



# Policy for Exemption from the Preparatory Year

## Bachelor of Science in International Hospitality Management

### Preparatory Year

As stipulated in the law on the promotion and coordination of universities (LEHE), students who wish to enroll in a Bachelor program at a University of Applied Sciences must first complete a year of professional work experience before they can begin their studies.

At EHL, students are able to acquire their prerequisite experience at the school itself during the Preparatory Year – a one-year practical and academic training program that prepares for EHL's three-year Bachelor in International Hospitality Management. The duration of studies for EHL's Bachelor Degree, including the Preparatory Year, is therefore four years in all.

The first semester of EHL's Preparatory Year is spent on campus, where students follow a series of theoretical and practical modules; the second semester consists of an in-company internship in hospitality operations.

### Exemption from the Preparatory Year

The majority of EHL's Bachelor students complete the Preparatory Year at EHL. However, in certain cases, candidates may be exempt from the Preparatory Year and enter directly into the first year of the Bachelor Program.

Exemption from the Preparatory Year is considered for candidates who fulfil one of the following requirements:

## a. Exemption based on qualifications

1. Swiss Maturité professionnelle and a CFC (Certificat fédéral de capacité) in one of the following areas:

FRENCH	GERMAN	ITALIAN
CFC de cuisinier·ère	Koch/Köchin EFZ	Cuoco AFC / Cuoca AFC
CFC de spécialiste en restauration	Systemgastronomiefachmann/-frau EFZ	Impiegato di gastronomia standardizzata AFC / Impiegata di gastronomia standardizzata AFC
CFC de spécialiste en hôtellerie	Hotelfachmann/-frau EFZ	Impiegato d'albergo AFC / Impiegata d'albergo AFC
CFC de spécialiste en restauration de système	Systemgastronomiefachmann/-frau EFZ	Impiegato di gastronomia standardizzata AFC / Impiegata di gastronomia standardizzata AFC
CFC de spécialiste en communication hôtelière	Hotel-Kommunikationsfachmann/-frau EFZ	Impiegato in comunicazione alberghiera AFC / Impiegata in comunicazione alberghiera AFC
CFC de gestionnaire en intendance	Fachmann/-frau Hauswirtschaft EFZ	Impiegato d'economia domestica AFC / Impiegata d'economia domestica AFC
CFC de boucher·ère-charcutier·ère	Fleischfachmann/-frau EFZ	Macellaio-salumiere AFC / Macellaia-salumiera AFC
CFC de boulanger·ère-pâtissier·ère-confiseur ou confiseuse	Bäcker/in-Konditor/in-Confiseur/in EFZ	Panettiere-pasticciere-confettiere AFC / Panettiera-pasticciera-confettiera AFC

2. German Abitur + Hotelfachfrau/man

3. French Baccaauréat STHR (sciences et technologies de l'hôtellerie et de la restauration)

Should you hold a qualification not mentioned above please enquire directly with the Admissions Office ([admissions@ehl.ch](mailto:admissions@ehl.ch)).

## b. Exemption based on work experience

Candidates with a Swiss Maturité gymnasiale / professionnelle / spécialisée or candidates who hold foreign secondary school diplomas that are considered to be the equivalent of the Swiss Maturité may request exemption from the Preparatory Year if they have worked full-time during a minimum of three months in each of the four following operational areas:

1. Kitchen
2. Service
3. Housekeeping and/or stewarding
4. Front desk (reception and/or concierge)

Candidates wishing to be considered for exemption based on work experience must have:

- Completed 1 year of full-time work experience (including 4 weeks holiday) in a hotel or a restaurant. Work experience in a family run business will not be taken into consideration.
- At least 6 months of consecutive work
- No more than two different employers
- Acquired their work experience no more than 2 years before starting EHL

### c. Exemption based on previous education and work experience

On a case-by-case basis, students from other hospitality schools may be exempted from the Preparatory Year based on the successful completion of one full year of applied learning, including a 6-month internship in operations. Should the internship last for less than 6 months, then additional work experience in operations is required. This experience must have been completed within the 2 years prior to entering EHL.

## Application procedure

Candidates who apply for direct entry into Year One of the Bachelor Program must satisfy the same academic requirements as candidates who are applying for admission to EHL's Preparatory Year. Please refer to the "Admissions" section on EHL's website ([www.ehl.edu](http://www.ehl.edu)) for further details.

### a. Language requirements

Students who apply for exemption are required to submit one of the following English certificates with the below grades:

French section	IELTS (Academic) - 6.0	Duolingo - 105	TOEFL (iBT) - 80	TOEFL (Essentials) – 8.5	C1 Advanced - C
English section	IELTS (Academic) - 7.0	Duolingo - 120	TOEFL (iBT) - 100	TOEFL (Essentials) – 10.5	C1 Advanced - B

Students are exempt from submitting an English certificate if they satisfy one of the below criteria:

- Provide proof that for the last 3 years of their secondary education they studied in a school where English was the main language of instruction
- Study one of the following curricula in English: International Baccalaureate (IB), French Baccalauréat (OIB or BFI), Swiss Bilingual Matura, Academica Dual Diploma or the European baccalaureate.

### b. Documents to submit

Before a request for exemption can be considered, candidates must submit a regular application for admission to the Bachelor Program by completing EHL's online admissions module. In addition candidates are required to submit the following **additional documents**:

a) Exemption based on qualifications	Copy of the diploma granting exemption if already complete or your most recent transcript
b) Exemption based on work experience	- Copies of work certificates for each employer - 4 employer evaluations – one for each department (at least 1 at time of application)
c) Exemption based on previous education and work experience	- Hospitality school transcript - Proof of a 6-month internship / work experience

## Application procedure

Upon receipt of a candidate's complete application, the candidate will follow the standard selection process as stated on our [website](#). A first evaluation will determine whether the candidate will be invited to complete our Selection process. Following the motivation day, EHL's Admissions Commission will reach a final decision regarding the candidate's admission to EHL, as well as a decision on the candidate's request for exemption from EHL's Preparatory Year.

## Remarks

Exemption from the Preparatory Year is granted only in its entirety. Candidates cannot apply for partial exemption (for instance from the internship).

The Preparatory Year curriculum as well as the Courses and Credits are available to download on our [website](#).