
BOSC 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 pertain to the HES-SO Bachelor in International Hospitality (BOSC) internship of the Ecole hôtelière de Lausanne (EHL). They apply to all students registered for an internship.
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 the student

1. Students remain subject to the BOSC 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 regularly refer to 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 a restaurant within Switzerland, the CCNT (Convention collective nationale de travail pour l'hôtellerie-restauration Suisse) shall prevail.
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 BOSC3 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 Agreement

1. In order for the Career Center to approve an internship, the student will have to provide two documents: the internship agreement and the job description. The internship agreement template is available on MyEHL in French and in English. Only the school's agreement is binding and shall be used throughout the process.
2. The student is required to provide the signed internship agreement and the job description for approval before the start of the internship.
3. The internship agreement must 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 competent to define the terms of the internship agreement, verifying that the conditions of the present Directives are respected. The internship will be approved upon the signature of the agreement by a Career Center.
5. If the student begins his internship prior to the approval of the agreement by the Career Center, the internship may be invalidated, and thus receive a failing grade (F).
6. Any particular request must be submitted for approval to 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 and Art.16) 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 invalidate an internship if the laws of the country where the internship is to be carried out are not followed, 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 BOSC internship is defined by the Director of the BOSC program and validated by the Dean. The compulsory duration of the BOSC 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 examinations 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 ensure 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 7 and run through to 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 26 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. Holiday periods 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 BOSC 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 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 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 of 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 BOSC internship is to offer, in addition to the academic courses, a training experience in a company in order to help compare the theory students have learned in the classroom with the reality of the service industry and to prepare for the job market.
2. Due to its nature, the BOSC program internship must be carried out in an administrative department. The student is at liberty to choose the industry.
3. The BOSC program internship must be completed in one single company. Rotation between 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 define the terms of the internship Agreement, to check that the conditions of the present Directives are met and to validate the internship.

Art. 14 Administrative 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 highly recommends students to ask for a work certificate or a recommendation letter from their employer for their future references.

Art. 15 Academic assessment of the internship

1. The academic assessment of the BOSC program internship is completed by the BOSC program director and includes the first report, the first interview with the assigned faculty member, and the final report of the internship.
2. The first report, the interview and the final report must comply with the conditions indicated in the internship module description and must respect the deadlines established by the BOSC program director.
3. The content of the first report, the interview, and the final report is confidential. It will only be read by a faculty member.
4. Please refer to Article 16.4 of the EHL Student Directives regarding the communication channels during the internship.

Art. 16 Validation of the internship

1. Students are required to complete both the administrative and academic requirements defined by the Career Center and the BOSC program director in accordance with Art. 14 and 15 of the present Directives.
2. The administrative assessment of the BOSC program internship is based on the following criteria:
 - a. The internship agreement and job description validated in accordance with Art. 5 of the present Directives.
 - b. The form duly signed and completed by the employer confirming the student has indeed worked 24 weeks, as per Art. 14.2 of the present Directives. This form must be returned by week 33 (for spring internships) or by week 4 (for fall internships).
3. The academic validation of the BOSC program internship is based on the criteria defined in Art. 15 of the present Directives.
4. For the students complying with the requirements, the internship will be validated and the module will receive a grade of P (Pass).
5. Students not complying with the administrative and/or academic requirements of the internship module will receive an F (Fail) for the module.
6. In case of failure due to non-compliance with the administrative requirements the student will have to repeat the entire internship. The specific provisions in Articles 5, 7 and 8 of the present Directives shall apply.
7. In case of failure due to non-compliance with the academic requirements, the student will have to hand in a retake project according to the conditions established by the BOSC program director.
8. If the retake project receives a failing grade, the student will have to repeat the entire internship as a last attempt.

Art. 17 Changes to the Directives

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

Art. 18 Implementation

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

Michel ROCHAT

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Chairman of the Board of Directors
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Inès Blal

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Executive Dean
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