



| VERSION | DATE |
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| 4 | 11.03.2025 |

INTERNSHIP DIRECTIVES

EHL Hospitality Business School

Preparatory Year (AP)



Administration

| ACCOUNTABILITY | |
|----------------|-----------------------|
| Designation | Career Center Manager |

| APPROVED BY | |
|----------------|---|
| Name(s) | Patrick OGHEARD / Barbara MARTIN |
| Designation(s) | Dean EHL School of Practical Arts / Head of Student Affairs |

| REVISION HISTORY | | | | |
|------------------|---------------|-------------|--|---------------------------|
| Version | Approval date | Valid as of | Modifications | Modified by (designation) |
| 4 | | 17.02.2025 | Revision of the Directives for the new academic semester starting in September 2024 (see document on changes to the AP Internship Directives | Career Center |
| 3 | 12.12.2023 | 19.02.2024 | Revision of the Directives for the new academic semester starting in February 2024 (see document on changed to the AP Internship Directives | Career Center |
| 2 | 06.10.2020 | 06.10.2020 | “Career Center” replaces “Internship Office” and “Career Officer” replaces “Internship Officer” in the entire text. | Career Center |
| 1 | 13.09.2019 | 17.09.2019 | | |



Titles and functions are designated indifferently for men and women

Art. 1 Purpose and Scope

¹ The following Internship Directive pertains to the internship carried out as part of the Preparatory Year program (hereinafter “AP”) of EHL Hospitality Business School (hereinafter “EHL”). It applies to all students enrolled in the AP program.

² These Directives are available to students on MyEHL, as well as upon request from the Career Center.

³ Students must familiarize themselves with the latest version of the Directives as soon as they are issued. They must adhere to the directives in their entirety at all times. Students are ambassadors of EHL and its values at all times, both on and off campus.

Art. 2 General Rights and Duties of Students

¹ Students remain subject to the AP Rules and Regulations and EHL Directives throughout the internship and must fully comply with them at all times. Students are ambassadors of EHL and its values at all times, both on and off campus.

² EHL reserves the right to contact the employer to check that the student is following these rules. If the student does not follow these rules, EHL reserves the right to reject the internship, which will receive a failing grade of F (failure).

³ Before students leave EHL to begin an internship, they must inform the Career Center of any problem that may affect their ability to complete the internship successfully. If the student fails to obtain the administrative documents in time and if this prevents him from completing the 24-week internship, EHL shall not be held responsible, and the Student Rules and Regulations will be applied.

⁴ During their internship, students must inform the Career Center as quickly as possible of any unforeseen situation that affects their ability to successfully complete the internship, in particular in the event of problems or conflicts with the employer or personal health problems (Art. 12). Students cannot put their internship on hold without the consent of the Career Center. Failure to follow this rule could lead to EHL not approving the internship.

⁵ Students must keep themselves informed via EHL's official communication channels per the EHL Student Directives.

Art. 3 Contractual Terms & Conditions

¹ The contractual conditions of the internship and the student's obligations not covered by these Directives are stated in an Agreement signed by both the student and the employer. Other types of contracts may be accepted under exceptional circumstances. The request must be sent to the Career Center, which will then send it to the Legal Department for approval.

² This Internship Agreement must be formally approved by the Career Center.

³ The Internship Agreement applies only to the internship as defined in Art. 1 paragraph 1 of these Directives and in no case may be used for other purposes.

⁴ The terms of the Internship Agreement may not supersede the provisions of these Internship Directives.

⁵ In case of doubt about the terms of the internship agreement, the labor laws of the country where the internship is taking place shall apply.

⁶ In the event of a disagreement over the terms, either party may refuse to sign the Agreement.

Art. 4 Internship search procedures

¹ The Career Center is committed to helping and supporting students with their internship searches by providing personalized advice and guidance. During the AP1 semester, Career Business Partners will help students and respond to various and specific needs, such as advice, tips about internship applications, and interviews.

² In addition to the personalized guidance, the Career Center regularly updates the EHL job platform, where students can find a number of internship openings to which they can apply directly.

³ Students may find an internship within their own network, or by sending an unsolicited CV (résumé) or through company and job search websites. In any case, the internship will need to be approved by the Career Center.



Art. 5 Approval of the Internship

- ¹ For the Career Center to approve the internship, the student will have to fill in the Internship Agreement online using the EHL job platform and submit it for approval to the Career Center. Only Internship Agreements that have been duly filled out will be accepted.
- ² Once the Career Center has approved the Internship Agreement, the electronic signature process is launched.
- ³ The Internship Agreement shall be considered complete when the three parties (employer, student, and the Career Center) have signed the document.
- ⁴ The Internship Agreement must be finalized before the start of the internship. Students starting their internship before finalizing the Internship Agreement run the risk of having their internship invalidated and receiving a failing grade (F).
- ⁵ Special requests must be sent to the Career Center by e-mail. Requests will be handled by the Career Center, and an official response will be communicated to the student.
- ⁶ For companies unable or unwilling to sign electronically, the student should contact the Career Center to find an alternative solution for validating the agreement.

Art. 6 Internship Location

- ¹ The internship may take place in any country. However, it is the responsibility of the student to obtain, by his own means, all required statutory and legal authorizations to be able to work in the location of his choice.
- ² The nature of the internship and the company where it takes place (hereinafter "scope of the internship" (Art.13) are defined by the Dean EHL School of Practical Arts.
- ³ It is strictly forbidden to seek and complete an internship in a company owned by the student's family or in one belonging, even in part, to the intern or to one of his relatives or friends.
- ⁴ EHL reserves the right to refuse the validation of an internship if the laws of the country where the internship is to be carried out are not upheld, if the student's safety cannot be reasonably guaranteed, or if it judges that there is a conflict of interest between the employer and the student.

Art. 7 Internship Duration

- ¹ The duration of the AP internship is defined and validated by the Dean EHL School of Practical Arts. The duration of the AP internship is a minimum of 24 weeks worked. Vacation days and absences do not count as days worked. If the employer authorizes the student to take vacation days, they will not count towards the 24-week minimum.
- ² The internship must be completed in a single period during the academic period planned for this purpose and end before the end of the internship periods as spelled out in the academic calendar. Any exemption to this rule must be approved by the manager of the Career Center.
- ³ In any event, it is the student's responsibility to ensure that the duration and period of the work placement allow them to continue their studies and take part in the online exam sessions per the academic calendar.
- ⁴ The internship periods for the Spring and Autumn semesters are indicated in the official EHL academic calendar available on MyEHL.

Art. 8 Working Conditions during the Internship

- ¹ The actual working time must be equal to full-time work as defined by the labor law in force in the country in which the internship takes place.
- ² Vacations are not included in the mandatory duration of the internship as set out in the provisions of Art. 7.
- ³ Remuneration of the internship is at the employer's discretion but must be in accordance with the legislation of the country in question and must be stated in the Agreement signed by both the student and the employer. Any special requests must be approved by the Career Center.
- ⁴ EHL will not be responsible for any issues in relation to remuneration for the internship.



Art. 9 Internship Changes

- ¹ Students are not allowed to change internships except in extreme circumstances. The gravity of the situation will be assessed by the Career Center.
- ² The student must immediately contact the Career Center if difficulties arise during the internship in accordance with Art. 12.
- ³ Any changes to the job description that had originally been approved by the Career Center must be submitted for approval.
- ⁴ If the student quits his internship or changes employers unilaterally, EHL reserves the right to invalidate the internship and withhold the related academic credits and/or notify in writing, in the form of a warning, that the present Directives have not been complied with.

Art. 10 Absences

- ¹ Absences during the internship must be communicated immediately by the student to the Career Center starting on the first day of the absence. If the student does not inform the Career Center, the internship could be invalidated.
- ² Students must make up for absences (whether justified or unjustified by the company) of greater than 10 working days with the company in which they are working.
- ³ Absences must be justified using the Career Center's absence form and be duly completed and signed by the employer or specified in the internship confirmation form.
- ⁴ Absences for military service are not accepted. The student is responsible for taking the necessary steps to postpone the service periods scheduled to take place during the internship.

Art. 11 Disciplinary Measures

- ¹ In the event of a breach of these Directives, the AP Rules and Regulations, or EHL Student Directives during the internship period, the student will undergo a disciplinary procedure in accordance with the EHL Student Directives.
- ² In the event of serious or repeated breaches, the student will be referred to the Disciplinary Commission in accordance with the EHL Student Directives.
- ³ The student must also comply with his employer's rules and regulations. Otherwise, the employer may apply penalties to the student.
- ⁴ In the event of proven misconduct of the student, the Career Center reserves the right to penalize the student and invalidate the internship. Article 5 of these Directives shall therefore apply.

Art. 12 Conflict Management

- ¹ If the student is faced with a serious mental or health situation (mobbing, harassment, suffering at work, conflict with the employer, etc.) during the internship, a conflict management system is set up by the Career Center.
- ² In case of a work-related issue during an internship or conflict with the employer, the student must contact his Career Business Partner. The Career Business Partner will conduct separate interviews with each member of the relevant parties to discuss the problem. It may also require parties to submit a written statement about the dispute.
- ³ Everything said and discussed during the mediation is strictly confidential and will not be disclosed to the other party unless the latter approves. Accordingly, if the student has given his authorization, and only in this case, the Career Business Partner can communicate certain information to the employer in an attempt to resolve the dispute.
- ⁴ When the parties reach an agreement, the solution/decision reached by the Career Business Partner and the employer (or the student) remains strictly confidential and will not be disclosed to the student (or the employer) unless the employer (or the student) has given his approval. This agreement may be required in writing.
- ⁵ The Career Center reserves the right to notify in writing companies that do not follow through on the commitments they made when signing the Internship Agreement and suspend collaboration between the company and EHL in agreement with the Industry Relations Department.



Art. 13 Scope of the Internship

¹ The aim of the Preparatory Year internship is to offer, in addition to practical and academic courses held on campus, training in a company enabling the student to meet the admission criteria of the HES-SO hospitality industry Bachelor's degree, in accordance with Art. 5 paragraph 1 letter b of the Federal law on universities of applied sciences (LHES - 414.71).

² Due to its nature, the Preparatory Year internship must be carried out in an operational department of a company that is active in the hotel/food service sector or a private clinic/hospital (definition: a medical establishment that 3 offers diagnostic services, treatment or hospitalization, as well as a hospitality or dining service for patients (and their families) requiring ongoing medical supervision and/or intensive care) and hospitals. Administrative tasks must account for at least 20% of the workload.

³ The Preparatory Year internship must be completed in one single company. Rotation between several departments is authorized. Demands for carrying out an internship in two entities of the same group must be submitted to the Career Business Partner.

⁴ The Career Center has the authority to verify compliance with the scope of the internship and reserves the right to refuse an internship and/or employer if the latter does not meet the learning objective of the academic program.

Art. 14 Mandatory Preparation Workshops

¹ During the first semester of AP1, the student must complete the online "CV" workshop.

² During the first semester of AP1, the student must complete the online "Internship Departure" workshop on LMS.

³ The preparation workshops are mandatory in AP1. If the student does not complete them, they may be subject to disciplinary action in accordance with Chapter 6 of the student guidelines.

Art. 15 Evaluation of the Internship

¹ At the end of the internship, the employer will receive an electronic evaluation in order to evaluate the student's performance, which will be shared with the student if the employer agrees to do so.

² The employer will also receive an Internship Confirmation Form that attests to the student's completion of the number of weeks required. The form must be filled out, dated and signed, and returned to the Career Center before the last day of the student's internship. If a student exceeds the required academic period due to exceptional circumstances, validated by the Career Center, they may request an internship confirmation a few days before its completion (maximum 5 days). This procedure is intended to ensure that the necessary administrative processing is completed within the allotted time.

³ If this task is not completed, the student will face academic consequences.

⁴ At the end of the internship, the intern will receive an electronic questionnaire. The answers will be checked by the Career Center and made available for future interns. This evaluation will not be shared with the employer. Depending on the responses received, the Career Center reserves the right to take adequate measures. Responses that are confidential will not be shared.

⁵ The Career Center strongly encourages students to ask for a work certificate or a recommendation letter from their employer for future reference.

Art. 16 Final validation of the Internship

¹ The assessment of the AP internship is based on the following criteria:

² Internship agreement and job description approved in accordance with Art. 5 of the present Directives.

³ The Internship Confirmation Form must be duly completed, dated, signed, and stamped or signed electronically by the employer, confirming the student has worked 24 weeks pursuant to Art. 7 of these Directives. The form must be returned, at the latest, on the student's last day of work.

⁴ Students complying with the requirements of the internship will receive a grade of P ("Pass") for the module, which will be specified on their transcript.

⁵ If one of the above criteria is not met or not met by the deadline set by the Career Center, the internship will receive a grade of F ("Fail"). The student will not be permitted to start his Bachelor program and must repeat the AP2 semester.



Art. 17 Amendments of the directives

¹ EHL reserves the right to amend, supplement, or cancel any of the clauses in these Directives at any time to ensure they reflect the applicable laws and training conditions in the hospitality industry.

Art. 18 Language and Jurisdiction

¹ The Directives have been drafted in French and English. In the event of legal action, only the French version shall be binding.

² Any legal conflict related to these Directives shall be subject to Swiss laws, and the courts of Lausanne shall have jurisdiction to hear relevant cases.

Art. 19 Implementation

¹ These Directives come into force as of March, 11, 2025, replacing all previous versions.

A handwritten signature in black ink, appearing to read "P. Ogheard", with a stylized flourish at the end.

Patrick Ogheard
Dean EHL School of Practical Arts

A handwritten signature in blue ink, appearing to read "B. Martin", with a stylized flourish at the end.

Barbara Martin
Head of Student Affairs