

Internship Regulations

for the course of studies leading to the
Advanced Federal Diploma of Higher Education in Hospitality Management
(«dipl. Hotelier-Gastronom HF», «dipl. Hoteliere-Gastronomin HF»)

valid from 04.08.2023

College of Higher Education (HF)
EHL Swiss School of Tourism and Hospitality Ltd.



Table of contents

1	Aim and purpose	3
2	Internship goals	3
3	Organisation	3
3.1	Requirements to start internship	3
3.2	Internship sequence and length	3
3.3	Internship locations	3
4	Areas and duration of work	4
4.1	Areas	4
4.2	Minimum duration in each area	4
4.3	Dispensations	4
4.3.1	Internship duration	4
4.3.2	Work areas	4
4.3.3	Overview	5
4.4	Extension of internship semesters	5
5	Preparation and job search	5
5.1	Internship workshops	5
5.2	Internship search	6
6	Internship contract	6
6.1	Swiss contract from EHL Passugg	6
6.2	Swiss contract from internship company	6
6.3	Internship agreement abroad	6
6.4	Requirements for the internship companies	6
6.4.1	Suitability of the internship company	6
6.4.2	Training plan	7
6.4.3	Company liaison responsible for the internship	7
6.4.4	Reflection interviews and assessment	7
6.4.5	Contribution to training costs	7
7	Supervision during internships	7
7.1	Internship supervision	7
7.2	Problems during internship	7
7.3	Early termination of the internship contract	8
8	Review and recognition of internships	8
9	Failure to complete an internship semester	8
10	Fees during internships	9
10.1	Fees Swiss internship companies	9
10.2	Fees Swiss companies outside hotel and catering industry	9
10.3	Fees for internships abroad	9
10.4	Fees considering dispensation from an internship semester	9
11	Entry into force	9

1 Aim and purpose

Two internship semesters form an integral part of the training «dipl. Hotelier-Gastronom HF», «dipl. Hoteliere-Gastronomin HF» and complement the school education at EHL Passugg. The students are aware of the practical training objectives and put these into practice.

2 Internship goals

During the internship semesters, professional competencies are practiced and reflected upon. Students practice working independently on the job, dealing with superiors, employees and guests, and working in teams. They recognize that any business can only produce optimal performance through the interaction of all departments.

The students become familiar with the production and work processes in operational practice. After a thorough induction, they are also able to take on supervisory and coordination tasks.

The reflection process of the students on their personal, professional, and social strengths and weaknesses, and the examination of the EHL Passugg graduate profile competencies are supported during the internships by working with the Learning Portfolio.

3 Organisation

3.1 Requirements to start internship

To start the internship semester, the previous school semester must have been completed. Even if the promotional requirements were not met, it is still possible to start the internship semester with permission.

3.2 Internship sequence and length

According to the accreditation framework (RLP), at least 2 internships (1800 hours in total) are required, which EHL Passugg divides into 2 internship semesters. As a rule, an internship semester lasts 6 months (900 hours); for information on possible dispensations, see chapter [4.3](#).

The internship semesters build on the foundations of the school semesters and are generally completed in the 3rd and 5th semesters of training.

3.3 Internship locations

The internships can be completed in Switzerland or abroad and can be divided among several companies.

Students without hospitality work experience in Switzerland must complete at least 3 months of the total internship period in Switzerland.

4 Areas and duration of work

4.1 Areas

Within the internships, the two operational work areas of Food & Beverage (kitchen and/or service) and Rooms Division (reception and/or housekeeping) have to be covered.

An internship in business management is recommended in the 5th semester of training or before entering the last semester of school.

4.2 Minimum duration in each area

The following minimum time requirements apply to the work areas within the entire internship period:

Food and Beverage	Compulsory internship of at least 3 months at a time in the same company in the work areas of service and/or kitchen (operational)
Rooms Division	Compulsory internship of at least 3 months at a time in the same company in the work areas of reception and/or housekeeping (operational)
Business Management	Optional internship in the fields of marketing, sales, event organization, F&B administration, HR, finance or as a management trainee.

4.3 Dispensations

4.3.1 Internship duration

Students can be exempted from the first internship semester if they have appropriate previous experience. The education or work experience must be documented by a diploma or certificate.

A reduction of the internship time is possible with:

- completed 3-year hospitality apprenticeship.
- internships that have been completed and fulfilled within the framework of training at a Swiss hotel management school with an accredited HF course of study.

Immediately before entering the last semester of school, a successfully completed internship of at least 3 months is mandatory for students with dispensation. Dispensation from this internship semester is not possible.

4.3.2 Work areas

Students who have a relevant basic education with work experience, can be dispensed from the work in Rooms Division and/or Food & Beverage, depending on the field of education. Dispensation from employment in the work areas depends on the type of previous education.

4.3.3 Overview

Education or previous experience	Dispensation area Food & Beverage	Dispensation area Rooms Division	Reduction in-ternship duration
Hotel-Kommunikationsfachmann/-frau EFZ Hotelfachmann/-frau EFZ	Yes	Yes	6 months
Restaurantfachmann/-frau EFZ Koch/Köchin EFZ Systemgastronomiefachmann/-frau EFZ	Yes	No	6 months
KV Hotel-Gastro-Tourismus EFZ	No	Yes	6 months
Internships at other Swiss hotel management school with accredited HF course of study	Yes, if already completed and fulfilled	Yes, if already completed and fulfilled	«sur dossier»
Several years of professional experience Other or foreign apprentice qualifications	Individual «sur dossier» Decision after consultation with the school management		

Evidence of prior education must be provided by the student with the appropriate diplomas and employment references.

The duration of the internships during the training can be reduced by a maximum of 6 months.

4.4 Extension of internship semesters

Within the training, the internship period can be extended once by a maximum of 6 months.

Internship semesters that must be repeated are regulated in chapter 9 Failure to complete an internship semester on page 8.

Other, longer periods of work are considered as school interruptions according to the Study Regulations HF¹, chapter 4.4 Interruption of training.

5 Preparation and job search

5.1 Internship workshops

The internship workshops with the associated individual discussions in the 1st and 2nd school semester form the basis of the internship preparation and are obligatory for all students. In the workshops, the application process is professionalized with the students and the internship requirements and tasks as well as the contents of the contract are discussed. In addition, the Career Services team of EHL Passugg offers individual coaching and consultations.

¹ see Infopool: [Study Regulations HF 01.2022](#)

5.2 Internship search

Students with very good language skills for the desired internship company and relevant work experience in Switzerland (see chapter 4.3), are responsible for finding their own internship positions, taking into account the requirements of the internship regulations. The EHL Passugg internship supervisor supports all students in an advisory capacity upon request, with the help of the school's own network and public as well as internal job platforms.

For internships in Switzerland, where the student has an insufficient knowledge of the local language, the placement and organization of internship positions is supported primarily by the school, which is carried out in cooperation with the students and the internship companies.

The responsibility for conducting a professional application lies with the student. Students are expected to present themselves professionally and according to the standards of EHL Passugg during the entire application process.

6 Internship contract

An internship contract must be provided to the school at the beginning of the internship.

6.1 Swiss contract from EHL Passugg

As a rule, the internship contract is issued by the school and concluded between the contracting parties of the internship company, student and EHL Passugg. The student or the company notifies the EHL Passugg internship supervisor of the contact details, the field of work and the duration of the internship. The contract is drawn up by EHL Passugg and passed on to the contracting parties for signing.

6.2 Swiss contract from internship company

Contracts that a Swiss company concludes directly with the intern must be based on the Swiss Code of Obligations or the L-GAV. The student submits a copy of the contract and the details of the contact person in the company responsible for the internship to EHL Passugg Internship Supervision. EHL Passugg sends the company a school confirmation and the written agreement for the sponsorship contribution (see chapter 10 Fees during internships).

6.3 Internship agreement abroad

For an internship abroad, EHL Passugg will draw up a written internship agreement between the company, the intern, and the school. The student or the company must inform the EHL Passugg internship supervisor of the contact details, the internship area and the internship duration. In addition, the foreign internship company can issue its own contract. A copy of the contract will be sent to EHL Passugg. The invoice for the sponsorship fee abroad is usually paid by the students (see chapter 10.3 Fees for internships abroad).

6.4 Requirements for the internship companies

The internship supervisor of EHL Passugg contacts new internship companies and checks whether the company meets the requirements for an internship.

6.4.1 Suitability of the internship company

Internship companies must be active in the hotel or catering industry or offer an internship position whose tasks correspond to those in the hotel and catering work field. The EHL Passugg internship supervisor decides on the suitability of an internship place.

6.4.2 Training plan

For the internship, the internship company prepares a training plan or job description that describes the objectives and competencies to be acquired during the internship period. In addition to the training program, the company defines individual goals for the internship period together with the intern.

6.4.3 Company liaison responsible for the internship

The internship company appoints a person responsible for the internship as the contact person for the interns as well as a supervisor who has the technical and management skills to achieve the training objectives in the corresponding field of work.

6.4.4 Reflection interviews and assessment

During the internship period, the person responsible for the internship will conduct at least two reflection meetings with the intern. The reflection discussions are documented with the school's own assessment sheet "Interim and final assessment". The person responsible for the internship in the company evaluates and justifies for the school and the intern whether the training objectives have been achieved and issues a qualifying work certificate (see chapter 8 Review and recognition of internships).

6.4.5 Contribution to training costs

Swiss internship companies contribute to the training costs of the students with the sponsorship contribution (see chapter 10.1 Fees Swiss internship companies).

7 Supervision during internships

7.1 Internship supervision

The internship supervisor of EHL Passugg is the contact person for companies and students in all matters concerning the internship. The supervisor checks the assignments due in the Learning Portfolio, the fulfillment of the Internship Regulations requirements and the Study Regulations².

For each internship, an internship interview is held with each student and the person responsible for the internship in the internship company. The basis for the internship interview is the interim evaluation.

In Switzerland, students are visited on site if possible.

For students who complete their internship abroad, the internship interview takes place together with the person responsible for the internship by telephone or online.

Through the internship interviews, the school is also in close contact with the internship companies.

7.2 Problems during internship

The students solve problems and difficulties in the internship independently as far as possible. The internship supervisor can be called in at any time for support and advice.

In the event of difficulties that cannot be solved on their own or that may result in the termination of the internship contract, the internship supervisor of EHL Passugg must be informed by the student or the internship company in good time in advance.

² see Infopool: [Study Regulations HF 01.2022](#)

7.3 Early termination of the internship contract

For a premature termination of the internship contract, there must be important reasons on the part of the company and/or the intern. The school must be informed in advance of a planned internship termination.

Termination of the internship may lead to non-recognition of the internship and thus to the completion of an additional internship. If the accompanying internship tasks and the assessment by the company are not available or a follow-up position is not found within a short time, an additional semester may have to be invested to complete the internship.

8 Review and recognition of internships

In addition to the supervision by the EHL Passugg internship supervisor during the internships, the instruments listed below serve to check the learning objectives and experiences achieved. The internships are considered passed if the following criteria are met:

For each internship and each work area:

- Submission of the **personal agreement on objectives** by the given deadline.
- **Interim assessment** of the professional goals in the training plan and the personally defined objectives by the person responsible for the internship in the company. The interim assessment is presented at the internship interview with EHL Passugg.
- **Final assessment** of the professional goals in the training plan and the personally defined objectives, **with sufficient evaluation** by the internship company. Submission no later than one week after entering the next school semester.
- **Work certificate** as proof of areas and duration of work. Submission no later than one week after entering the next school semester.

For each internship semester:

- Submission of the **Learning Portfolio Elements** by the given deadline.

In case of premature termination of the internship contract, the EHL Passugg internship supervisor decides on the recognition of the internship on the basis of the criteria mentioned above.

9 Failure to complete an internship semester

Students who do not meet the requirements for the recognition of an internship (see chapter 8 Review and recognition of internships), have not passed the internship semester and cannot enter the following school semester.

A failed internship can be repeated once within 12 months before entering the next higher school semester. After this period or after the second failed internship semester, the student must leave the school.

10 Fees during internships

The costs of studying at EHL Passugg are financed by the student's tuition fees, subsidies from the Federal Government and the cantons, and the sponsorship contributions of the (Swiss) internship companies.

The sponsorship contribution is a support from the Swiss hotel and catering industry for the training of future specialists and managers. EHL Passugg anticipates an amount of CHF 2'400.00 in sponsorship contributions per enrollment of 12 months of internship.

10.1 Fees Swiss internship companies

For students who complete their internship at the L-GAV internship wage in a Swiss company, the internship company pays a sponsorship contribution of CHF 200.00 (excl. VAT) per internship month to EHL Passugg.

The sponsorship contribution may not be deducted from the interns in Switzerland if they are employed at the minimum wage for interns (L-GAV Art. 11).

10.2 Fees Swiss companies outside hotel and catering industry

Swiss internship companies that do not belong to the hotel and catering industry (outside the L-GAV), usually do not pay the sponsorship contribution (matter of negotiation between student and company). In this case, the full contribution will be charged to the student.

10.3 Fees for internships abroad

Internship companies abroad usually do not pay the sponsorship contribution (matter of negotiation between student and company). For such an internship, EHL Passugg charges students a one-time lump sum of CHF 300.00 (excl. VAT). This regulation is valid for a maximum of one semester.

10.4 Fees considering dispensation from an internship semester

Students who are dispensed from an internship semester and skip it, do not pay a sponsorship contribution for it.

11 Entry into force

These internship regulations have been approved by the EHL Passugg Executive Board and will come into force on 04.08.2023. They replace all previous regulations.