

## **Information regarding the obligatory pre-study internship for the degree program B.Sc. “International Wine Business”**

### **Intention and basic conditions of the obligatory pre-study internship:**

An important intention in our study programs is the close connection to business and to practicability from the beginning.

Therefore we require a 26-week practical training or work experience in the wine industry prior to studies. A minimum of 8 weeks (the total of 26 weeks is possible as well) has to be done in grape and wine production, but the remaining time of the training can be done in wine stores, wine trading companies or in wineries and wine estates in general business, sales, purchase and marketing.

Exceptionally it is not required that the total of 26 weeks of pre-study study-practical training have to be completed by mid-October. There is the possibility to split this pre-study practical training in two parts, 13 weeks prior to studies and the other 13 weeks in the semester breaks between the 1<sup>st</sup> and 2<sup>nd</sup> and between the 2<sup>nd</sup> and 3<sup>rd</sup> semester.

After completion of the full-time training a formal confirmation written in English on company-headed stationery has to be issued confirming the numbers of weeks and the work areas of the pre-study internship. Furthermore the position of the signatory has to be mentioned. (Please check the requirements on language and officially notarized copy of proof in the application information “Application information for candidates with foreign certificates (Bachelor degrees)” on our website.

### **Opportunities for pre study training:**

Knowledge about wine making and grape production in particular will help students to understand in more depth the teaching and learning objectives of the university lectures. Internships in the home country also give a first impression and show future opportunities within or around this business. Pre-study internships in wine production in New Zealand and Australia are quite common and wineries can be found online.

Please note: while in most countries it is no problem to do internships before students are admitted and enrolled at the University, in France it is not possible to do an internship before students are enrolled at the University, because accident insurance is not covered and social security status as a student cannot be confirmed by the University prior to enrollment.

### **Experience Reports:**

The content of the pre-study internship must be documented in the form of an experience report. For each week we expect a minimum of 0.75 pages, describing the work processes. The report is an individually produced written record describing the workflow, objective, timeframe, required equipment, organizational framework and distinctive features of individual operations.

Students must submit their experience report for the internship time already completed by December 1 in the year of acceptance to Hochschule Geisenheim University to the Student Information Center (Studienzentrum) for the attention of Manuela Ortner.

If the entire 26 weeks of pre-study training is completed the full report of at least 19.5 pages needs to be handed in. If the internship is only partly completed, the students need to hand in the report for the completed internship period by December 1 as well. The remaining pages for the rest of the internship time need to be handed in upon completion of the full 26 weeks.

If the report is found to be deficient, approval of the internship can still be made, subject to certain conditions, or could be partially or completely revoked.

**Recognition of work experience outside the framework of wine:**

We partly accept pre-study work experience outside the wine business and wine production, from business-related work areas depending on the working field, the education completed and the position.

For recognized work experience outside the framework of wine no experience report is necessary.

To verify the possibility to acknowledge work experience outside the framework of wine prior to your application through uni-assist please send a detailed CV **and** work certificates which show details of the working fields, the workflow, the objective, the organizational framework and distinctive features of the individual operation as well as the period of working time to the Student Information Center (Studienzentrum, E-Mail: applicants@hs-gm.de)

**Application process:**

Please read the application information "Application information for candidates with foreign certificates (Bachelor degrees)" on our website carefully. The application has to be made through uni-assist.

Please keep in mind that only original or officially notarized documents are accepted.

**Contact:**

Manuela Ortner, MA

Lecturer International Wine Business, Academic Advisor

E-Mail: Manuela.Ortner@hs-gm.de