

## **Internship Regulations**

For the course of studies leading to the  
Advanced Federal Diploma of Higher Education in Hospitality Management

(«dipl. Hotelier-Gastronom HF, dipl. Hoteliere-Gastronomin HF»)

valid from 01.01.2022

**College of Higher Education (HF)**

**SSTH Swiss School of Tourism and Hospitality AG**



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## 1 Aim and purpose

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Two internship semesters form an integral part of the training «dipl. Hotelier-Gastronom HF», «dipl. Hoteliere-Gastronomin HF» and complement the school education at EHL SSTH. The students are aware of the practical training objectives and put these into practice.

## 2 Internship goals

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During the internship semesters, professional competencies are practiced and reflected upon. Student's practice working independently on the job, dealing with superiors, employees and guests, and working in teams. They recognize that any business can only produce optimal performance through the interaction of all departments.

The students become familiar with the production and work processes in operational practice. After a thorough induction, they are also able to take on supervisory and coordination tasks.

The reflection process of the students on their personal, professional, and social strengths and weaknesses, and the examination of the EHL SSTH graduate profile competencies are supported during the internships by working with the Learning Portfolio.

## 3 Organisation

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### 3.1 Requirements to start internship

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To start the internship semester, the previous school semester must have been completed. Even if the promotional requirements were not met, it is still possible to start the internship semester with permission from the Head of Higher Education.

### 3.2 Internship sequence and length

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According to the accreditation framework (RLP), at least 2 internships (1800 hours in total) are required, which EHL SSTH divides into two internship semesters.

The internship semesters build on the foundations of the school semesters and are generally completed in the 3rd and 5th semesters of training.

As a rule, an internship semester lasts 6 months (900 hours); for information on possible dispensations, see chapter [4.3](#).

### 3.3 Internship locations

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The internships can be completed in Switzerland or abroad and can be divided among several companies.

Students without hospitality work experience in Switzerland must complete at least 3 months of the total internship period in Switzerland.

## 4 Areas and duration of work

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### 4.1 Areas

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Within the internships the two operational work areas of F&B (kitchen and/or service) and Room Division (reception and/or housekeeping) have to be covered.

An internship in business management is recommended in the 5th semester of training or before entering the last semester of school.

### 4.2 Minimum duration in each area

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The following minimum time requirements apply to the work areas within the entire internship period:

Food and Beverage	Compulsory internship of at least 3 months in the following fields of work Service and/or Kitchen.
Rooms Division	Compulsory internship of at least 3 months in the working areas of Reception and/or Housekeeping.
Business Management	Optional internship of at least 3 months in the fields of marketing, sales, event organization, F&B administration, HR, finance, or as a management trainee.

### 4.3 Dispensation from requirements

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Students can be exempted from an internship semester if they have appropriate previous experience (education and work experience documented by diploma/certificate).

Before entering the last semester of school, a successfully completed internship of at least 6 months is mandatory for all students. Dispensation from this internship semester is not possible.

Students who have a relevant basic education with work experience can be dispensed from the work in Rooms Division and/or F&B, depending on the field of education.

The duration of the internships during the training can be reduced by a maximum of 6 months.

A reduction of the internship time is possible with:

- completed 3-year hospitality apprenticeship
- Internships that have been completed and fulfilled within the framework of training at a Swiss hotel management school with an accredited HF course of study.

Dispensation from employment in the work areas depends on the type of previous education:

Hotel-Kommunikationsfachmann/-frau EFZ Hotelfachmann/-frau EFZ	Dispensed by Rooms Division and F&B
Restaurantfachmann/-frau EFZ Koch/Köchin EFZ Systemgastronomiefachmann/-frau EFZ	Dispensed from F&B
KV HGT EFZ	Dispensed from Rooms Division
Internships at other Swiss Hotel management schools with recognized HF course of studies	Dispensed from already completed work areas
Several years of professional experience Other or foreign apprentice qualifications	Individual "sur dossier" - decision after con- sultation with the school

Evidence of prior education must be provided by the student with the appropriate diplomas and employment references and must meet all criteria for internship credit (see Chapter 8).

#### **4.4 Extension of internship semesters**

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Internship semesters that must be repeated are regulated in Chapter 9, Failure to complete an internship semester on page 8.

Other, longer periods of work are considered as school interruptions according to the Study Regulations HF<sup>1</sup>, Chapter 4.4 Interruption of training.

## **5 Preparation and job search**

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### **5.1 Internship workshops**

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The internship workshops with the associated individual discussions in the 1st and 2nd school semester form the basis of the internship preparation and are obligatory for all students. In the workshops, the application process is professionalized with the students and the internship requirements and tasks as well as the contents of the contract are discussed. In addition, the Career Services team of EHL SSTH offers individual coaching and consultations.

### **5.2 Internship search**

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Students with very good language skills for the desired internship company and relevant work experience in Switzerland (see chapter 4.3), are responsible for finding their own internship positions, taking into account the requirements of the internship regulations. The EHL SSTH internship supervisor supports all students in an advisory capacity upon request, with the help of the school's own network and public as well as internal job platforms.

For internships in Switzerland, where the student has an insufficient knowledge of the local language, the placement and organization of internship positions is supported primarily by the school, which is carried out in cooperation with the students and the internship companies.

The responsibility for conducting a professional application lies with the student. Students are expected to present themselves professionally and according to the standards of EHL SSTH during the entire application process.

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<sup>1</sup> see Infopool: [Study Regulations HF 01.2022](#)

## 6 Internship contract

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An internship contract must be available to the school at the beginning of the internship.

### 6.1 Swiss contract from EHL SSTH

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As a rule, the internship contract is issued by the school and concluded between the contracting parties of the internship company, student and EHL SSTH. The student or the company notifies the EHL SSTH internship supervisor of the contact details, the field of work and the duration of the internship. The contract is drawn up by EHL SSTH and passed on to the contracting parties for signing.

### 6.2 Swiss contract from internship company

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Contracts that a Swiss company concludes directly with the intern must be based on the Swiss Code of Obligations or the L-GAV. The student submits a copy of the contract and the details of the contact person responsible for the internship in the company to EHL SSTH Internship Supervision. EHL SSTH sends the company a school confirmation and the written agreement for the sponsorship contribution (see chapter [10.1](#)).

### 6.3 International internship agreement

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For an internship abroad, EHL SSTH will draw up a written internship agreement between the company, the intern, and the school. The student or the company must inform the EHL SSTH internship supervisor of the contact details, the internship area, and the internship duration. In addition, the foreign internship company can issue its own contract. A copy of the contract will be sent to EHL SSTH. The invoice for the sponsorship fee abroad is usually paid by the students (see chapter [10.2](#)).

### 6.4 Requirements for the internship companies

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The internship supervisor of EHL SSTH contacts new internship companies and checks whether the company meets the requirements for an internship.

#### 6.4.1 Suitability of the internship company

Internship companies must be active in the hotel or catering industry or offer an internship position whose tasks correspond to those in the hotel and catering work field. The EHL SSTH internship supervisor decides on the suitability of an internship place.

#### 6.4.2 Training plan

For the internship, the internship company prepares a training plan or job description that describes the objectives and competencies to be acquired during the internship period. In addition to the training program, the company defines individual goals for the internship period together with the intern.

#### 6.4.3 Company liaison responsible for the internship

The internship company appoints a person responsible for the internship as the contact person for the interns as well as a supervisor who has the technical and management skills to achieve the training objectives in the corresponding field of work.

#### **6.4.4 Reflection interviews and assessment**

During the internship period, the person responsible for the internship will conduct at least two reflection meetings with the intern. The reflection discussions are documented with the school's own assessment sheet "Interim and final assessment". The person responsible for the internship in the company evaluates and justifies for the school and the intern whether the training objectives have been achieved and issues a qualifying work certificate (see Chapter 8).

#### **6.4.5 Contribution to training costs**

Swiss internship companies contribute to the training costs of the students with the sponsorship contribution (see chapter [10.1](#)).

## **7 Supervision during internships**

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### **7.1 Internship supervision**

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The Internship Supervisor of EHL STH is the contact person for companies and students in all matters concerning the internship. The supervisor checks the assignments due in the Learning Portfolio, the fulfillment of the Internship Regulations requirements, and the Study Regulations<sup>2</sup>.

For each internship, an internship interview is held with each student and the person responsible for the internship in the internship company. The basis for the internship interview is the interim evaluation.

In Switzerland, students are visited on site if possible.

For students who complete their internship abroad, the internship interview takes place together with the person responsible for the internship by telephone or online.

Through the internship interviews, the school is also in close contact with the internship companies.

### **7.2 Problems during internship**

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The students solve problems and difficulties in the internship independently as far as possible. The internship supervisor can be called in at any time for support and advice.

In the event of difficulties that cannot be solved on their own or that may result in the termination of the internship contract, the internship supervisor of EHL STH must be informed by the student or the internship company in good time in advance.

### **7.3 Early termination of the internship contract**

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For a 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 of a planned internship termination.

Termination of the internship may lead to non-recognition of the internship and thus to the completion of an additional internship. If the accompanying internship tasks and the assessment by the company are not available or a follow-up position is not found within a short time, an additional semester may have to be invested to complete the internship.

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<sup>2</sup> see Infopool: [Study Regulations HF 01.2022](#)

## 8 Review and recognition of internships

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In addition to the supervision by the internship supervisor during the internship (p. 7), the instruments listed below serve to check the internships. The internship period is considered to have been passed if the following criteria are met:

- Timely submission of the **personal goals agreement**.
- **Interim assessment** of the professional goals in the training plan and the personally defined goals. The interim assessment is presented at the internship interview.
- **Final assessment** of the professional goals in the training plan and the personally defined goals, **with sufficient evaluation** by the internship company. Submission no later than one week after entering the next school semester.
- **Work certificate** as proof of areas and duration of work. Submission no later than one week after entry into the next school semester.
- Timely submission of the Learning Portfolio **Elements**.

In case of premature termination of the internship contract, the EHL SSTH Internship Supervisor decides on the recognition of the internship on the basis of the criteria mentioned above.

## 9 Failure to complete an internship semester

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Those who do not meet the requirements for the recognition of an internship (see chapter 8), has not passed the internship semester and cannot enter the following school semester.

A failed internship can be repeated once within 12 months before entering the next higher school semester. After this period or after the second failed internship semester, the student must leave the school.

## 10 Fees during internships

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### 10.1 Sponsorship fees of the internship companies

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The costs of studying at EHL SSTH are financed by the students' tuition fees, subsidies from the federal government and the cantons, and the sponsorship contributions of the (Swiss) internship companies.

The sponsorship contribution is a support from the Swiss hotel and catering industry to the training of future specialists and managers. EHL SSTH expects an income of CHF 2'400.00 per student for 12 months of internship.

For students who complete their internship at the L-GAV internship wage in a Swiss company, the internship company pays a sponsorship contribution of CHF 200.00 (excl. VAT) per internship month to EHL SSTH.

The sponsorship contribution may not be deducted from the interns in Switzerland if they are employed at the minimum wage for interns (L-GAV Art. 11).



## **10.2 Fees during the internship semesters**

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### **10.2.1 General fees for internships abroad**

Internship companies abroad or Swiss companies that do not belong to the hotel and catering industry usually will not pay the sponsorship contribution (matter of negotiation between student and company). In this case, the contribution is charged to the students, as this income is included in the students' training costs (see chapter 10.1).

### **10.2.2 Fees for internship abroad specific to the HF English department**

Students of the English-language HF course who complete an internship abroad due to the lack of knowledge of a Swiss national language pay a one-time lump sum of CHF 300.00 (excl. VAT) to EHL SSTH for the internship (maximum one semester).

### **10.2.3 Fees for dispensation from internship areas**

Students who are dispensed from an internship semester and skip it do not pay a sponsorship fee.

Students who opt for a voluntary internship pay a one-time lump sum of CHF 300.00 (excl. VAT) to EHL SSTH for the internship (maximum one semester).

## **11 Entry into force**

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These internship regulations were approved by the Executive Board of EHL SSTH on 02.12.2021.

They will come into force on 01.01.2022 at EHL SSTH for the «dipl. Hotelier-Gastronom», «dipl. Hoteliere-Gastronomin» course.