



# **CULINARY & RESTAURANT MANAGEMENT CERTIFICATE 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 Directives pertains to the internship carried out as part of the Culinary & Restaurant Management Certificate Program (hereinafter CREM) offered by the EHL Haute Ecole SA and Academia SA (hereinafter EHL). They apply to all students enrolled in the CREM Program.
2. These Directives are available to students on MyEHL, as well as upon request from the Internship Office.
3. Each student must familiarize himself with the latest version of the Directives as soon as they are issued.

**Art. 2 General Rights and Duties of Students**

1. Students remain subject to the Program Rules & Regulations and the 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 Internship Office of any problem that may affect their ability to complete the internship successfully.
4. During their internship, students must inform the Internship Office 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 (Article 12).
5. Students must keep themselves informed via EHL's official communication channels, in accordance with Article 16 of the EHL Student Directives.

**Art. 3 Contractual Terms & Conditions**

1. The contractual conditions of the internships 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 validated by the Internship Office.
3. The Agreement is applicable only to the internship as defined in Article 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 a 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 Internship Office is committed to helping and supporting students with their internship searches by providing personalized advice and guidance. During the CREM semester, Internship 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 Internship Office regularly updates the job platform where students 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 Internship Office.

**Art. 5 Internship Approval**

1. In order for the Internship Office 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 EHL'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. An Internship Officer will approve the agreement by signing it as soon as he receives it.
4. The Internship Office is responsible for defining the terms and conditions stated in the Internship Agreement and verifying compliance with the conditions in these Directives. The internship is approved upon signature of the Agreement by the Internship Officer.
5. Students who fail to have their Internship Agreement approved by the Internship Office before they begin their internship could have their internship invalidated and receive a grade of F (Fail).
6. Any special request must be approved by the Internship Office.

**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" Article 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 CREM Internship is defined by the Director of the CREM 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. 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 ensure with the Internship Office that the duration and schedule of the internship will allow him to continue his studies in accordance with the academic calendar.
4. The CREM internship must be carried out immediately following the on-campus semester.

**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 internships as set out in the provisions of Article 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 Internship Office.
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 Internship Office.
2. The student must immediately contact the Internship Office if difficulties arise during the internship in accordance with Article 12.
3. Any changes to the job description that had originally been approved by the Internship Office must be submitted for approval.
4. If the student quits his internship or changes employer 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 Internship Office 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 Internship Office.
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 CREM Rules & Regulations or EHL Student Directives during the internship period, the student will undergo a disciplinary procedure in accordance with Article 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 Article 31 of the EHL Student Directives.
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 Internship Office 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 Internship Office.
2. In case of a work-related issue during an internship or conflict with the employer, the student must contact his Internship Officer. The Internship 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 Internship 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 Internship Office 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 CREM internship is to offer, in addition to practical and academic courses held on campus, training in a company enabling the student to put in practice the acquired competencies.
2. Due to its nature, the CREM internship must be carried out in a Food and Beverage department of the hotel/food service sectors or more widely in the hospitality industry.
3. The CREM 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 Internship Office.
4. The Internship Office has the authority to judge the compliance of the internship 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 objectives of the Academic Program.

**Art. 14 Evaluation of the Internships**

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 Internship Office.
3. At the end of the internship, the intern will receive an electronic questionnaire. The answers will be checked by the Internship Office and made available for future interns.
4. The Internship Office 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 CREM internship is based on the following criteria:
2. Internship Agreement and job description approved in accordance with Article 5 of the present Directives
3. The form confirming the student has indeed worked the entire 24-week (twenty four) period, in accordance with Article 7 of these Directives. This confirmation must be duly filled in, dated and signed.
4. Student complying with the requirements of the internship will receive a grade of P (Pass) for the module.
5. If one of the above criteria is not met or not met by the deadline set by the Internship Office, the internship will receive a grade of F ("Fail"), the student will have to retake the entire internship of 24 (twenty four) working-weeks.

**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 shall come into force on February 17, 2020. They replace the version that came into force on February 1, 2019.



Michel ROCHAT

Chairman of the Board of Directors  
EHL Haute Ecole SA



Inès BLAL

Executive Dean  
EHL Haute Ecole SA