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## **AP PROGRAM INTERNSHIP DIRECTIVES**

**EHL Haute Ecole SA / EHL Academia SA**

***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 program”) offered by the Ecole hôtelière de Lausanne (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. Each student must familiarize himself with the latest version of the Directives as soon as they are issued.
4. In the event of a dispute, the French language version of these Directives will be binding.

**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.
2. EHL reserves the right to contact the employer in order to check that the student is following these rules.
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.
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).
5. Students must keep themselves informed via EHL's official communication channels, in accordance with Art.16 of the EHL Student Directives.

**Art. 3 Contractual Terms & Conditions**

1. The contractual conditions of the internship and student's obligations that are not covered by these Directives are stated in an Agreement signed by both the student and the employer.
2. This Agreement must be formally approved by the Career Center.
3. The Agreement is applicable 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 Agreement may not supersede the provisions of these Internship Directives.
5. In case of doubt about the terms of the internship agreement and if the internship is carried out in a hotel or restaurant in Switzerland, the “Convention collective nationale de travail pour l’hôtellerie-restauration suisse (CCNT)” shall be binding.
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 Officers 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 job platform where student can find a number of internship openings to which they can apply directly (<http://jobs.ehl.ch>).
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 Internship approval**

1. In order for the Career Center to approve an internship, students will have to provide two documents: the internship Agreement and a job description. The internship Agreement document is available on MyEHL in French and in English. Only the school's Agreement template is binding and shall be used throughout the process.
2. Students are required to provide the signed internship Agreement and the job description for approval before the start of their internship.
3. The internship Agreement has to be signed by both parties in the following order: the employer and then the intern. A Career Officer will approve the agreement by signing it as soon as he receives it.
4. The Career Center is responsible for defining the terms and conditions stated in the internship Agreement and verifying compliance with the conditions in these Directives. The internship will be approved after the Career Officer signs the Agreement.
5. Students who fail to have their internship agreement approved by the Career Center before they begin their internship could have their internship invalidated and receive a grade of F (Fail).
6. Any special requests must be approved by the Career Center.

#### **Art. 6 Internship location**

1. The internship may take place in any country. However, it is the responsibility of the student to obtain 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 directors of the academic programs and validated by the Deanship.
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 by the Director of the AP program and validated by the Deanship. The compulsory duration of the internship 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 (24 weeks).
2. The internship must be completed in a single period during the academic period planned for this purpose and end before the official retake exam period. Any exemption to this rule, provided it is appropriately justified, must be formalized in a written agreement between the student and EHL.
3. In any event, it is the student's responsibility to check with the Career Center that the duration and schedule of the internship will allow him to continue his studies in accordance with the academic calendar.
4. During the spring semester, the internship must start at the beginning of week 8 and run through the end of week 34, as per the official EHL calendar.
5. During the fall semester, the internship must start at the beginning of week 30 and run through the end of week 4, as per the official EHL calendar.

**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.

**Art. 10          Absences**

1. Absences for sickness or accidents must be supported by evidence pursuant to the local regulations submitted by the student via the absence form attached to the approved internship agreement. The absence form must be sent to the Career Center along with a medical certificate or other documented proof of illness.
2. Repeated absences or those of more than three days must be communicated immediately by the employer to the Career Center.
3. Students must make up for absences of greater than 10 days (illness, family problems, force

majeure). If the student fails to make-up the lost working-days, the internship will not be validated.

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 Art. 30 of 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 Art. 31 of the EHL Student Directive.
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 not validate the internship. Decisions will be considered on a case-by-case basis.

#### **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 Officer. The Career Officer 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 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 Officer 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 Center 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.

#### **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 the hotel/food service sectors.
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 Center.
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 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.
2. The employer will also receive a confirmation form verifying the number of weeks that the student worked. It has to be dated, signed, stamped and returned to the Career Center.
3. 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.
4. The Career Center strongly encourages students to ask for a work certificate or a recommendation letter from their employer for future reference.

#### **Art. 15 Final validation of the internship**

1. The assessment of the AP internship is based on the following criteria:
  - a. Internship agreement and job description approved in accordance with Art. 5 of the present Directive.
  - b. The form confirming the student has indeed worked the entire 24-week (twenty four) period, in accordance with Art.7 of this Directive. This confirmation form must be duly filled in, dated, signed and returned by week 33 for internships taking place during the spring semester and by week 4 for internships taking place in the fall semester.
2. Students complying with the requirements of the internship will receive a grade of P ("Pass") for the module.
3. 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 letter ("Fail").

#### **Art. 16 Changes to the Directives**

1. These Directives may be amended, supplemented or cancelled by EHL management at any time.

#### **Art. 17 Implementation**

1. These Directives come into force as of October 6<sup>th</sup>, 2020 and they replace all previous versions.

*Michel ROCHAT*

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Chairman of the Board of Directors  
EHL Haute Ecole SA

*Inès BLAL*

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Executive Dean  
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