

Study Regulations

(effective January 1, 2020)

College of Applied Sciences (HF)

EHL Swiss School of Tourism and Hospitality | SSTH



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1 Aim and purpose of the study regulations

In addition to clearly defined scholastic achievements, the Swiss School of Tourism and Hospitality AG (EHL SSTH in the following) expects its students to conduct themselves in a manner befitting their future profession. This conduct is characterized by a sense of responsibility, helpfulness and consideration toward everyone involved.

The main focus should be enjoying, and taking pleasure in, learning. The study regulations therefore set out only a few rules that are necessary to run the school in an orderly fashion and to ensure conduct in keeping with the students' future profession.

In addition, we value safeguarding the privacy of everyone. The personal integrity of each individual must be protected. Any behavior, action, statement, or image that infringes on the dignity of others must be prevented.

The management, executives, teachers, staff, students, and apprentices work together in a spirit of open communication to create an atmosphere of personal respect and mutual trust at EHL SSTH.

2 How EHL SSTH perceives itself

Students are aware that they must expect disciplinary consequences or, depending on the severity, even expulsion if they violate the study regulations. Students are role models and uphold the following principles.

2.1 Duty of care

Students benefit from a quiet learning environment in which they conduct themselves in a friendly and considerate manner.

They are aware that the possession and consumption of drugs are prohibited at EHL SSTH because they are harmful to one's health and impair performance. The *Campus Directives Passugg* contain additional rules regarding this issue.

Students abhor violence and will refrain from carrying weapons of any kind on campus or during their internships. Keeping weapons on campus is prohibited.

In the classrooms and at school functions, students ensure that their attire and their appearance are befitting of their future profession. The *Campus Directives Passugg* define the dress code.

When in groups, students behave cordially and considerately.

Students attend classes as indicated in the curriculum. This includes professional excursions and other official school functions.

Students are punctual and adhere to schedules, agreements, and specifications.

2.2 Respect

Students resolve conflicts with words and not violence, although they remain mindful at all times that words can be extremely hurtful. That is why they choose their words wisely.

Neither bullying nor sexual harassment is tolerated. In the event of problems, students confide in someone they trust. The external mediation team is also available to help.

Students are polite and helpful toward everyone they meet, conducting themselves with due respect. They do not disturb others who are studying or teaching.

2.3 Student Committee

The Student Committee supports all aspects of student life and acts as the liaison between students and EHL SSTH management. Student Committee regulations are available in Infopool.

3 Our status

3.1 State certification and quality assurance

The College of Applied Sciences (HF) is a department within EHL SSTH. As defined under the Swiss Vocational Training Law, the College of Applied Sciences is state-certified and awards a degree recognized in Switzerland. The degree entitles graduates to use the Swiss Professional Degree title "Dipl. Hôtelière-Restauratrice HF / Dipl. Hôtelier-Restaurateur HF", which is protected by law.

EHL SSTH is a member of the Tourism, Hospitality, Restaurant and Facility Management Division of the Conference of Professional Education and Training Colleges and is recognized under the National Qualifications Framework for Vocational and Professional Qualifications (NQF VPQ).

The degree course is accredited according to the THE ICE quality standards.

3.2 Course overview

The degree course at the HF is designed to equip students with the necessary skills to excel in leadership and management positions in the hotel and restaurant industry.

The degree course consists of four compulsory school semesters, each lasting 18 weeks, and two compulsory internship semesters¹.

4 General information

4.1 Room and board

Students live on the campus of the school hotel in Passugg during the first two semesters. Room and board are not included in the semester fees and are charged separately. The purpose behind this internal housing arrangement is for students to practice studying and living with people from different cultures, which is important in the hotel and restaurant industry after graduation.

4.2 Clothing

Professional conduct and guest-centric demeanor are among the educational goals of a hotel management school. EHL SSTH therefore attaches great importance to a well-groomed appearance.

The designated professional clothing for practical classes is mandatory in the first two semesters and must be purchased from EHL SSTH. The general dress code as described in the *Campus Directives Passugg* applies during theory classes throughout the entire program.

¹ See HF Internship Regulations, Version 1/1/2020

4.3 Insurance

Students must have sufficient insurance coverage. Requirements vary by nationality. Students should consult the *Insurance Regulations* before starting their degree program.

4.4 Residence permits

EHL SSTH will apply to the competent authorities for the residence permit that foreign nationals require to study at EHL SSTH. The fees will be charged as described in the *Fee Regulations*. Students will be charged for any costs and fines incurred due to failure to adhere to applicable deadlines.

4.5 Practical service

Students are required to assist in a practical capacity in at least two school functions each semester. In exceptional cases, the organizer may provide remuneration. However, as a rule, EHL SSTH will not provide payment to students for serving at functions.

4.6 Mobile phone use

Mobile phones must be switched off during classes and while working. Exceptions are possible only with the instructor's consent.

5 Semester dates

The list of main semester dates posted on Infopool (intranet) contains more precise information on the semester dates.

6 Exemptions from study and/or internship semesters

6.1 Policy

Students who already have a commensurate basic education and/or professional experience may seek exemption from one study and/or internship semester². The school record may be consulted for decisions in individual cases.

6.2 Procedure

A request for exemption must be submitted in writing upon enrollment for the degree program (with suitable references attached).

7 Exemption from classes

7.1 Policy

Students may, in exceptional cases and based on specific prior knowledge, be exempted from classes in a certain subject over the course of a semester. Exemption from attending classes shall under no circumstances entitle students to claim reimbursement of semester fees.

² See Internship Regulations, Version 1/1/2020, Chapter 5

Classes and exams in subjects from which the students are exempt are not counted toward the semester grade and advancement.

Students who are exempt from class but not from exams must take the regular exams. Their grades are used to decide on continued exemption and count toward the semester grade.

7.2 Procedure

Requests must be discussed with the instructor before the end of the second week of the semester, and must then be submitted in writing to the Director of Studies for a decision.

7.3 Exemption from German

Students who would like to be exempted from German lessons must either have German as their mother tongue or provide proof of German competence at a minimum level of A2 (CEFR).

In this case, German will not be relevant for advancement or included in the semester transcript.

8 Absences

8.1 Policy

Students must attend classes unless they have been issued an exemption by the Director of Studies. Mandatory classes must be attended regularly.

Absences are categorized as follows:

0 – 5%	Not critical
5 – 15%	Frequent
10 – 15%	Very frequent
> 15%	Excluded from semester exams

School management may take special measures (non-admission to semester exams, repetition of a subject, non-graduation, recommendation to leave school, expulsion) in the event of inordinately frequent absences. Functions involving external parties (e.g., guest lectures, special or project events, etc.) are also compulsory.

Subjects with an absence level higher than 15% are considered incomplete and therefore not fulfilled. Students are not admitted to the semester exam. A grade of 1 is assigned in these cases.

In cases of hardship (e.g., longer hospital stays), the Director of Studies will decide whether an exception will be granted. Note that all absences must be confirmed and substantiated in writing.

Students are required to review their current absence levels regularly in the CARE school administration system. Inaccuracies should be discussed immediately with the Director of Studies.

8.2 Unforeseeable absences

In the event of unforeseeable absences due to illness, accident, delayed trains, and the like, the following must be considered:

- The instructor must be notified immediately (via e-mail, telephone, in person, or through a third party should none of the previously listed means of communication be available). The reason for the absence must be given.
- For absences of several days' duration due to illness, Student Services must be notified and a physician's note submitted.

8.3 Other absences

School management must approve all other foreseeable longer absences in advance (at least 2 weeks).

8.4 Absence from examinations

As a rule, students must sit all examinations. The subject is considered incomplete if exams are pending.

The HF Examination Regulations apply.

8.5 Tardiness

Lessons begin on time. Tardiness will not be tolerated. Any student arriving after class has started will be marked as absent.

9 Copyrights

The copyrights of work created by students during their tenure at EHL SSTH are transferred to EHL SSTH.

Student documents and other forms of intellectual property are made available to the student solely for the purpose of learning and practice and may not be copied or used without permission for anything other than their original purpose.

10 Data protection

EHL SSTH pledges to follow the principles of the data protection law, in particular with regard to the transfer of data to third parties. Students' results are deleted after education is completed. Nonetheless, EHL SSTH stores information concerning transcripts, diplomas, and home and e-mail addresses of students in order to be able to provide information later on. Data is stored for ten years and then deleted.

11 Usage rights

Students agree that EHL SSTH has the right to unrestricted usage of any data and work that is produced during their studies as part of their training. Learning platforms and databases are used in accordance with the applicable terms of use (Usage Regulations).

Students notify EHL SSTH immediately of any major changes to their personal data. Students agree that their name, address, and other relevant data may be published within the framework of the school organization.

Students agree that EHL SSTH may take photos or videos of them in classrooms and at school-related events. Students grant EHL SSTH permission to use photos or videos directly related to EHL SSTH activities, including their first and last names, on the school website, in newsletters, for information and marketing materials, and especially in social media.

Students may not use, adapt, or make public any personal or company-related data of which they are made aware during an EHL SSTH activity by EHL SSTH, other students, teachers, or third-party participants. Students must treat as strictly confidential any operational and business secrets they become aware of while attending EHL SSTH, and must maintain secrecy after leaving EHL SSTH.

12 Entry into effect

These study regulations were approved by management on November 28, 2019. They will take effect on January 1, 2020 and replace the exam regulations of May 24, 2017 and any subsequent modifications.