbuch (SGB)* (Social Welfare Code).

(3) Health Insurance

Unless covered by family health insurance (*Familienversicherung*) in accordance with § 10 SGB V, internship participants should discuss their personal health insurance for the period of the internship directly with the respective health insurance provider.

§ 12 Entry into Force

(1) These pre-study internship regulations shall enter into force on

Contact partners for the selection of pre-study internship placements

For industrial and commercial businesses, sparkling wine producers and wineries:

The local Chambers of Commerce and Industry (*Industrie- und Handelskammern*) in the various regions.

Appendix 3

Regulations for the Compulsory Module “Practical Vocational Study” (“*Berufspraktisches Studium*”)

§1 Allocation of the Modules “Practical Vocational Study” (“*Berufspraktisches Studium*”) to the Degree Courses.

The compulsory module “Practical Vocational Study” (“*Berufspraktisches Studium*”) is part of the programme of studies for the bachelor degree courses “*Internationale Weinwirtschaft*” and “International Wine Business”. This module must be completed either abroad or in an internationally active enterprise in Germany.

The Examination Board may permit exceptions in consultation with the module coordinator.

§ 2 Scheduling

The compulsory module “Practical Vocational Study” (IWW, IWB) is allocated to the 5th semester of the respective degree course. It generally takes place in the lecture-free period between the 4th and 5th semesters and can be begun, at the earliest, after the 3rd semester.

§ 3 Admission Requirements (*Zulassungsvoraussetzungen*)

The admission requirement for the module “Practical Vocational Study” is the successful participation in an introductory seminar and proof of at least 60 ECTS credit points.

§ 4 Duration

The compulsory module “Practical Vocational Study” shall take place over a continuous period of at least 12 weeks.

If the Examination Board (*Prüfungsausschuss*) ascertains that there are not sufficient practical internships available, the module coordinator will assign students a practical project with the same credit value, which incorporates the special features of a practical vocational activity with project character. This project replaces the respective “Practical Vocational Study” compulsory module.

If you have proven qualified professional experience, this may be eligible for recognition as the practical vocational component, provided that its duration and content fulfil the defined requirements of the practical vocational projects.

In addition, the coursework element specified in the module description (written report with seminar talk / written paper and presentation) must be completed.

Applications for recognition of prior professional experience must be made to the Examination Board.

A partly or fully completed apprenticeship or an internship do not count as qualified professional experience.

§ 5 Proof of Achievement (*Leistungsnachweise*)

Each module concludes with an assessment element. The type of assessment element is set out in Appendix 1 of the Special Provisions for Assessment Regulations (BBPO).

For the **compulsory module “Practical Vocational Study” (“*Berufspraktisches Studium*”)** (**IWW, IWB**), the pre-requisite for admission to the assessment element is proof of the successful completion of a 12-week full-time internship.

Proof must be provided in the form of a certificate (*Bescheinigung*) issued by the employer/institution where the internship took place.

§ 6 Internship Providers, Agreement, Status

Students are personally responsible for finding and arranging a suitable internship within the time limits set by the module co-ordinator in consultation with the Examination Board. They will be supported in this task by the university. The university is under no legal obligation to provide an internship placement.

Students are not permitted to complete the practical vocational module in their own business or in a business owned by their parents.

The student and the internship provider shall conclude a supervision agreement (*Betreuungsvertrag*) in co-operation with the responsible module co-ordinator. The agreement must be in writing and be countersigned by the vice president of Hochschule Geisenheim University.

Internal company agreements or regional local agreements may be substituted for the supervision agreement.

Where no agreements with foreign companies/institutions are possible, the university will waive this requirement. In such cases an official letter of invitation must be submitted. The obligations and rights of the internship provider are set out in the supervision agreement.

During the practical vocational study phase, the student remains enrolled at Hochschule Geisenheim University, with all the ensuing rights and obligations.

§ 7 Obligations of the Student

The student undertakes to:

- make conscientious use of the training opportunities offered and to perform the tasks entrusted to him/her with all due care and attention,
- observe the regulations in force at the internship workplace. These include, in particular: accident prevention rules, working time regulations and regulations pertaining to confidentiality,
- immediately inform the university of the premature termination of the practical vocational internship
- submit an official certificate from the internship provider confirming his/her completion of the internship when registering for the module assessment element,

§ 8 Supervision of the Practical Vocational Project by Hochschule Geisenheim University

The module co-ordinator is responsible for the organisation of the practical vocational study phase. His/her duties include:

- Advising the students,
- Organisation and delivery of the introductory seminar,
- Approval of companies/institutions as internship providers
- Implementing quality assurance
- Approval of proof of achievement (*Leistungsnachweise*)

Academic supervision of the practical vocational study phase is provided by the module coordinators and the lecturers of the bachelor's degree courses "*Internationale Weinwirtschaft*" and "International Wine Business".

**Supervision Agreement for the Practical Vocational Internship
(Module: Practical Vocational Study (*Berufspraktisches Studium*))**

between

the organisation hosting the internship

and the student

Company _____

Name _____

Street _____

Street _____

Town _____

Town _____

Telephone _____

Telephone _____

hereinafter referred to as "internship provider"

1. Basis of the Supervision Agreement

This agreement is based on the regulations for the practical vocational study components of the bachelor's degree courses "*Internationale Weinwirtschaft*" and "International Wine Business" of Hochschule Geisenheim University.

2. Duration of the Supervision

The internship provider undertakes to provide training for the student in the period

commencing on _____ **and ending on** _____.

3. Internship Mentor

The internship provider appoints _____ as mentor for the supervision of the student. The mentor will function as a contact for the student as well as for Hochschule Geisenheim University.

4. Allowance

The student shall receive a gross monthly allowance of €

5. Working Hours

The working time shall be _____ hours per week

6. Obligations of the Student

The student hereby undertakes to:

- make use of the training opportunities offered
- perform the tasks entrusted to him/her within the framework of the training programme with all due care and attention,
- comply with the instructions of the internship provider and its appointed representatives
- observe the regulations in force at the internship workplace, particularly the accident prevention rules and the regulations pertaining to confidentiality and data-protection.

7. Student Status

During any practical vocational project which is a component part of the degree course, the student remains enrolled as a student of Hochschule Geisenheim University.

8. Liability

The student is advised to take out his/her own liability insurance (*Haftpflichtversicherung*). Hochschule Geisenheim University and the State of Hessen shall not be held liable for any damages incurred. However, cover may be possible under the liability insurance policy (*Haftpflichtversicherung*) taken out by the *Studentenwerk Frankfurt*.

9. Certificate of Completion and Testimonial

At the end of the internship the internship provider shall issue the student with a certificate confirming that student's attendance at the internship workplace and listing the training provided. The certificate shall also state whether the student successfully performed the assigned tasks.

The student's option of receiving an additional employer's reference remains unaffected.

10. Termination of the Agreement

In the event of contractual infringement either party may terminate this agreement without notice, after consultation with Hochschule Geisenheim University.

11. Execution of the Agreement

This agreement shall be executed and signed in three (3) identically worded copies. Each party shall receive one copy. The student shall immediately forward the third copy to Hochschule Geisenheim University.

(Place, Date)

.....
Internship Provider

.....
Student

Geisenheim,
Vice President of Academic & Student Affairs
Hochschule Geisenheim University

Aendix 4

DIPLOMA SUPPLEMENT

Dieses von der Hochschule Geisenheim ausgestellte Diploma Supplement richtet sich nach einer Vorlage, die von der Europäischen Kommission, dem Europarat und UNESCO/CEPES entwickelt wurde. Das Diploma Supplement soll hinreichende Daten zur Verfügung stellen, die die internationale Transparenz und angemessene akademische und berufliche Anerkennung von Qualifikationen (Urkunden, Zeugnisse, Abschlüsse, Zertifikate, etc.) verbessern. Das Diploma Supplement beschreibt Eigenschaften, Stufe, Zusammenhang, Inhalte sowie Art des Abschlusses des Studiums, das von der in der Originalurkunde bezeichneten Person erfolgreich abgeschlossen wurde. Die Originalurkunde muss diesem Diploma Supplement beigefügt werden. Das Diploma Supplement sollte frei sein von jeglichen Werturteilen, Äquivalenzaussagen oder Empfehlungen zur Anerkennung. Es sollte Angaben in allen acht Abschnitten enthalten. Wenn keine Angaben gemacht werden, sollte dies durch eine Begründung erläutert werden.

This Diploma Supplement issued by Geisenheim University follows the model developed by the European Commission, Council of Europe and UNESCO/CEPES. The purpose of the supplement is to provide sufficient independent data to improve the international transparency and fair academic and professional recognition of qualifications (diplomas, degrees, certificates etc.). It is designed to provide a description of the nature, level, context, content and status of the studies that were pursued and successfully completed by the individual named on the original qualification to which this supplement is appended. It should be free from any value judgements, equivalence statements or suggestions about recognition. Information in all eight sections should be provided. Where information is not provided, an explanation should give the reason why.

1 INHABER/IN DER QUALIFIKATION / HOLDER OF THE QUALIFICATION

1.1 Familienname(n) / Family name(s)

██████████

1.2 Vorname(n) / Given name(s)

██████████

1.3 Geburtsdatum (Tag, Monat, Jahr), -ort, -land / Date (day, month, year), place, country of birth

██████████, ████████████████████

1.4 Matrikelnummer oder Code des/der Studierenden / Student ID number

██████████

2 QUALIFIKATION / QUALIFICATION

2.1 Bezeichnung der Qualifikation / Name of qualification

Bachelor of Science / B.Sc.

2.2 Hauptstudienfach oder -fächer / Main field(s) of study

Internationale Weinwirtschaft / International Wine Business

2.3 Name und Status der Einrichtung, die die Qualifikation verliehen hat / Name and status of the institution awarding the qualification

**Hochschule Geisenheim University
Von-Lade-Straße 1
D-65366 Geisenheim**

Datum der Zertifizierung /
Date of certification:

Vorsitzender der Prüfungsausschusses /
Chairman Examination Committee

2.4 Name der Einrichtung, die den Studiengang durchgeführt hat (falls abweichend von 2.3) / Name of institution administering studies (if different from 2.3)

Wie unter 2.3 / as in 2.3

2.5 Im Unterricht und in den Prüfungen verwendete Sprachen / Language(s) of instruction and examination

Deutsch / German

3 EBENE DER QUALIFIKATION / LEVEL OF QUALIFICATION

3.1 Ebene der Qualifikation / Level of qualification

Akademischer Grad, drei Jahre Vollzeitstudium mit forschungsorientierter Abschlussarbeit / Academic degree, three years of full-time study with research-oriented Bachelor Thesis

3.2 Dauer des Studiums (Regelstudienzeit) / Official length of program

6 Semester

3.3 Zugangsvoraussetzungen / Access requirements

Hochschulzugangsberechtigung und 26 Wochen fachspezifische Vorpraxis. / University Entrance Qualification and 26 weeks of practical training prior to studies.

4 INHALTE UND ERZIELTE ERGEBNISSE / CONTENTS AND RESULTS

4.1 Studienform / Mode of Study

Vollzeit / Full time

4.2 Anforderungen des Studiengangs / Qualifikationsprofil der Absolventin/des Absolventen / Program requirements / Qualification profile of the graduate

Die persönliche Qualifikation der Absolventin/des Absolventen ergibt sich aus den erfolgreich abgeschlossenen Modulen sowie dem Thema und der Bewertung der Bachelor Thesis. Die entsprechenden Angaben sind im Bachelorzeugnis und dem Transcript of Records dokumentiert.

The personal qualification of the graduate is determined by the courses successfully completed and the subject of the Bachelor Thesis. The relevant information is listed in the diploma certificate and the transcript of records

4.3 Einzelheiten zum Studiengang / Program details

Module in Natur- und Wirtschaftswissenschaften, Fach- und Wirtschaftsenglisch, Management, Datenverarbeitung, Weinbau und Oenologie, Recht, Wein- und Getränkemarketing, Spezialveranstaltungen zur Unternehmensführung, Kostenrechnung und zur Unternehmensentwicklung, Projekte zur Weinwirtschaft der international bedeutsamen Weinbauregionen und der Absatzmärkte mit praxisbezogenem Praxismodul im Ausland. Forschungsorientierte Abschlussarbeit (Bachelor Thesis). 180 ECTS-Punkte.

The program includes modules in Natural Sciences, Economics and Management, Professional English, Electronic Data Processing, Viticulture and Enology, Corporate and Wine Law, Wine and Beverage Marketing, Advanced Business Management, Projects in International Wine Economics and an obligatory internship. Specialisation options are International Wine Markets and Management (organized as projects), Viticulture and Beverage Technology. Research oriented Bachelor Thesis. 180 ECTS-credits.

Datum der Zertifizierung /
Date of certification:

Vorsitzender der Prüfungsausschusses /
Chairman Examination Committee

4.4 Notensystem und Hinweise zur Vergabe von Noten / Grading scheme, grade translation and grade distribution guidance

Nationales Notensystem, Einzelheiten siehe Abschnitt 8.6 / National grading scheme, cf. Sec. 8.6

4.5 Gesamtnote / Overall classification

■

ECTS-Note / ECTS-Grading: ■

5 STATUS DER QUALIFIKATION / FUNCTION OF THE QUALIFICATION

5.1 Zugang zu weiterführenden Studien / Access to further study

Nationale und internationale Masterstudiengänge / National and International Master Programs

5.2 Beruflicher Status / Additional Information

./.

6 WEITERE ANGABEN / ADDITIONAL INFORMATION

6.1 Weitere Angaben / Additional information

Nationales Notensystem, Einzelheiten siehe Abschnitt 8.6 / National grading scheme, cf. Sec. 8.6

6.2 Informationsquellen für ergänzende Angaben / Further information sources

Weitere Informationen zum Studienprogramm / Further information concerning the degree program:

www.hs-geisenheim.de/studium/studiengaenge.html

For national information sources cf. Sect. 8.8

Datum der Zertifizierung /
Date of certification:

Vorsitzender der Prüfungsausschusses /
Chairman Examination Committee

7. ZERTIFIZIERUNG / CERTIFICATION

Dieses Diploma Supplement nimmt Bezug auf folgende Originaldokumente /
This Diploma Supplement refers to the following original documents

Urkunde über die Verleihung des Grades vom /
Degree Certificate awarded on:

■■■■■■

Prüfungszeugnis vom /
Examination certificate awarded on:

■■■■■■

Transcript of Records vom /
Transcript of records issued on:

■■■■■■

DATUM DER ZERTIFIZIERUNG / CERTIFICATION DATE:

■■■■■■

Der Vorsitzende des Prüfungsausschusses /
Chairman Examination Committee

Prof. Dr. Randolph Kauer

8. ANGABEN ZUM NATIONALEN HOCHSCHULSYSTEM / NATIONAL HIGHER EDUCATION SYSTEM

Die Informationen über das nationale Hochschulsystem auf den folgenden Seiten geben Auskunft über den Grad der Qualifikation und den Typ der Institution, die sie vergeben hat / The information on the national higher education system on the following pages provides a context for the qualification and the type of higher education that awarded it.

Der Allgemeine Teil des Diploma Supplement (Abschnitt 8) kann auf der Homepage der Hochschule Geisenheim UNTER FOLGENDEM LINK heruntergeladen werden: / Section 8 of the Diploma Supplement (general information about the German university system) can be downloaded from the Hochschule Geisenheim University website:

http://www.hs-geisenheim.de/diploma_supplement