

VERSION	DATE
3	19.02.2024

# **INTERNSHIP (LAUSANNE & PASSUGG CAMPUSES) / INDUSTRIAL ATTACHMENT (SINGAPORE CAMPUS) DIRECTIVES**

**Bachelor of Science HES-SO in Hospitality Management**

**Bachelor of Science EHL in International Hospitality Management**

**(BOSC)**

VERSION	DATE
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## Administration

RESPONSABILITIES	
Function	Career Center Manager

APPROVED BY	
Name(s)	Stéphanie POUGNET ROZAN / Barbara MARTIN
Function(s)	Associate Dean Undergraduate School / Head of Student Affairs

HISTORIQUE				
Version	Approval Date	Valid from	Modifications	Modified by (function)
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 BOSC Internship (Lausanne & Passugg Campuses) / Industrial Attachment (Singapore Campus) Directives	Career Center
2	06.10.2020	06.10.2020	"Career Center" replaces "Internship (Lausanne & Passugg Campuses) / Industrial Attachment (Singapore Campus) Office" and "Career Officer" replaces "Internship (Lausanne & Passugg Campuses) / Industrial Attachment (Singapore Campus) Officer" in the entire text.	Career Center
1	13.09.2019	17.09.2019		

## ***Titles and functions are designated indifferently for men and women***

### **Introduction**

The business Internship (Lausanne & Passugg Campuses) / Industrial Attachment (Singapore Campus) in BOSC4 represents the equivalent of 30 ECTS credits. Students can elect to replace this Internship (Lausanne & Passugg Campuses) / Industrial Attachment (Singapore Campus) with a "My Own Start-up" Internship (Lausanne & Passugg Campuses) / Industrial Attachment (Singapore Campus) (please refer to the My Own Start-up Internship (Lausanne & Passugg Campuses) / Industrial Attachment (Singapore Campus) Directives for more information).

### **Art. 1 Purpose and Scope**

1. The following Internship (Lausanne & Passugg Campuses) / Industrial Attachment (Singapore Campus) Directives pertain to the HES-SO Bachelor in International Hospitality (herein after "BOSC") of EHL Hospitality Business School (herein after "EHL" including the scope of activities specified in Appendix 1). They apply to all students registered for an Internship (Lausanne & Passugg Campuses) / Industrial Attachment (Singapore Campus).
2. These Directives are available to students on MyEHL, as well as upon request from the Career Center.
3. Each student must familiarize himself with the latest version of the Directives as soon as they are issued.

### **Art. 2 General Rights and Duties of the student**

1. Students remain subject to the BOSC Rules and Regulations and EHL Directives throughout the Internship (Lausanne & Passugg Campuses) / Industrial Attachment (Singapore Campus) and must fully comply with them at all times. Students are ambassadors of EHL and its values at all times, both on and off the campus.
2. EHL reserves the right to contact the employer in order 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 (Lausanne & Passugg Campuses) / Industrial Attachment (Singapore Campus), which will receive a failing grade of F (failure).
3. Before students leave EHL to begin an Internship (Lausanne & Passugg Campuses) / Industrial Attachment (Singapore Campus), they must inform the Career Center of any problem that may affect their ability to complete the Internship (Lausanne & Passugg Campuses) / Industrial Attachment (Singapore Campus) successfully. If the student fails to obtain the administrative documents in time and if this prevents him from completing the 24-week Internship (Lausanne & Passugg Campuses) / Industrial Attachment (Singapore Campus), EHL shall not be held responsible and the Student Rules and Regulations will be applied.
4. During their Internship (Lausanne & Passugg Campuses) / Industrial Attachment (Singapore Campus), students must inform the Career Center as quickly as possible of any unforeseen situation that affects their ability to successfully complete the Internship (Lausanne & Passugg Campuses) / Industrial Attachment (Singapore Campus), 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 regularly refer to EHL's official communication channels, in accordance with the EHL Student Directives.

### **Art. 3 Contractual Terms & Conditions**

1. The contractual conditions of the Internship (Lausanne & Passugg Campuses) / Industrial Attachment (Singapore Campus) and student's obligations that are 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 (Lausanne & Passugg Campuses) / Industrial Attachment (Singapore Campus) Agreement must be formally approved by the Career Center.
3. The Internship (Lausanne & Passugg Campuses) / Industrial Attachment (Singapore Campus) Agreement is applicable only to the Internship (Lausanne & Passugg Campuses) / Industrial Attachment (Singapore Campus) 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 (Lausanne & Passugg Campuses) / Industrial Attachment (Singapore Campus) Agreement may not supersede the provisions of these Internships (Lausanne & Passugg Campuses) / Industrial Attachment (Singapore Campus) Directives.
5. Should doubts arise regarding the terms and conditions of the Internship (Lausanne & Passugg Campuses) / Industrial Attachment (Singapore Campus) agreement, the labor laws of the country in which the Internship

(Lausanne & Passugg Campuses) / Industrial Attachment (Singapore Campus) 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 (Lausanne & Passugg Campuses) / Industrial Attachment (Singapore Campus) search procedures**

1. During the semester in which the student is searching for an Internship (Lausanne & Passugg Campuses) / Industrial Attachment (Singapore Campus), students are accompanied by a Career Business Partner who answers questions and provides them with the help they need during the recruitment process.
2. In addition to the personalized guidance, the Career Center regularly updates the EHL job platform where students can find a number of Internship (Lausanne & Passugg Campuses) / Industrial Attachment (Singapore Campus) openings to which they can apply directly.
3. Students may find an Internship (Lausanne & Passugg Campuses) / Industrial Attachment (Singapore Campus) within their own network, or by sending an unsolicited CV (résumé) or through company and job search websites. In any case, the Internship (Lausanne & Passugg Campuses) / Industrial Attachment (Singapore Campus) will need to be approved by the Career Center.

**Art. 5 Internship (Lausanne & Passugg Campuses) / Industrial Attachment (Singapore Campus) approval**

1. In order for the Career Center to approve an Internship (Lausanne & Passugg Campuses) / Industrial Attachment (Singapore Campus), the student will have to fill in the Internship (Lausanne & Passugg Campuses) / Industrial Attachment (Singapore Campus) Agreement online using EHL's job platform and submit it for approval to the Career Center. Only Internships (Lausanne & Passugg Campuses) / Industrial Attachment (Singapore Campus) Agreements that have been duly filled out will be accepted.
2. Once the Career Center has approved the Internship (Lausanne & Passugg Campuses) / Industrial Attachment (Singapore Campus) Agreement, the electronic signature process is launched.
3. The Internship (Lausanne & Passugg Campuses) / Industrial Attachment (Singapore Campus) Agreement shall be considered complete when the three parties (employer, student and the Career Center) have signed the document.
4. The Internship (Lausanne & Passugg Campuses) / Industrial Attachment (Singapore Campus) Agreement must be finalized before the start of the Internship (Lausanne & Passugg Campuses) / Industrial Attachment (Singapore Campus). Students starting their Internship (Lausanne & Passugg Campuses) / Industrial Attachment (Singapore Campus) before finalizing the Internship (Lausanne & Passugg Campuses) / Industrial Attachment (Singapore Campus) Agreement run the risk of having their Internship (Lausanne & Passugg Campuses) / Industrial Attachment (Singapore Campus) 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.

**Art. 6 Internship (Lausanne & Passugg Campuses) / Industrial Attachment (Singapore Campus) location**

1. The Internship (Lausanne & Passugg Campuses) / Industrial Attachment (Singapore Campus) 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 (Lausanne & Passugg Campuses) / Industrial Attachment (Singapore Campus) and the company where it takes place (hereinafter "scope of the Internship (Lausanne & Passugg Campuses) / Industrial Attachment (Singapore Campus)" (Art.13 and Art.16) is defined by the directors of the academic programs.
3. It is strictly forbidden to seek and complete an Internship (Lausanne & Passugg Campuses) / Industrial Attachment (Singapore Campus) 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 invalidate an Internship (Lausanne & Passugg Campuses) / Industrial Attachment (Singapore Campus) if the laws of the country where the Internship (Lausanne & Passugg Campuses) / Industrial Attachment (Singapore Campus) is to be carried out are not followed, 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 (Lausanne & Passugg Campuses) / Industrial Attachment (Singapore Campus) duration**

1. The duration of the BOSC Internship (Lausanne & Passugg Campuses) / Industrial Attachment (Singapore Campus) is defined by the Director of the BOSC program. The compulsory duration of the BOSC Internship (Lausanne & Passugg Campuses) / Industrial Attachment (Singapore Campus) is 24 working weeks minimum. Should an employer allow a student to take vacations, they cannot be included in the mandatory duration of the Internship (Lausanne & Passugg Campuses) / Industrial Attachment (Singapore Campus).
2. The Internship (Lausanne & Passugg Campuses) / Industrial Attachment (Singapore Campus) must be completed in a single period during the academic period planned for this purpose and end before the official retake examinations period.
3. In any event, it is the student's responsibility to ensure with the Career Center that the duration and schedule of the Internship (Lausanne & Passugg Campuses) / Industrial Attachment (Singapore Campus) will allow him to continue his studies in accordance with the academic calendar.
4. The dates of the spring and fall Internship (Lausanne & Passugg Campuses) / Industrial Attachment (Singapore Campus) are specified on EHL's official academic calendar, which is 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 (Lausanne & Passugg Campuses) / Industrial Attachment (Singapore Campus) takes place.
2. Holiday periods are not included in the mandatory duration of the Internship (Lausanne & Passugg Campuses) / Industrial Attachment (Singapore Campus) as set out in the provisions of Art. 7.
3. Remuneration of the Internship (Lausanne & Passugg Campuses) / Industrial Attachment (Singapore Campus) 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 (Lausanne & Passugg Campuses) / Industrial Attachment (Singapore Campus).

**Art. 9 Internship changes**

1. Students are not allowed to change Internship (Lausanne & Passugg Campuses) / Industrial Attachment (Singapore Campus), 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 (Lausanne & Passugg Campuses) / Industrial Attachment (Singapore Campus) 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 (Lausanne & Passugg Campuses) / Industrial Attachment (Singapore Campus) or changes employers unilaterally, EHL reserves the right to invalidate the Internship (Lausanne & Passugg Campuses) / Industrial Attachment (Singapore Campus) 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 (Lausanne & Passugg Campuses) / Industrial Attachment (Singapore Campus) 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 (Lausanne & Passugg Campuses) / Industrial Attachment (Singapore Campus) could be invalidated.
2. Students must make up for absences (whether justified or unjustified) 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 (Lausanne & Passugg Campuses) / Industrial Attachment (Singapore Campus) 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 (Lausanne & Passugg Campuses) / Industrial Attachment (Singapore Campus).

#### **Art. 11      Disciplinary Measures**

1. In the event of a breach of these Directives, the BOSC Rules and Regulations or EHL Student Directives during the Internship (Lausanne & Passugg Campuses) / Industrial Attachment (Singapore Campus) 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 (Lausanne & Passugg Campuses) / Industrial Attachment (Singapore Campus). 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 (Lausanne & Passugg Campuses) / Industrial Attachment (Singapore Campus), a conflict management system is set up by the Career Center.
2. In case of a work-related issue during an Internship (Lausanne & Passugg Campuses) / Industrial Attachment (Singapore Campus) 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 of the dispute.
3. Everything that is said and discussed during the mediation is strictly confidential and will not be disclosed to the other party, unless the latter has given his approval. 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 (Lausanne & Passugg Campuses) / Industrial Attachment (Singapore Campus) Agreement and suspend collaboration between the company and EHL, in agreement with the Industry Relations Department.

#### **Art. 13      Scope of the Internship (Lausanne & Passugg Campuses) / Industrial Attachment (Singapore Campus)**

1. The aim of the BOSC Internship (Lausanne & Passugg Campuses) / Industrial Attachment (Singapore Campus) is to offer, in addition to the academic courses, a training experience in a company in order to help compare the theory students have learned in the classroom with the reality of the industry and to prepare for the job market.
2. Due to its nature, the BOSC program Internship (Lausanne & Passugg Campuses) / Industrial Attachment (Singapore Campus) must be carried out in an administrative department including departments such as Events, Marketing, Revenue Management, Human Resources, Finance, among others (list not exhaustive) and operational tasks must account for a maximum 20% of the overall workload. The student is at liberty to choose the industry.
3. The BOSC program Internship (Lausanne & Passugg Campuses) / Industrial Attachment (Singapore Campus) must be completed in one single company. Rotation between departments is authorized. Demands for carrying out an Internship (Lausanne & Passugg Campuses) / Industrial Attachment (Singapore Campus) in two entities of the same group must be submitted to the Career Center.
4. The Career Center has the authority to define the terms of the Internship (Lausanne & Passugg Campuses) / Industrial Attachment (Singapore Campus) Agreement, to check that the conditions of the present Directives are met and to validate the Internship (Lausanne & Passugg Campuses) / Industrial Attachment (Singapore Campus).



**Art. 14 Administrative evaluation of the Internship (Lausanne & Passugg Campuses) / Industrial Attachment (Singapore Campus)**

1. At the end of the Internship (Lausanne & Passugg Campuses) / Industrial Attachment (Singapore Campus), 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 (Lausanne & Passugg Campuses) / Industrial Attachment (Singapore Campus) 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 (Lausanne & Passugg Campuses) / Industrial Attachment (Singapore Campus).
3. At the end of the Internship (Lausanne & Passugg Campuses) / Industrial Attachment (Singapore Campus) 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.
4. The Career Center highly recommends students to ask for a work certificate or a recommendation letter from their employer for their future references.

**Art. 15 Academic assessment of the Internship (Lausanne & Passugg Campuses) / Industrial Attachment (Singapore Campus)**

1. The academic assessment of the BOSC program Internship (Lausanne & Passugg Campuses) / Industrial Attachment (Singapore Campus) is completed by the BOSC program director and includes the first report, the first interview with the assigned faculty member, and the final report of the Internship (Lausanne & Passugg Campuses) / Industrial Attachment (Singapore Campus).
2. The first report, the interview and the final report must comply with the conditions indicated in the Internship (Lausanne & Passugg Campuses) / Industrial Attachment (Singapore Campus) module description and must respect the deadlines established by the BOSC program director.
3. The content of the first report, the interview, and the final report is confidential. It will only be read by a faculty member.
4. Please refer to the EHL Student Directives regarding the communication channels during the Internship (Lausanne & Passugg Campuses) / Industrial Attachment (Singapore Campus).

**Art. 16 Validation of the Internship (Lausanne & Passugg Campuses) / Industrial Attachment (Singapore Campus)**

1. Students are required to complete both the administrative and academic requirements defined by the Career Center and the BOSC program director in accordance with Art. 14 and 15 of the present Directives.
2. The administrative assessment of the BOSC program Internship (Lausanne & Passugg Campuses) / Industrial Attachment (Singapore Campus) is based on the following criteria:
  - a. The Internship (Lausanne & Passugg Campuses) / Industrial Attachment (Singapore Campus) Agreement and job description validated in accordance with Art. 5 of the present Directives.
  - b. The Internship (Lausanne & Passugg Campuses) / Industrial Attachment (Singapore Campus) Confirmation Form duly signed and completed by the employer confirming the student has indeed worked 24 weeks, as per Art. 7 of the present Directives. The Form must be returned, at the latest, on the last day of work for the student.
3. The academic validation of the BOSC program Internship (Lausanne & Passugg Campuses) / Industrial Attachment (Singapore Campus) is based on the criteria defined in Art. 15 of the present Directives.
4. For the students complying with the requirements, the Internship (Lausanne & Passugg Campuses) / Industrial Attachment (Singapore Campus) will be validated and the module will receive a grade of P (Pass).
5. Students not complying with the administrative and/or academic requirements of the Internship (Lausanne & Passugg Campuses) / Industrial Attachment (Singapore Campus) module will receive an F (Fail) for the module.
6. In case of failure due to non-compliance with the administrative requirements the student will have to repeat the entire Internship (Lausanne & Passugg Campuses) / Industrial Attachment (Singapore Campus). The specific provisions in Articles 5, 7 and 8 of the present Directives shall apply.

7. In case of failure due to non-compliance with the academic requirements, the student will have to hand in a retake project according to the conditions established by the BOSC program director.
8. If the retake project receives a failing grade, the student will have to repeat the entire Internship (Lausanne & Passugg Campuses) / Industrial Attachment (Singapore Campus) as a last attempt.

**Art. 17      Changes to the Directives**

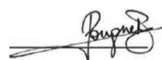
1. EHL reserves the right to amend, supplement or cancel any of the clauses in these Directives at any time to ensure they reflect the applicable laws and training conditions in the hospitality industry.

**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 February 19, 2024 and they replace all previous versions.



Stéphanie POUGNET ROZAN  
Associate Dean Undergraduate School



Barbara MARTIN  
Head of Student Affairs



## **Appendix I – Legal entities comprising EHL Hospitality Business School**

EHL Hospitality Business School is a formal and organized higher education structure with decision-making and organizational authority over all the academic activities of the following legal entities:

1. EHL Haute Ecole SA, registered in Switzerland;
2. EHL Academia SA, registered in Switzerland;
3. EHL Campus (Singapore) Ltd. Pte, registered in Singapore.