

# **Internship Regulations**

## **for the EHL SSTH Professional Internship Foundation (PIF)**

### **Higher Vocational College SSTH Swiss School of Tourism and Hospitality Ltd.**

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## 1. Initial situation

The internship is an integral element of the program during the EHL SSTH Professional Internship Foundation (PIF), and complements the education provided at EHL SSTH. The students are aware of the targets behind the practical training and implement these targets in a working environment.

## 2. General guidelines

### 2.1 Principles

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The internship is intended to allow students to put their theoretical knowledge into practice and to expand on what they have learned. Students will acquire their first experience of working in the hotel and catering trade. They will work in different departments of a business, expand their knowledge of German and get to know Swiss culture.

Moreover, students reflect on their own professional and social strengths and weaknesses, also on their vocational preferences. During the internship, they complete tasks assigned by EHL SSTH to document their training.

### 2.2 Prerequisites

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The prerequisite for embarking on the internship is to complete the 18-week introductory course at EHL SSTH and to be admitted by the course management.

## 3. Internship placement

### 3.1 Businesses offering internships

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EHL SSTH works with a portfolio of small to medium-sized Swiss hotels and restaurants which will grant the budding students from the Higher Vocational College as broad an insight as possible into the various aspects of the work. The support is individual and personal and the distance from the school is not too far. Interns in small businesses and seasonal operations are integrated into social networks faster, become acquainted with Swiss culture and the mentality and make faster progress with the German language. This creates the best possible foundation for the training at the Higher Vocational College.

### 3.2 Allocation of internships

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Students are allocated and placed by the internship support service in consultation with the specialist teaching staff for German, Service and Cuisine. Due to immigration laws students with foreign nationality must be placed in the canton of Grisons. Swiss students can be placed throughout Switzerland.

## 4. Length of the internship

As a general rule, the internship lasts 7 months. It may not be less than the minimum time of 6 months. In seasonal operations, the internship may be split into two parts.

## **5. Areas of work**

Depending on the skills and linguistic ability of the interns, students in their EHL SSTH Professional Internship Foundation can be deployed operationally in Cuisine, Service or Rooms. They may only be used for other jobs if they are connected to the performance of their occupation. The decision as to how they are deployed lies within the discretion of the business and is defined in an internship plan before the internship starts.

## **6. Requirements for the internship businesses**

### **6.1 Place of work and support**

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Internship businesses must offer a place of work that is suitable to the program and must have support staff working on site. The internship business must appoint a person responsible for the internship to liaise with the interns and the school.

### **6.2 Assessment and reference**

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At the half-way point and at the end of the internship, the business will conduct an assessment interview with the student on the basis of the assessment form provided by the College. At the end of the internship or if it is terminated prematurely, the business will issue the intern with a reference.

## **7. Preparing for the internship**

EHL SSTH will equip the interns with good theoretical and practical basic knowledge in the areas of Cuisine and Service during an 18-week course in the training hotel in Passugg. There will also be intensive German language training as well as preparation for the internship with the focus on working in the Swiss hotel and catering trade.

## **8. Internship agreement**

The College will issue the internship contract which is concluded between the contractual parties, namely the internship business, the student and EHL SSTH. One essential element of every internship contract is an internship program drawn up by the business detailing the areas in which the student will be deployed.

## **9. Support during the internship**

EHL SSTH's internship support services are the point of contact for businesses and students in all aspects relating to the internship. They check the tasks and fulfilment of conditions, and visit the students and their supervisors on one occasion per internship.

## 10. Problems during the internship

When possible, students solve problems and difficulties that emerge during the internship themselves. Internship support services can be consulted at any time to receive assistance and advice. Internship support services must be given sufficient advance notice of any difficulties that the students cannot resolve themselves or which may lead to termination of the internship contract.

## 11. Termination of the internship contract

A termination of the contractual relationship during the internship is only possible by mutual agreement between the contractual parties and with the consent of the school. The business and/or the intern must be able to demonstrate good cause for premature termination of the internship contract. The school must receive advance notice of the planned termination of the internship.

The students are aware that breaking off the internship may lead to it not being recognised and that their residence permit for Switzerland may be cancelled. If no follow-on position is found within a short space of time and the minimum length of internship of 6 months has not been reached as a result of breaking it off, it will not be possible to continue the course at the Higher Vocational College of EHL SSTH to achieve the qualification of hotel and catering graduate (see also *Schedule of fees, Chapter 3.2*).

## 12. Prerequisite for entering the Higher Vocational College

The internship period is considered fulfilled if the following criteria are satisfied:

- All internship assignments issued by the school are 'satisfied'. This means that the results of the internship assignments were submitted in a manner that satisfies the tasks as assigned.
- The final assessment by the internship business must be at least 'adequate'.
- Copies of the work references are submitted as proof of the duration and content of the internships.
- The minimum period of 6 months has been met.
- The course fees have been paid in accordance with SSTH AG's schedule of fees.

## 13. Entry into force

The internship regulations at SSTH AG were approved by the Board of EHL SSTH and come into force as per 12/09/2017. It replaces all previous internship regulations.