

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 aware of the objectives of their professional education and transfer them into practice.

2. General Guidelines

2.1. Objectives

During internship, knowledge and skills gained during lessons should be practiced and enhanced. Students learn how to perform job duties independently as well as how to work within a team. Learning to work with superiors, colleagues and guests is also emphasized. They should recognize that operations 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.

Students document their training period through accomplishing internship related tasks. These tasks are designed to help the student reflect on their strengths and weaknesses, both socially and professionally. They also further clarify the Student's professional preferences.

2.2. Requirements for Starting the Internship

Prerequisite for the start of the internship are the completed previous semesters. To recognize the internships, the school semester must be passed, and the internship requirements and tasks fulfilled.

2.3. Requirements for Awarding the Diploma

The diploma, "Dipl. Hôtelière-Restauratrice / Dipl. Hôteleur-Restaurateur HF ", is awarded if at least 24 months of practical experience in the hotel or gastronomy industry are proven. Internships during SSTH, the apprenticeship and working time in a hotel or gastronomy profession as well as practical training obtained before the start of the school program, are accepted.

2.4. Sequence of Internships

The timing of the internships is determined by the semester schedule. The operational internships in the areas of F&B and Rooms Division are usually completed after the 1st and or 2nd semester and the internship in the field of Administration and or Management before the entry into the last academic semester.

3. Duration of the Internship

The total duration of the internships depends on the existing work experience in the hotel and gastronomy industry but is at least 6 months for all students. From a period of employment of 2 months in a company, the time can be counted as an internship, provided that all criteria for

the recognition of the internship are met (see Chapter 13, Recognition of internships) and the sponsorship fee is paid (see chapter 15, Semester fees during the internship).

4. 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 6 months of their internship time in Switzerland.

5. Areas and Duration of Training

5.1. Fields of Work to be covered during Internships

The internships are usually completed in companies in the hotel or gastronomy industry, in justified cases an internship in the field of tourism is also possible. Within the internships, the three fields of work F&B, Rooms Division and Administration and or Management must be covered.

5.2. Duration and Activities per area ¹

The following minimum time requirements apply to the fields of F&B, Rooms Division and Administration and or Management:

F&B	At least 2 months in the areas of Service and or Kitchen. Students who have already gained 6 months of work experience in the area of Service before entering SSTH complete the F&B internship in the Kitchen department. Students who have gained work experience in the Kitchen department before entering SSTH complete the F&B internship in Service.
Rooms Division	At least 2 months in the areas of Reception and or Housekeeping
Management	At least 3 months in the areas of marketing, sales, human resources, banquets office, event management, accounting and or general management.

5.3. Exemption from an internship

The internship period during the course may be reduced by no more than six months. The student must possess a recognized qualification in the hotel or gastronomy sector for this exemption to be granted. The type of prior education determines whether exemption is granted for one or more internship areas (F&B, Rooms Division). The internship in Administration and or Management prior to entering the final academic semester is obligatory for all students.

A **reduction in the internship period** is possible upon presentation of a:

- completed 3-year apprenticeship in the hospitality sector, or
- completed 2-year apprenticeship in the hospitality sector and 1 year of professional experience in hospitality, or
- other completed apprenticeship and 2 years of professional experience in hospitality.
- internships that were completed and recognized during a course at an accredited hotel management school in Switzerland.

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

An **exemption from the internship areas** depends on the type of prior education:

Apprenticeships in the hotel and gastronomy sector (GFG, Hotel-Kommunikationsfachmann/-frau, Hotelfachmann/-frau)	Exempted from F&B and Rooms Division
Apprenticeships in the restaurant and gastronomy sector in Service, as Chefs or System-gastronomiefachmann/-frau	Exempted from F&B
Apprenticeships in the hotel, gastronomy and tourism industries (KV HGT)	Exempted from Rooms Division
Internships from other certified schools of hotel management	Exempted from areas already completed
Several years of professional experience or other apprenticeships	Individual decision after consultation with the school

The student is required to provide proof of prior education by submitting suitable degrees and work certificates. The conditions for completion of the internships required for qualification at SSTH must have been fulfilled before the start of the final academic semester (see Internship Regulations, Chapter 13., Recognition of internships).

6. Requirements of the Internship Company

Internship companies must have a suitable workplace for training and competent local staff. The internship company appoints a mentor as the contact person for the intern and the school and compiles with a training plan or job description for the internship (see Chapter 9., Internship Contract).

7. Internship Preparation

The internship 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.

8. 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 SSTH Career Services

department 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.

9. Internship Contract

At the start of the internship the internship contract must be available at SSTH.

Swiss Internship
Contract from SSTH

As a rule, the internship contract is issued by the school and concluded between the contracting parties Internship Company, Student and SSTH. The student or the company reports the contact details, the internship area and the duration of the internship to the SSTH Career Services department. The contract is drawn up by SSTH and passed on to the contracting parties.

Swiss Internship
Contract from the
Internship company

Contracts that a Swiss company concludes directly with the intern must be based on the principles of the Swiss Code of Obligations and the L-GAV. The student submits a copy of the contract and the details of the contact person to the SSTH Career Services department. SSTH sends the company a school confirmation and the written agreement for the sponsorship fee (see chapter 15., Semester Fees during Internships).

Internship Agree-
ments Abroad

For internships abroad, SSTH will draw up a written internship agreement between the company, the student and the school. The student or the company reports the contact details, the internship area and the duration of the internship to the SSTH Career Services department. Additionally the internship company abroad can issue its own internship contract, if desired. A copy of the contract will be sent to SSTH. The sponsorship fee is usually paid by students abroad (see Chapter 15., Semester Fees during Internships).

Training Program

An obligatory part of every internship contract or internship agreement is a training program, or an adequate job description created by the internship company.

10. Support during Internship

The SSTH Career Services department is the contact partner for internship companies and students in all matters that affect the internship. It controls the internship tasks and compliance with conditions, and visits or discussions are held with all students once during their internship. Students working abroad are contacted by phone or Skype. All students on internship in Switzerland will be visited when possible.

11. Problems during Internship

Students are encouraged to solve problems and difficulties during internship if possible on their own. The SSTH Career Services department may be called 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 SSTH Career Services department must be contacted well in advance.

12. Premature Termination of the Internship Contract

For premature termination of the internship contract, there must be important reasons on the part of the company and or the intern. The school must be informed in advance about a planned internship termination.

An internship termination can lead to the non-recognition of the internship and thus to the required completion of an additional internship. If the accompanying internship tasks and the assessment by the company are not available or cannot be produced within the required deadlines, an additional internship semester must be completed.

13. Recognition of Internships

The SSTH Career Services department manages and constantly updates the "Overview of practical fulfillment" for each student. The internship time is passed if the following criteria are met:

One week **before** entering the following semester

The **internship tasks** of the school must be submitted at the latest one week² prior to entering the following semester and meet the requirements.

At the latest one month **after** the start of the following semester

The sufficiently evaluated **final assessment** completed and signed by the internship company as well as the **work certificate** as proof of duration and content of the internship must be submitted at the latest one month² after entering the following semester.

The minimum time requirements for the different departments during the training at SSTH (see chapter 5.2., Duration and Activities per area) and the required total duration of 24 months

² the exact dates will be published prior to the internship start by the SSTH Career Services department.

of work experience in the hotel and gastronomy industry (see chapter 2.3., Requirements for Awarding the Diploma) must be fulfilled before the start of the final academic semester.

14. Failure of an Internship semester

14.1. Repeat an Internship

Those who do not fulfill the conditions for the recognition of an internship (see Chapter 13) did not pass the internship semester. Failed internships may be repeated once within 12 months prior to the next academic semester. After this period or after the second failed internship semester, the student leaves the school without a diploma.

14.2. Insufficient final assessment by the company

If the evaluation by the company is insufficient, the current semester including all examinations may be attended until the end. Exceptions to this are the defense of the diploma thesis (colloquium). The colloquium will only be carried out once all the evidence of completion of the internships has been provided, as this is the final part of the qualification process.

15. Semester Fees during Internship

For students who complete their internship according to the L-GAV internship guidelines in a Swiss company, the internship company pays a **sponsorship fee of CHF 200.-** (excluding VAT) **per internship month**. The sponsorship fee is an investment in the training of future specialists and executives for the hotel and gastronomy industry and covers part of the tuition fee. The sponsorship fee may not be deducted from internship salary in Switzerland.

Internships abroad or Swiss companies that are not part of the hotel and gastronomy industry generally do not pay for the sponsorship fee (possibility to negotiate between students and companies). In this case, the sponsorship fee will be charged to the students.

Exceptions to this rule are **the students of the HFe, during the internship "Administration and or Management" abroad** and **students of the HFd and HFe who decide to complete a voluntary additional internship or an additional internship semester** due to lack of work experience. Affected students pay for this internship semester a flat rate of CHF 300.- (exkl. MwSt.).

16. Legal Validity

The internship regulations of SSTH Ltd. were approved by the management and come into effect on 31.07.2018. They replace all previous provisions.