

Internship Regulations

Swiss Professional Degree «Dipl. Hôtelière-Restauratrice/Hôtelier-Restaurateur HF»

College of Professional Training and Education (HF) SSTH Swiss School of Tourism and Hospitality Ltd.

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1. Overview

The internship is an integral part of the Swiss Professional Degree accreditation, and supplements the training program at SSTH. The students are trained on the internship learning objectives, and transfer them into praxis.

2. General Guidelines

2.1. Objectives

During internship, knowledge and skills gained during lessons should be practiced and enhanced. Students learn how to work independently on the job, how to deal with superiors, colleagues and guests, as well as team work. They should recognize that each operation can only be successful through the optimum performance of each department working together. Students will learn how the business and production processes work. After a thorough training period, they are also able to take on management and coordination tasks.

Furthermore, students reflect upon their own professional and social strengths and weaknesses, as well as their professional preferences. Students document their training period through accomplishing a set of assignments listed in the accompanying section (see *Chapter 14*).

2.2. Requirements

Successful completion of the prior semesters is a requirement for starting the internship. In order for the internship to be recognized by the school, all of the internship stipulations and tasks (see *Chapter 3*) must be satisfactorily completed by the end of the training (usually the 6th semester).

3. Internship Stipulations

3.1. Diploma

The Swiss Professional Degree Diploma will only be awarded when at least two years of professional work experience in the hotel or gastronomy industries has been achieved. Professional work experience includes the time spent on internship during training at SSTH, an apprenticeship in a hospitality field, as well as the work experience gained prior to starting school.

3.2. Sequence of the Internship

The time sequence of the internship is determined by the curriculum. The operations internship, including F&B and Rooms Division, will be held in the 3rd semester; the management internship will be held in either the 6th semester, or for students starting on or after August 2015, the 5th semester. The total length of the internship will consist of 12 months. Internships can be completed in more than one establishment (see *Chapter 4*).

3.3. Consideration of Relevant Professional Experience and Training

Students who have an appropriate basic training and/or professional experience in the areas of Rooms Division and/or Gastronomy, may be dispensed from a portion of the internship requirement. The internship duration can be reduced accordingly to a maximum of 6 months (see *Study Regulations, Chapter 6.3*).

4. Length of the Internship

12 months is the minimum time required for an internship in colleges of professional education and training. At least 2 months of internship training in each establishment is required for the time to be recognized as an internship, provided that all other criteria for the recognition of the internship are met (see chapter 14, recognition of internships) and the sponsorship fee has been paid (see *Chapter 15, semester fees during internships*). The timing of internships is determined by the curriculum.

5. Internship Venues

The internships can be completed in Switzerland or abroad and divided among several companies. Students without relevant professional training in Switzerland are required to complete at least half (at least 6 months) of their total internship in Switzerland.

6. Areas and Duration of Training in the Fields of Work

6.1. Fields of Work to be covered during Internship Training

The internships are to be completed in the hotel or restaurant industries. In justified cases, an internship in the field of tourism can be allowed. Within these ranges, the three fields of work - gastronomy, accommodation, and management - must be covered. A possible reduction of study and/or internship semesters is governed by the Study Regulations under *Chapters 6 and 7*.

6.2. Duration and Activities per Field of Work¹

The following duration of training periods apply for each of the fields of work - gastronomy, rooms division, and management:

Gastro- nomy	At least 2 months in the areas of Service and/or Kitchen
Rooms Divi- sion	At least 2 months in the areas of Reception and/or Housekeeping

¹ According to curriculum of educational programs of Swiss Professional Degree, p. 25.

Management	At least 3 months in the areas of Marketing, Sales, Human Resources, MICE, Accounting and/or Management
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7. Exigencies for the Internship Company

Internship companies must offer appropriate internship training positions, and employ competent professionals. The internship company assigns an employee to be responsible as the school's point of contact for the interns.

8. Internship Preparation

The job application workshops, with the associated individual meetings during the 1st and 2nd semesters, form the basis of practical preparation and are mandatory for all students. In the workshops, the application process will be professionalized with the students, and the practical requirements and tasks, as well as the contents of the contract, will be dealt with. SSTH also offers practical support with individual coaching and consulting upon request.

9. Internship Placement

Students with very good language competence needed for the desired internship operation, and who already possess the relevant work experience in Switzerland (see *Chapter 5*), are in principle responsible on their own for finding an appropriate internship position under consideration of the internship requirements and regulations. When requested, the career service office helps all students in an advisory capacity with the school's network of contacts, and through public and internal job platforms.

For students with insufficient language skills (in the Swiss national language needed for the internship) the arranging and organizing for the first internship in Switzerland is primarily the task of the school, which is carried out in teamwork with the students and the placement companies.

The responsibility for carrying out a professional recruitment process lies with the student. It is expected of the students to uphold the standards of SSTH when representing the school during the application process.

10. Internship Contract

The internship contract is issued by the school and concluded between the internship parties: Placement Company, students, and SSTH. Contracts concluded by a Swiss company directly with an intern shall be based on the principles of the Swiss Code of Obligations and must be presented to the school for approval.

For an internship abroad, a copy of a written contract or working arrangement must also be presented to the school before the start of the internship.

A mandatory part of every internship contract/internship agreement is a training program or an adequate job description drawn up by the internship company.

11. Support during Internship

The Career Service office is the contact partner for placement establishment and students in all matters that affect the internship. It controls the functions and compliance with conditions, and visits all students on internship in Switzerland to meet with them and their supervisors once during the internship. Students studying abroad are contacted by phone or via Skype. A site visit by the school during an internship abroad does not normally take place.

12. Problems during Internship

Students are encouraged to solve problems and difficulties during internship if possible on their own. The Career Service office may be called upon at any time for support and advice. With difficulties that cannot be resolved alone or for which a cancellation of the internship contract may be the outcome, the Career Service office must be contacted well in advance.

13. Premature Termination of the Internship Contract

A termination of the contract during the internship is possible only by mutual consent of the parties and with the approval of the school. For an early termination of the internship contract, important and valid reasons must be given by the placement operation and/or the intern. The school must be informed of a planned placement abrogation in advance.

Students are aware that a premature internship termination will lead to a non-recognition of the placement, and thus requires the completion of an additional internship. In particular, if a replacement position cannot be found within a very short time, the minimum duration of 12 months internship is at risk. This can also negatively affect the status of the residence permit for foreign students in the 6th semester.

14. Recognition of the Internship

The internship is considered as passed when the following criteria are fulfilled:

- All practical school assignments are satisfactorily fulfilled. This means that the results of the internship tasks were appropriately submitted as required for each internship.
- The final assessment by the internship company must be rated as at least "sufficient" for each of the internships.
- Copies of the employment certificates have been received as proof of the internship length and content.
- The minimum time required for the individual areas of work (see *Chapter 6.2.*), the total duration of internships within the education at SSTH, and a total of two years' work experience in hospitality industry (see *Chapter 4*) have all been satisfied.

As long as these requirements for internship recognition have not met, the Swiss Professional Degree title and diploma will not be issued. Remediation is possible in accordance with *Chapter 2.2.*, when taken before the end of the school.

15. Semester Fees during Internship

There are no school fees during the internship semesters. All placement companies will be charged a sponsorship fee of CHF 200.- per each month of internship by the school. If the placement operation is not prepared to take over this amount, the student will be charged the fee.

Businesses in Switzerland that are subject to the L-GAV and employ students under L-GAV internship wages, are obliged to pay the sponsorship fee and may not deduct it from the trainees wages.

16. Legal Validity

The SSTH Internship Regulations was approved by senior management and took effect on 17.07.2015. It replaces all previous provisions.