



**RULES ON PRACTICAL TRAINING
FOR THE FIRST-CYCLE VITICULTURE
AND ENOLOGY PROFESSIONAL STUDY
PROGRAMME AT THE SCHOOL OF
VITICULTURE AND ENOLOGY
OF THE UNIVERSITY OF NOVA GORICA**

Vipava, April 2020

cc:

- Dean of the School
- Practical training coordinator
- SVE Secretary's Office
- Publication on the SVE website

	Name/body	Date
<i>Prepared by</i>	Nika Gregorič, dipl.inž.vin. (VS) Melita Sternad Lemut (lecturer) univ.dipl.inž.živ.tehnol. Asst Prof Branka Mozetič Vodopivec Tina Šček Krušec, univ.dipl. prav	
<i>Approved by</i>	SVE Senate	29 September 2011

Amendments to Articles 1.5 and 3.2

	Name/body	Date
<i>Prepared by</i>	Asst Prof Branka Mozetič Vodopivec	5 December 2013
<i>Approved by</i>	SVE Senate	5 December 2013

Amendments to texts as a result of the change of status (from *Visoka šola* to *Fakulteta*, both rendered as “School” in English)

	Name/body	Date
<i>Prepared by</i>	Prof Branka Mozetič Vodopivec	24 April 2020
<i>Approved by</i>	SVE Senate	24 April 2020

At its 75. session held on 24 April 2020, under Article 47 of the Statutes of the University of Nova Gorica, the Senate of the School of Viticulture and Enology adopted the following:

**RULES ON PRACTICAL TRAINING
FOR THE FIRST-CYCLE VITICULTURE AND ENOLOGY PROFESSIONAL
STUDY PROGRAMME AT THE SCHOOL OF VITICULTURE AND ENOLOGY**

1. GENERAL PROVISIONS

- 1.1. Practical Training (PT) I and II are compulsory subjects in the second and third years of the first-cycle Viticulture and Enology professional higher education programme at the School of Viticulture and Enology (SVE) of the University of Nova Gorica (UNG).
- 1.2. As part of PT I and II, students must complete 400 hours of practical training (200 hours in the second year, 200 hours in the third year), for which they receive 20 ECTS credits (10 ECTS credits per year). If fewer than 200 hours of PT are completed, ECTS credits shall not be awarded in proportion to the number of hours completed.
- 1.3. Within the study programme, PT I and II shall be led and coordinated by the academic supervisor/coordinator (PT coordinator), who is responsible for apprising students in advance of the PT requirements and timetable at the SVE.
- 1.4. The PT coordinator shall be a habilitated higher education teacher. The PT coordinator may appoint an assistant, who must have completed at least first-cycle education in an appropriate subject.
- 1.5. SVE students must complete PT I and II as part of organised SVE PT activities at UNG, with the remaining hours being spent at a variety of employers/supervisors in the field (PT supervisor) with whom UNG have signed the relevant contract. Students may use a portion of their PT hours to take part in additional activities offered by the SVE (academic tasting events, SVE promotional activities at festivals, etc.).
- 1.6. The PT supervisor may be a professional with at least university education or second-cycle education in an appropriate subject. The PT supervisor may also be a professional who has at least ten years' practical experience and whose business-related achievements are exceptional. The list of contractual partners shall be updated and amended in line with wishes and needs. The PT coordinator, from whom students may obtain all the necessary information, shall enter updates to the list.
- 1.7. Students shall be directed to the PT supervisor by means of a signed PT Referral (Annex I), which they obtain from the PT coordinator at the SVE prior to starting work. The Referral is to be signed pursuant to an agreement between the PT coordinator, the PT supervisor and the student.
- 1.8. The hours of PT completed shall be confirmed on the basis of an issued Practical Training Log (Annex II), which students submit using the prescribed form.

- 1.9. The Practical Training Log must contain:
- a description of all the work performed, including professional visits/explanations (e.g. activities for getting to know the supervisor's wine holdings or the introductory tasting computer programs, etc.);
 - the theoretical background of the work performed;
 - the goals of and/or reasons for the work performed;
 - the methods/techniques used;
 - the equipment/tools/materials used;
 - any particularities of the work performed, other features and the experience gained;
 - the number of hours worked.
- 1.10. The Log shall first be reviewed and signed by the PT supervisor. Students must submit the signed Log to the PT coordinator no later than 15 days after completion of the PT with the selected PT supervisor. The PT coordinator shall review and approve the Log within eight days of receiving it or, during this period, ask the student to justify/add to the Log if they believe this to be necessary.
- 1.11. The PT coordinator may decide not to recognise the hours of PT performed. The hours performed shall not be recognised in the following cases in particular:
- if the deadlines set for submission of the Log are not adhered to;
 - if the student fails to respond to a request to justify or add to the Log by the deadline set by the PT coordinator;
 - if PT is performed without a PT Referral being issued in advance;
 - if the rules are infringed in any other way.
- 1.12. If a Viticulture and Enology student has already undertaken work experience at a recognised winegrowing/winemaking organisation in Slovenia or abroad, they may request that a certain number of hours of PT be approved under UNG/SVE instructions on the recognition of examination requirements met at other institutions. A certificate attesting to the relevance of the content of the work performed, the knowledge acquired and the number of hours completed must be enclosed with the request. The student may on no account make a request for work experience acquired at a farm, estate or company owned by them or their family.
- 1.13. The PT coordinator shall maintain a record of the number of hours of PT performed per student. If a student has confirmation, signed by the PT coordinator, that they have completed the first 200 hours of PT in a manner determined by these Rules, the student may apply to take the PT I examination in accordance with the instructions for applying for examinations at UNG. The same procedure shall apply to PT II.

2. CONDITIONS FOR TAKING PRACTICAL TRAINING I and II

- 2.1 Second- and third-year students may take PT I and II. PT I and II may be taken by other SVE students in agreement with the PT coordinator and in accordance with the provisions of the second and third indents of point 2 of these Rules.
- 2.2 PT II may be taken by students who have completed PT I.
- 2.3 In order to take PT I and II, a student must have:
- a medical certificate confirming that their state of health allows them to undertake practical training. SVE students may obtain this medical certificate as part of the mandatory systematic examination taken in the first year of study. Students who have not undergone a systematic examination must do so immediately and present the relevant proof prior to the issuing of the first referral;
 - proof that they have adequate accident insurance;
 - insurance against disability and physical impairment resulting from an injury at work or occupation disease (provided by UNG).

3. TIMETABLING AND SUBSTANTIVE ELEMENTS OF PT AT AND OUTSIDE THE SVE

- 3.1. Because of the seasonal nature of winegrowing and winemaking work, PT I and II shall commence during the wine-harvesting period (prior to the official start of the academic year in October). In this period the student must complete at least 40 hours of PT in the year (for those who are engaged in winegrowing and/or winemaking at home) or a maximum of 80 hours (recommended for those who do not have experience of such at home).
- 3.2. All SVE students must, as part of PT I and II:
- perform at least 24 hours of PT at the University's estate, as follows:
 - o eight hours of winter cutting
 - o eight hours of green work
 - o eight hours of harvesting

The head of the University's estate and the PT coordinator shall agree on how the tasks are to be distributed in terms of time and content.

- take part in the Student Wine Festival as exhibitors of wine of their own selection (this accounts for five hours of PT).

All SVE students must, as part of PT I:

- take part in organised excursions and/or visits to winegrowing, winemaking or wine-marketing events and/or training events organised by the SVE (the appropriate number of training hours will be awarded for these events).

3.3. Students shall meet the remainder of their requirements as follows:

PT I students:

- by attending School or other organised tasting events (each visit is logged as two PT hours upon submission of confirmation of attendance) and, in agreement with the SVE Dean and the PT coordinator, by attending SVE promotional activities at festivals and fairs;
- with at least three contractual employers with differing forms of corporate organisation (private companies, large cellars, cooperatives, institutions, institutes, etc.) and preferably from different wine regions.

PT II students:

- by attending School or other organised tasting events (each visit is logged as two PT hours upon submission of confirmation of attendance) and, in agreement with the SVE Dean and the PT coordinator, by attending SVE promotional activities at festivals and fairs;
- with one contractual employer, where it is recommended that the student produces their undergraduate dissertation under the supervision of that employer.

3.4. In agreement with the PT coordinator, students may undertake an appropriate part of PT I or PT II abroad. The same rules shall apply to PT undertaken abroad as apply to PT undertaken in Slovenia.

3.5. Students shall have time available for PT during the academic year as determined by the lecture timetable. In addition to PT undertaken during the wine-harvesting period, a further five weeks (25 days) shall be earmarked at various dates throughout the academic year (periods during which the main seasonal work is performed). On these days/during these weeks, students are free of all other study obligations.

ANNEXES:

- Annex I: PT Referral
- Annex II: Practical Training Log
- Annex III: Draft contract on PT implementation (Slovenia)
- Annex IV: Draft contract on PT implementation (abroad)

ANNEX I

UNIVERSITY OF NOVA GORICA

Vipavska 13

5000 Nova Gorica

SCHOOL OF VITICULTURE AND ENOLOGY

PRACTICAL TRAINING

20XY/XY academic year

REFERRAL

Student			
enrolment no		year of study	
should present themselves		at	(time)
at (exact name):			
address			
contact person		Tel	

Referral valid until:

Deadline for submitting the Log:

Referred for practical training by:

(PT coordinator)

The student declares that they have been apprised of their obligations and rights with regard to the performance of practical training, that they have adequate accident insurance for the period of performance of practical training, and they have passed the medical examination.

Student's signature

(place and date)

ANNEX II

University of Nova Gorica
SCHOOL OF VITICULTURE AND ENOLOGY

PRACTICAL TRAINING

20XY/XY academic year

PRACTICAL TRAINING LOG

Student's surname and name		Enrolment no Year of study:	– –
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Dates of performance of practical training	From:	To:
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Location	Wine-growing region: Wine region:	<i>Farm/Wine cellar/Other:</i> Name: Place: Address:
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Supervisor(s): - name - position	
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Vineyard tasks	No of hours	description of work/procedures used/purpose (aim) of task

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Wine cellar tasks	No of hours	description of work/procedures used/purpose (aim) of task

Laboratory work	No of hours	description of work/procedures used/purpose (aim) of task

Other tasks e.g. promotional activities, etc.	No of hours	description of work/procedures used/purpose (aim) of task

Comments/Problems/Student's questions

Supervisor's opinion (on the student's work and level of commitment):

Supervisor's
signature _____ Date _____

Reviewed and assessed by the PT coordinator _____

Date: _____

No of hours granted:

ANNEX III

No: XY/20XY	Place and date
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University of Nova Gorica, Vipavska 13, Rožna Dolina, 5000 Nova Gorica, represented by Prof Danilo Zavrtanik, Rector (hereinafter: “University”)

Registration no: 5920884, ID no 29880068,

and

company, title, represented by director name, address (hereinafter: “.....”)
(registration no, tax identification no))

hereby agree, pursuant to Article 33 of the Higher Education Act (Ur. l. RS, 119/2006 – UPB3, 59/07 – ZŠtip and 15/08 – Constitutional Court Decision) and to the University’s Viticulture and Enology study programme, to enter into the following

AGREEMENT ON THE IMPLEMENTATION OF PRACTICAL TRAINING FOR STUDENTS

Article 1

The signatories agree that they shall jointly implement practical training for students as part of the professional VITICULTURE AND ENOLOGY higher education study programme.

Article 2

The *company* undertakes to enable practical training to be implemented in accordance with the prescribed content of the programme referred to in Article 1 by a maximum of three students in the 2010/11 to 2012/13 academic years inclusive.

Article 3

The signatories shall implement practical training for students pursuant to the agreed Practical Training Programme compiled in cooperation with the *company* in the form of a Referral.

The Referral and the Practical Training Programme shall be regarded as component parts of this Agreement.

Article 4

The *company* undertakes:

- to provide supervision and high-quality and uninterrupted provision of practical training for students in accordance with this Agreement or the study programme referred to in Article 1;
- to assign students undertaking practical training only to those types of work and task that form an integral part of the study programme referred to in Article 1;
- to familiarise students with the occupational safety rules and with the general and special occupational safety measures, and to provide them with all the resources and personal protective equipment required to ensure the safe performance of practical training;
- to provide students during their practical training period with a hot meal or such food as is provided to other workers;
- to ensure that students' working hours during their practical training comply with the law;
- to ensure that the supervisor oversees the students and coordinates their practical training in accordance with the University's instructions, reviews the students' reports or logs at the end of the practical training, and provides a short opinion on the student's work;
- to establish the student's work contribution at the end of the practical training and remunerate them appropriately or in accordance with its by-laws if the student's performance is adjudged to be good.

Article 5

The University undertakes:

- to refer students to practical training on the basis of this Agreement;
- to apprise students, prior to the start of practical training, of the tasks involved and of the rights and obligations they have while undertaking practical training;
- to provide advice and give professional instructions for the implementation of practical training (Practical Training Programme, instructions, etc.);
- to ensure that students are informed of their obligation to be insured during their practical training against disability and physical impairment resulting from an injury at work or occupational disease;
- to refer students to an occupational medical examination prior to the start of practical training.

Article 6

The University and the *company* shall, for the implementation of practical training, require students to:

- attend work on a regular basis in accordance with the Practical Training Programme;

- wear work clothes where prescribed during practical training;
- perform their work and tasks, which may only be assigned by their supervisor and in accordance with the programme of work, in a conscientious manner;
- comply with the *company's* work regulations as agreed;
- comply with occupational safety regulations and use all the prescribed protective equipment.

Article 7

The signatories shall each appoint a representative responsible for coordinating the implementation of practical training as determined under this Agreement.

Each signatory's representative shall have authorisation to coordinate Practical Training Programmes and to carry out other work and tasks relating to implementation of the signed Agreement.

Article 8

All amendments to this Agreement shall be set down in addenda to this Agreement.

Article 9

The University and the *company* shall endeavour to resolve any dispute arising from this Agreement amicably. If they are unable to do so, the court in Nova Gorica shall be competent to resolve the dispute.

Article 10

This Agreement is valid once it has been signed by both signatories.

Article 11

This Agreement is written in four identical copies, with each signatory receiving two copies.

University of Nova Gorica

Company

(name, surname, signature)

Rector

ANNEX IV

No:	Nova Gorica, PROPOSAL – abroad
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University of Nova Gorica, Vipavska 13, Rožna Dolina, 5000 Nova Gorica, represented by Prof Danilo Zavrtanik, Rector (hereinafter: “University”)

Registration no: 5920884, ID no 29880068,

and

company, title, represented by director name, address (hereinafter: “.....”)
(registration no, tax identification no,)

hereby agree, pursuant to Article 33 of the Higher Education Act (Ur. l. RS, 119/2006 – UPB3, 59/07 – ZŠtip and 15/08 – Constitutional Court Decision) and to the University’s Viticulture and Enology study programme, to enter into the following

AGREEMENT ON THE IMPLEMENTATION OF PRACTICAL TRAINING FOR UNIVERSITY OF NOVA GORICA STUDENTS

Article 1

The signatories agree that they shall jointly implement practical training for students as part of the University’s professional VITICULTURE AND ENOLOGY higher education study programme.

Article 2

The **company** undertakes to enable practical training to be implemented in accordance with the prescribed content of the programme referred to in Article 1 by a maximum of three students *in the 20xy/xy to 20xy/xy academic years inclusive*.

Article 3

The signatories shall implement practical training for students pursuant to the agreed Practical Training Programme compiled in cooperation with the **company** in the form of a Referral.

The Referral and the Practical Training Programme shall be regarded as component parts of this Agreement.

Article 4

The *company* undertakes:

- to provide supervision and high-quality and uninterrupted provision of practical training for students in accordance with this Agreement or the study programme referred to in Article 1;
- to assign students undertaking practical training only to those types of work and task that form an integral part of the study programme referred to in Article 1;
- to familiarise students with the occupational safety rules and with the general and special occupational safety measures, and to provide them with all the resources and personal protective equipment required to ensure the safe performance of practical training;
- to include students in the appropriate healthcare and other insurance schemes in accordance with national legislation;
- to provide students during their practical training period with a hot meal or such food as is provided to other workers;
- to ensure that students' practical training does not last more than 40 hours a week;
- to ensure that the supervisor oversees the students and coordinates their practical training in accordance with the University's instructions, reviews the students' reports or logs at the end of the practical training, and provides a short opinion on the student's work;
- to establish the student's work contribution at the end of the practical training and remunerate them appropriately or in accordance with its by-laws if the student's performance is adjudged to be good.
- to provide students with assistance, where required, in finding suitable accommodation and to make any necessary arrangements with state authorities in relation to a student's residence and work abroad (visas, residence permits, etc.).

Article 5

The University undertakes:

- to refer students to practical training on the basis of this Agreement;
- to apprise students, prior to the start of practical training, of the tasks involved and of the rights and obligations they have while undertaking practical training;
- to provide advice and give professional instructions for the implementation of practical training (Practical Training Programme, instructions, etc.);
- to ensure that students are insured during their practical training against disability and physical impairment resulting from an injury at work or occupational disease;
- to ensure that students are informed of their obligation to have suitable health insurance for the country in question during their practical training abroad;
- to refer students to an occupational medical examination prior to the start of practical training;
- to apprise students of the options for obtaining funding to cover their living costs during their practical training.

Article 6

The University and the *company* shall, for the implementation of practical training, require students to:

- attend work on a regular basis in accordance with the Practical Training Programme;
- wear work clothes where prescribed during practical training;
- perform their work and tasks, which may only be assigned by their supervisor and in accordance with the programme of work, in a conscientious manner;
- comply with the work regulations of the company as agreed;
- comply with occupational safety regulations and use all the prescribed protective equipment.

Article 7

The signatories shall each appoint a representative responsible for coordinating the implementation of practical training as determined under this Agreement.

Each signatory's representative shall have authorisation to coordinate Practical Training Programmes and to carry out other work and tasks relating to implementation of the signed Agreement.

The University's responsible representative is, and the representative of the company is

Article 8

All amendments to this Agreement shall be set down in addenda to this Agreement.

Article 9

The University and the *company* shall endeavour to resolve all disputes amicably. If they are unable to do so, the court in Nova Gorica shall be competent to resolve the dispute.

Article 10

This Agreement is valid once it has been signed by both signatories.

Article 11

This Agreement is written in three identical copies, with each signatory receiving one copy. One copy shall be given to the student in order to familiarise them with the practical training terms and conditions as agreed.

University of Nova Gorica

Company

Rector

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