



Campus Regulations

SSTH Swiss School of Tourism and Hospitality Ltd.



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1. General clauses

1.1. Miscellaneous

Scope	<p>The provisions set out in the Campus Regulations apply to apprentices, students, employees and guests on the SSTH campus in Passugg.</p> <p>It is expected that the regulations concerning correct conduct and the consumption of alcohol or controlled substances are not adhered to merely on the campus, but also on the way to and from school, irrespective of the use of public and private means of transport.</p> <p>These regulations are additions to the SSTH regulations as a whole and are integral elements of the study contracts and regulations.</p>
Responsibility	<p>Adherence to the regulations is a matter of personal responsibility. Persons accompanying must inform guests of the regulations and must ensure adherence thereto.</p>
Gender equality	<p>All wordings in these regulations refer to both genders unless otherwise clear in the content thereof.</p>

1.2. Terms

Campus Passugg	<p>The term campus refers to all buildings and areas operated by SSTH. This includes the School Hotel, the Villa Schönfels, TOP and the surrounding areas and parking facilities.</p>
School Hotel (SHP)	<p>The School Hotel (SHP) includes the classrooms and the hotel area, also the leisure areas in the School Hotel.</p>
TOP	<p>TOP is located outside of the School Hotel in the former primary school house in Churwalden local government district.</p>
Villa Schönfels	<p>Villa Schönfels covers two floors accommodating SSTH offices.</p>
Teaching hours	<p>The teaching hours are taken to mean the time between 8:30 AM and 4:30 PM from Monday to Friday within the semester periods for all study programmes.</p>

1.3. Contact persons

Student Services	<p>The office is in the School Hotel in the first basement floor</p> <p>Responsible for general questions and services in respect to school operations</p>
Front Office	<p>At the entrance to the School Hotel</p> <p>Responsible for room assignment/reservations, the card system, cash transactions, handling mail, internal mail circulation, lost & found and car parking. Information on attractions/services in the region.</p>
Duty (nights and weekends)	<p>From 8:00 PM – 7:00 AM (night duty) - telephone: 747</p> <p>Responsible for order and security. The Duty Manager must be informed immediately in the event of noise disturbances or dangers of any kind.</p>

2. Dress code

2.1. General

Policy	<p>We are an international vocational school in the hotel industry, and as such attach particular importance to the wearing of appropriate, professional clothing. Clothing is an integral part of the learning process for apprentices and students. A neutral appearance, safety and hygiene factors are fundamental aspects of the strict dress code applied within the hotel industry. Hence, these requirements apply equally to the dress code at an international hotel school.</p>
Application	<p>There is a specific dress code for all study programmes at the SSTH. The dress code is valid as long as the students are in class. If no lessons take place, the wearing of casual clothes outside the teaching hours (see <i>Chapter 1.2.</i>) is allowed. An additional casual dress code is also defined in <i>Chapter 2.4.</i></p>
Religious symbols	<p>The visible wearing of religious symbols of any kind is not allowed. We put emphasis a neutral appearance which is common in the hotel industry.</p>
Headwear/body decoration	<p>Headwear is prohibited.</p> <p>The following applies to body decoration: no visible tattoos or piercings, no tongue piercings and no earrings for male students/apprentices.</p>

2.2. Apprentices and students

Suit	Classic colours (black, navy, grey, beige...) In terms of fabric and pattern, the jacket and trousers or skirt must be matching; pinstripes allowed; no denim suits Ladies: Pant suit or knee-length skirt
Blouse/shirt	Unicoloured, without pattern or pictures Blouse with collar (round or angular)
Pullover	Colour: black or grey; no longer than the hips No sweatshirts; no coarse knitwear; no turtle necks Unicoloured, elegant turtleneck or V-neck sweater over shirt with tie may be worn under the suit jacket
Shoes	Black business shoes and black socks No elaborate patterns; no white seams; no sneakers or running shoes Ladies: no high heels (maximum 5 cm); shoes enclosed at front and back; black or skin-coloured stockings
Ties and scarves	Pattern: Business; all colours possible; matching the suit No scarves (especially no looped scarves); fine cravats are permitted
Kitchen and service classes	The kitchen or service/office uniform is worn for practical lessons in the kitchen and service. Items of jewellery and watches must be removed for practical lessons in the kitchen. Students must shave properly and ensure they wear a neat hairstyle; documentation with example images provide for assistance.

2.3. Employees at SSTH

Policy	Dress code for SSTH employees is stipulated in the staff regulations. The school will provide persons exempted from this rule (e.g. housekeeping, IT or kitchen) with suitable professional clothing to be worn at work.
Guests/representatives	Employees shall inform their guests and contractors of these regulations and shall be responsible for their adherence.

2.4. Leisure time (Casual)

Definition	Leisure time is taken to mean the time outside of teaching hours
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(see *Chapter 1.2.*); this also includes the holiday periods in all study programmes. The holiday period begins when all of the study programmes (GFG/HoKo, YTT, HFd and HFe) have completed the semester, and ends with the first school day of a study programme.

Clothing

We are respectful in our clothing and our conduct on campus, even during leisure time.

Dress worn for breakfast and the evening meal should be suitable for a restaurant visit and neither in form nor shape being extravagant. This means, that we do without pyjama similar, cropped or sleeveless (men) clothing.

At the school hotel it is never permitted to wear no clothing, revealing clothing, or to walk barefoot. It is mandatory to wear at least a bathrobe while moving to and from the shower facilities on each floor.

3. Conduct

General

Behaviour between/among apprentices, students and employees must always take place in a spirit of respect. In particular, it is important to be considerate of cultural diversity at an international school.

Smoking areas

It is forbidden to smoke in the campus buildings, apart from in the defined smoking areas. Smoking is permitted during teaching hours:

- on the rear terrace of the School Hotel;
- in front of TOP, to the right of the main entrance (sheltered area);
- in the veranda;
- at the bus stop.

Smoking is permitted outside of teaching hours wherever there are ashtrays, also on the School Hotel terrace. Smokers must maintain a distance of at least 5 metres to the building. It is prohibited to smoke in front of the main entrance. Cigarette butts must always be disposed of in ashtrays.

Alcohol

In general, the consumption of alcohol during school hours is prohibited. The exception is during the specialised teaching or the practical oriented teaching during class time (lunch service in the Outlets). Here the consumption of alcohol related to the hotel management education is permitted under the supervision of the responsible lecturer.

	<p>The lecturer has the right to exclude students from the lesson who have had an excessive amount of alcohol and cannot pay appropriate attention in class. The statutory laws, in particular for minor students, and the common standards of decorum shall otherwise apply outside of teaching hours</p> <p>Another exception are aperitifs or "Mingle evenings" organised by SSTH, whereby the consumption of beer and wine is allowed on the condition that lessons have already come to an end.</p>
Drugs	<p>Possession, consumption and dealing of controlled substances are prohibited under Swiss law and constitute grounds for immediate expulsion from the school. Any paid and/or unpaid passing on of drugs will in any case be reported to the police. Foreign students should note that legal proceedings may result in them being deported from Switzerland.</p> <p><i>Chapter 6. Disciplinary rules</i> (checks and sanctions) applies in other respects.</p>
Violence	<p>The application of physical and psychological violence or any form of sexual harassment will not be tolerated. It is prohibited to keep weapons on the campus.</p>
Mobile phones	<p>It is not permitted to use cell phones in classrooms or in the dining hall. The devices must be switched off. Appropriate discretion must be exercised in the other areas. Cell phones must not be used in areas intended for study.</p>
Noise Ordinance	<p>There is a quiet period from 10:00 PM to 7:00 AM. Loud music and loud conversations in particular are prohibited between these hours. Organised parties may only be held in the disco. Parties always require approval (see <i>Chapter 4.11.</i>).</p> <p>Quiet must be maintained in the vicinity of the school group and study rooms during teaching hours (see <i>Chapter 1.2.</i>).</p>
Minors	<p>The consumption of sprits or supplying spirits to people under the age of 18 is strictly prohibited. If minors are "in-house" outside the normal attendance times (Friday to until 6.00 PM or Sunday before 5.00 PM) the Duty Manager must be informed.</p>
Visitors	<p>In principle and for safety reasons, visitors are only accepted if registered at the front office or with the Duty Manager, with no exception. In particular, an overnight stays must be registered and the going rate paid accordingly. In double rooms no 3rd person is allowed to be accommodated.</p>
External Students	<p>Students not living in the school hotel are welcome; however, they must abide by the house rules and noise ordinance. Visitors must</p>

vacate the school premises by midnight 12.00 AM, and on "Stübli" bar-nights directly after it closes.

4. Use of the facilities

4.1. General

Order and cleanliness	<p>Persons using the rooms carry the responsibility for their use. Waste and crockery must always be removed. PET bottles must be disposed of in the official collection boxes. Waste must be separated when indicated (glass, cardboard containers). There is a waste disposal container (Molok) for the disposal of larger items of waste, located along the main road in front of the SHP.</p> <p>Electrical appliances must be cleaned and switched off following use.</p>
Damage/repair	<p>Damage and uncleanliness must be reported to the Front Office immediately.</p> <p>Persons responsible for the improper or mischievous use of SSTH facilities will be charged for the costs of any repair. This shall apply in particular to defilement and material damage.</p>
Inventory	<p>As a rule, inventories are not to be removed from classrooms, common areas and hotel rooms. Changes, for example the exchange of furniture in hotel rooms must be organised in advance with the housekeeping department. At the start of each semester, there is a formal check-in using an inventory and room status checklist on which details of any faults or damage must be noted. Any missing or damaged furnishings and materials will be charged based on the replacement value.</p>
Ecology and energy	<p>Care must be taken, especially during the winter months, that rooms are ventilated briefly. The last person to exit a room is responsible for ensuring that windows are closed, lights are extinguished and electrical devices switched off.</p>
Personal items	<p>Personal clothing and items must not be left lying in the corridors and publicly accessible areas. Owners must keep their personal items in their rooms or in the wardrobes. In particular, the lobby in the SHP and in TOP must be kept clear.</p> <p>Objects left lying around will be collected and can be picked up at the Front Office.</p>

4.2. Food & Beverage (F&B)

Range of food & beverage at SSTH

SSTH offers its apprentices/students, employees and guests the option to take breakfast, lunch or the evening meal in a variety of outlets. The Front Office provides information on the different F&B services; the prices are detailed in the *Price list*.

Self-catering / cooking

There is a comprehensive F&B-concept on offer at SSTH. There are no self-catering facilities provided, it is neither possible to store or heat any brought in food items. It is only permitted to eat any brought in food in the "Ofenstübli" at the back of Paulaner's. Eating in the lobby is not permitted. On request, the kitchen will be opened to apprentices and students in the evenings and at weekends (see *Chapter 4.10.*).

Meals

Meals are provided in the various outlets at SSTH as follows:

	Dining Room	Paulaner's
Breakfast	Mon – Fri: 7:00 AM – 8:15 AM	
Brunch	Sat, Sun: 10.00 AM – 12:00 PM	
Lunch	Mon – Fri: Opens 12:10 PM – 12:25 PM	
Dinner	Mon – Fri: 6:00 PM – 6:45 PM	Sat, Sun: 6:00 PM – 7:00 PM

Payment for meals is processed exclusively using the school card system (see *Fee Regulations, Chapter 6.4.*).

Meals may also be consumed on the terrace during warm weather; the service team decides whether an outlet is to be relocated outside. In these cases there will be no service in the indoor sections of the outlet. Each person is required to clear their own waste and used crockery as a matter of course.

4.3. IT/telephones

Computer room

The computer training room is primarily reserved for teaching. This room, subject to prior booking with Student Services, may be used to complete work outside of teaching hours.

Printing

There are printers in the SHP that apprentices and students may use. A fee is applicable to printing, paid for using the SSTH card

system (see *Fee Regulations, Chapter 6.4.*).

Data storage	Apprentices and students are given a personal hard drive to store data. The data are backed up on a daily basis as a means of security. Data stored outside these drives are deleted periodically, especially those stored on drive C. SSTH accepts no responsibility or liability for wrongly stored data. The personal drives are wiped once students and apprentices have graduated.
Wi-Fi	There is a Wi-Fi connection available in all rooms in the school, hotel and leisure facilities. The access code is found on the Infopool in Care.
Internet use	<p>It is prohibited to use the SSTH network to access content by, or communicate with, providers of illegal, misanthropic, paedophile, sexist or otherwise offensive materials.</p> <p>Internet traffic is recorded electronically and can be analysed as required.</p>
Telephone	<p>SSTH employees can be reached under their internal extension numbers. The telephone list is accessible on Infopool in Care and is also posted at the Front Office. Data privacy reasons dictate that personal cell phone numbers must not be provided without the consent of the respective person.</p> <p>Dial 0 for an external line, followed by the telephone number. Apart from emergencies, apprentices and students are charged for external calls.</p>

4.4. Classrooms

Availability	The classrooms are always open during teaching hours (see <i>Chapter 1.2.</i>). Access outside of these times requires approval by Student Services, Front Office or the Duty Manager.
Use	Eating and drinking are not permitted in the classrooms, apart from water.

4.5. Group and study areas

Availability	The lobby in the SHP, Paulaner's (apart from during teaching and service hours) and the library are available as group and study areas. The lobby must not be used as a classroom. Empty classrooms may also be used to study; this requires approval from Student Services.
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Use It is important to exercise mutual consideration when using the study areas. Use the leisure areas for louder conversations. It is not permitted to eat or drink (apart from water) in the study areas. The exception here is Paulaner's, provided it is outside of the teaching and service hours.

4.6. Hotel rooms

Availability The School Hotel has a number of rooms for apprentices and students. Front Office provides information on prices and bookings.

Use The rooms must be occupied as if they were facilities in a public hotel. It is important to exercise due care with the furnishings in particular. An individual inventory will be taken, and the general condition of the room assessed, at the start of occupation; any necessary repairs will be charged when the room is returned.

Hotel rooms are not party rooms. Quiet times at night must be observed in particular. The Duty Manager is authorised to conduct inspections and to take suitable measures as required. Instructions issued by the Duty Manager must be followed immediately.

Smoking/cooking Smoking and cooking would pose a risk of fire and are hence strictly prohibited in the rooms and balconies. This also applies to the use of any flammable materials, candles and incense sticks. Qualified staff members are entitled to conduct inspections. A charge of CHF 200,- per room and incident will be immediately levied in the event of smoking or cooking in the room. The amount has to be paid in cash. As long as the charge is not paid, the student will not be permitted to attend classes.

It is not allowed to use a microwave in the room, though a kettle with automatic switch-off function is permitted.

4.7. Wardrobes

Availability There are a limited number of lockers in the wardrobes for apprentices and students who have not booked a hotel room. Contact Front Office for information.

Use These facilities are used based on personal responsibility and risk. Users should keep valuables in their possession or leave them at Front Office.

4.8. Library

Opening Times	The SSTH library is open 24/7.
Use	Apprentices and students borrow books by recording the details in lists and returning the books after a reasonable period. The library is used as a group and study area.

4.9. Parking spaces

Availability	There are a limited number of parking spaces available to apprentices, students and employees. Parking fees are charged. They can be rented from Front Office. Public transport or carpooling arrangements should be used whenever possible.
Use	Users occupy parking spaces at their own risk. In particular, valuables must not be left in the vehicles. It is not permitted to sublet the use of the parking spaces. Front Office must be informed if other persons will temporarily use a rented parking space. Use of the parking spaces must not obstruct the public thoroughfare; instructions issued by Front Office must be followed. The visitor parking spaces next to the terrace in front of the School Hotel must be kept free.

4.10. Kitchen for apprentices and students

Availability	The student kitchen can be used in the evenings and at weekends. The key is available during the day from Front Office and in the evening from the Duty Manager.
Use	Anyone using the student kitchen on the 2nd basement of the SHP must ensure that all appliances, sinks, floors and walls are left in a faultless condition. Food can be stored in the refrigerator, but it will be cleaned and emptied every Wednesday.

4.11. Leisure time

Disco	The "Stübli" is an activity area for students of SSTH, where, among other things, group sports lessons take place. The room can be rented on request from the Head of Campus Services. The agreed terms and conditions apply; the normal closing time is at 1:00 am.
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Fitness Room

Opening times:
Mon – Sun: 7:00 AM – 10:00 PM

The fitness room may only be used wearing clean sport shoes and gym wear. The equipment must be cleaned and disinfected following use. It is not permitted to eat in the fitness room; the only permitted drink is water.

5. Safety

5.1. Alarm

General

Everyone should remain where they are the first time the siren sounds. The employees will check the reason for the alarm. Exit the building by the shortest emergency route without using the lift if instructed to do so by the Security Officer (PA announcement or personal contact) or if the siren sounds for a second time.

Assembly point

The assembly point is on the main terrace.

Fire alarm system

The SSTH buildings have an automatic and manual fire alarm system, also fire extinguishers. Sanctions will be imposed in the event of damage to, or obstruction of, the security facilities or if the alarm is triggered mischievously (see *Chapter 6*).

5.2. Video surveillance

Lobby SHP

For security reasons, there is a CCTV system in the lobby. The images will be treated confidentially and only analysed for security reasons.

5.3. Defibrillator

General

The defibrillator is kept in the Front Office and must be used in emergencies. A First Aid Team has received training in its use; the list of persons is posted at Front Office.

6. Disciplinary rules

Liability

The costs of damage or the costs incurred due to inappropriate conduct (e.g. mischievous triggering of the fire alarm) will be charged in full to the culpable person. Apprentices, students and

employees must on all accounts have a liability insurance policy; see also the *Insurance Regulations*. The school rejects any liability whatsoever for lost or stolen valuables.

Checks

Checks can be ordered on all persons and in all rooms if there is any suspicion of the rules being violated.

A drugs test or medical examination may be ordered at any time without prior warning if there is any suspicion of drug use.

Simple violations

The following are considered simple violations:

- Failure to observe quiet periods, order or hygiene regulations
- Failure to adhere to the dress code
- Failure to adhere to the smoking regulations
- Failure to adhere to the restrictions on cell phone use

Sanctions:

- One-off verbal caution
- Written caution, depending on the severity of the misbehaviour

Severe violations

The following are considered severe violations:

- Second warning due to simple violations (irrespective of whether the warnings were issued verbally or in writing)
- Use of violence of any kind
- Personal insults and sexual harassment
- Failure to observe the ban on, or regulations concerning, alcohol
- Consumption of, or dealing in, drugs
- Intentional destruction of buildings and furnishings
- Any kind of endangerment of life and limb
- All criminal actions not listed here

Sanctions:

- Letter of reprimand in all cases
- The Disciplinary Commission decides on the further procedure. A temporary suspension or direct expulsion from the school may be issued, depending on the severity¹.
- Expulsion will always be issued in the event of a second letter of reprimand.

- The police will always be brought in to deal with misbehaviour involving drugs or physical violence. Direct expulsion from the school is mandatory, also.

Disciplinary

The Disciplinary Committee consists of the Managing Director, the

¹ Expulsion from the school also means expulsion from the hotel.

Commission Academic Dean, the Head of vocational/higher Education, and the F & B Director.

Appeals/recourse Recourse to an instruction or a decision must be lodged in writing within 5 workdays. It must be addressed to the SSTH Management.

7. Entry into force

The Campus Regulations at SSTH AG were approved by the SSTH Board and are effective as per 26th of April 2018. They replace all prior terms and conditions.