



VERSION	DATE
4	20.09.2021

STUDENT DIRECTIVES OF THE ECOLE HOTELIERE DE LAUSANNE

VERSION	DATE
4	20.09.2021

Administration

RESPONSABILITES	
Fonction	Academic Advisory Manager

APPROUVE PAR	
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Fonction	Executive Dean of EHL Haute Ecole SA

HISTORIQUE				
Version	Date d'approbation	Valide dès	Modifications	Modifié par (fonction)
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VERSION	DATE
4	20.09.2021

			<p>Art 12.3.1 : Addition of the prohibition to use the EHL email address on private use platforms</p> <p>Art 12.4.1 : Addition of the mention "EHL intranet"</p> <p>Art 12.4.2 : Modification of the "Helpdesk" Nomination</p> <p>Art 12.4.3 : Addition of the mention "no antivirus"</p> <p>Art 12.4.4 : Addition of "EHL" mail address</p> <p>Art 12.4.7 : Update of computer equipment</p> <p>Art 12.5.2 : Addition of the words "collaborative spaces".</p> <p>Art 12.5.3 : Added the notion of responsibility and updated the "IT Helpdesk" department</p> <p>Art 12.11.1 : Change of the mention "EHL servers"</p> <p>Art 12.12.1 : Addition of the prohibition to use the EHL email address on private use platforms</p> <p>Art 17.3.4 : New article, content sharing</p> <p>Art 17.3.5 : New article, content sharing, internal communications</p> <p>Art 17.4.2 : Update of the mention "Career Center"</p> <p>Art 17.5.1 : Addition of "the legislation of the country concerned".</p> <p>Art 17.5.3 : Update</p> <p>Art 17.5.4 : New article, feasibility of an internship</p> <p>Art 17.6.1 : Addition of "the legislation of the country concerned".</p> <p>Art 17.6.2 : Liability and Compliance Update Internship</p> <p>Art 17.6.3 : New article, feasibility of</p>	
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VERSION	DATE
4	20.09.2021

			<p>internship with regard to residence and immigration</p> <p>Art 18.1.3 : Student Affairs Nomination Update</p> <p>Art 18.1.5 : Student Affairs Nomination Update</p> <p>Art 18.5.2 : Modification of the bullets points n° 2 et 3</p> <p>Art 18.7.3 : Modification of the deadline</p> <p>Art 18.7.4 : New paragraph, Direct Entry in Singapore Campus</p> <p>Art 18.13 : New article, Responsibility in case of loss</p> <p>Art 21.4.2 : Update</p> <p>Art 21.4.3 : Update</p> <p>Art 31.2.1 : Removal of academic cases</p> <p>Art 31.2.2 : New paragraph</p> <p>Art 32.2.3 : Removal of the word "President</p> <p>Art 32.3.2 : Update of the Commission members</p> <p>Art 32.3.3 : Removal of the word "President</p> <p>Art 32.5.2 : Modification of the word "Fine</p> <p>Art 38.2 : Update</p> <p>Art 39.1 : Update of the effective date</p> <p>Addendum Parking :</p> <p>Art 1.3 : Change of amount in case of loss</p> <p>Art 1.4 : Update of the Nomination of the Housing Department</p>	
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VERSION	DATE
4	20.09.2021

			<p>follow courses partially or entirely online, EHL decides on teaching methods</p> <p>Art 7 : Medical assistance, timetable update, modification linked to the medical assistance</p> <p>Art 8 : Handicap, update</p> <p>Art 8.2 : Learning difficulties, modifications of exceptions</p> <p>Art 11.12 : E-mail account</p> <p>Art 21 : More details on smoking on campus</p> <p>Art 28.1 : New article, official recognition</p> <p>Art 28.2 : New paragraph, Obligations of officially-recognized EHL associations</p> <p>Art 28.3 : New paragraph, associations that are not recognized</p> <p>Art 30.1: General provisions, update</p> <p>Art 30.1.4 : New paragraph, specification between serious academic and non-academic cases</p> <p>Art 30.1.5 : New paragraph, specification between serious academic and non-academic cases</p> <p>Art 30.1.6 : Paragraph amended to strengthen it</p> <p>Art 30.2 : Procedure, Specification of the term Direction, addition of main actors</p> <p>Article 31.1 : General provisions, move and strengthen to Art 30.1</p> <p>Art 31.3 Composition of the Non-Academic Disciplinary Commission changed of the commission members</p> <p>Art 31.5 : Sanctions, update</p> <p>Art 6 : Sport Services, cover a change in the process and use</p>	
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VERSION	DATE
4	20.09.2021

2	02.11.2020	02.11.2020	<p>Art 10: Change in the building location</p> <p>Art 14: Rename documents</p> <p>Art 15: New paragraph to cover drones and Light electric vehicles</p> <p>Art 17: More specificity on invoicing, services</p> <p>New paragraph to cover pandemic</p> <p>New paragraph to cover force majeure event</p> <p>New paragraph to cover compulsory fees</p> <p>New paragraph to cover construction work</p> <p>Art 31: Composition of the Academic Disciplinary Commission and Non-Academic Disciplinary Commission</p> <p>Art 34: Update on confidentiality</p> <p>Art 36: Small modification on LMS and recording</p>	
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EHL Directives

Chapter 1:	Introduction	11
Article 1	Content and Scope	11
Article 2	General Rights and Duties of Students	11
Article 3	Communication of the Directives and Students' Responsibility to Learn their Content	11
Chapter 2:	Regulations Concerning Supplementary Services	12
Article 4	Food Service on the Lausanne Campus	12
Article 5	Student Affairs	12
Article 6	Sport Services on the Lausanne Campus	12
Article 7	Medical and Social Services	12
7.1	Perimeter	12
7.2	Medical assistance.....	13
7.3	Student Counsellors / student support	13
7.4	Professional confidentiality	13
Article 8	Disabilities	13
8.1	Physical handicaps	13
8.2	Learning difficulties	13
Article 9	Emergency situations	14
9.1	Principle	14
Article 10	Library on the Lausanne Campus.....	14
10.1	Principles	14
10.2	Services and conditions of use	14
10.3	Workspace	14
Article 11	Study Rooms and Common Areas on the Lausanne Campus.....	14
11.1	Study rooms.....	14
11.2	Access to common areas	14
11.3	Use of common areas and equipment.....	15
11.4	Fire	15
Article 12	Use of IT Equipment	15
12.1	IT Service Desk.....	15
12.2	Means of communication.....	15
12.3	Access to IT Services	16
12.4	IT equipment	16
12.5	Data storage	16
12.6	Monitoring procedures – general	17
12.7	Monitoring procedures – personal	17
12.9	Measures taken in cases of abuse	17
12.10	Data storage and processing.....	17



12.11	Personal laptops	17
12.12	E-mail account	17
Article 13	Reception and Service Centre on the Lausanne Campus	17
Article 14	Parking on Lausanne Campus	18
14.1	Principles	18
14.2	Rental conditions	18
Article 15	Accommodation on the Lausanne Campus.....	18
15.1	Principles	18
15.2	Contractual conditions regarding the agreement on occupancy of a room	18
Article 16	Security on Lausanne Campus.....	18
16.1	Identity checks	18
16.2	Telephones and emergency situations	18
16.3	Drones	18
16.4	Light electric vehicles.....	18
Chapter 3:	Information and Communication.....	19
Article 17	Channels and Responsibilities.....	19
17.1	Channels of communication	19
17.2	Responsibility of EHL.....	19
17.3	Responsibility of students	19
17.4	Students on internship	19
17.5	Optional internships for matriculated students	20
17.6	Optional internships for exmatriculated students.....	20
Chapter 4:	Expenses and Methods of Payment.....	21
Article 18	Tuition Fees and other Expenses	21
18.1	Invoicing.....	21
18.2	Advance on tuition fees	21
18.3	List of obligatory expenses	21
18.4	Tuition fees	22
18.5	Lump sum for infrastructure and services	22
18.6	Prepayment for restaurants and bars on the Lausanne campus	22
18.7	Deposit and guarantee	23
18.8	Complementary and optional expenses	23
18.9	Health insurance	23
18.10	Other expenses.....	23
18.11	Use of a private vehicle	23
18.12	Personal account	23
18.13	Responsibility in case of loss.....	23
Chapter 5:	Conduct.....	24



Article 19	EHL Code of Ethics.....	24
Article 20	EHL Honour Code.....	24
Article 21	EHL Guide for Professional Appearance.....	25
21.1	General provisions	25
21.2	Basic required attire for men and women	25
21.3	Special conditions	25
21.4	Control	25
Article 22	Smoking on the Lausanne Campus.....	25
Article 23	Consumption of Alcohol.....	25
Article 24	Drugs and Intoxicating Substances	25
Article 25	Endangerment of Others	26
Article 26	Personal Injury	26
Article 27	Theft.....	26
Article 28	Forgery and the Use of Forgeries.....	26
Article 29	Damage to EHL's Image.....	26
29.1	Official recognition	26
29.2	Obligations of officially-recognized EHL associations	27
29.3	Associations that are not recognized.....	27
Chapter 6:	Disciplinary Measures.....	28
Article 30	Perimeter	28
Article 31	Disciplinary Procedure.....	28
31.1	General provisions	28
31.2	Procedure	28
31.3	Appeal against the decision.....	28
Article 32	Disciplinary Commission.....	28
32.1	General provisions	28
32.2.	Composition of the Academic Disciplinary Commission.....	28
32.3.	Composition of the Non-Academic Disciplinary Commission.....	29
32.4	Procedure	29
32.5	Sanctions	29
32.6	Right of appeal.....	30
Article 33	Other Financial Sanctions.....	30
Chapter 7:	Confidential Information.....	31
Article 34	Personal Information.....	31
Article 35	Data Protection	31
Article 36	Intellectual Property	31
Article 37	Recording and Usage of Recordings.....	31
Article 38	Video-Surveillance	31



Chapter 8: Conclusion	32
Article 39 Effective Date.....	32
Addendum 1: Parking on Lausanne Campus	33
Article 1 Allocation of Parking Spaces	33
Article 2 Cancellation of Parking Spaces.....	33
Article 3 Permit Holders and Users - due Diligence Requirements.....	33
Article 4 Sanctions	33



Chapter 1: Introduction

Article 1 Content and Scope

¹ These Directives provide a framework that enables community life to function properly both during class time and at all other times. They apply to all students enrolled in an academic program offered by EHL Haute Ecole SA (herein after "EHL") regardless of the location of the courses and/or modules. In particular, this includes:

- EHL campus in Lausanne
- EHL campus in Singapore
- EHL campus in Passugg
- Courses taught remotely
- Our Partner Institutions
- The Internship locations

² They determine the rights and duties of students.

³ The present Directives may be modified, completed or cancelled at any time.

⁴ For the purpose of the present Directives, all designations of persons, statutes and functions apply to men and women equally.

⁵ The present Rules & Regulations are edited in French and English. In case of doubt or litigation, solely the French language version of the present Rules & Regulations is binding.

Article 2 General Rights and Duties of Students

¹ Students are subject to EHL's various Rules & Regulations and Directives throughout the entire duration of their studies. They must comply with all measures at all times. Students taking classes partially or completely are also subject to them. Students completing a portion of their studies on a partner campus shall comply with the Rules & Regulations and/or Directives of that School.

² Students have the following rights

- Education within the framework of the program they have chosen. EHL shall make decisions regarding teaching methods, all forms of instruction are deemed equivalent and fulfill all requirements of the teaching contract.
- Respect for their personality and private life within the framework of the guidelines defined for community life on and off the campuses;
- Access to EHL's offerings and supplementary services in accordance with the guidelines established.

³ Students have the following duties, in particular:

- To comply with Swiss legislation or in force with the country of stay;
- To act in conformity with EHL's Rules & Regulations and Directives and, where appropriate, the partner institution
- To follow instructions given by EHL faculty and staff or the partner institution, within the framework of EHL's Rules & Regulations and Directives;
- To show exemplary conduct in accordance with the guidelines established;
- To respect and care for EHL premises and property;
- To pay EHL fees and invoices relating to other services provided by EHL on time.

Article 3 Communication of the Directives and Students' Responsibility to Learn their Content

¹ The present guidelines may be consulted on the EHL Portal, hereafter designated as "MyEHL". It is assumed that every student is aware of the latest updates as soon as they are published.



Chapter 2: Regulations Concerning Supplementary Services

Article 4 Food Service on the Lausanne Campus

¹ EHL has several restaurants that form an integral part of EHL's teaching programs. In principle, they are reserved for the students and staff of EHL and their guests.

² Certain restaurants, specifically the Berceau des Sens (hereafter "BDS") and the retail outlets of the Food Court, are open to the general public according to timetables established by the EHL's Management.

³ EHL is pleased to welcome the students' parents and friends at the various points of sale. Visitors are expected to comply with the Rules & Regulations and Directives of EHL. They are encouraged to observe EHL's Dress Code.

⁴ The methods of payment for students at the EHL points of sale are defined in Article 17.4 of the present Directives.

⁵ The kitchens and storerooms are strictly off limits to unauthorized persons.

⁶ EHL reserves the right to ban the use of laptop computers in the restaurants, particularly during meal times. In addition, it is strictly forbidden to reserve a table at the Food Court by leaving personal belongings.

Article 5 Academic Advisory Desk

¹ Academic Advisory Desk supports students in their academic and social activities in the aim of helping them to succeed at EHL. It offers proactive and innovative services throughout students' academic experience across all programs and campuses. As part of these efforts, Academic Advisory offers services focused on the general development of each student, which are part of the following three categories:

- Create opportunities enabling academic and co-curricular engagement. (Engage)
- Organize personal development programs. (Develop)
- Offer support services that foster student retention and well-being. (Retain)

Article 6 Sport Services on the Lausanne Campus

¹ Use of the sports infrastructure (gymnasium, sports fields and fitness room, cloakrooms and others) is managed by the EHL Sports' department. Students are required to follow the established rules.

² Users of the sports infrastructure of EHL have to adopt an exemplary attitude and behaviour towards other users, competitors and referees. The same rule applies when using sport infrastructures outside of EHL's campus by the sport teams of the Sport Services.

³ The fitness room and cardio-training area are open only to EHL students and employees by reserving via Power Apps unless Sports Services specify otherwise. Fitness room rules on display in the cardio-training area must be applied at all times. The lockers can only be used during a training session. It is strictly forbidden to keep a lockers outside a training session. EHL declines all responsibility for stolen or missing items. EHL reserves the right to open a locker in case of mis usage.

⁴ Users of the equipment are responsible for keeping the sports premises clean and tidy. Proper use of the sport's equipment made available by Sports Services falls under the responsibility of the use during and outside supervision hours as well as on and off campus. Users must wear shoes intended for indoor use and place a towel between their bodies and the machines they are using.

⁵ Unless otherwise specified by Sports Services, access to the sports rooms and to the adjoining premises is restricted to EHL community members only (students and staff). External visitors who wish to attend sports events are welcome but must comply with the Rules & Regulations and Directives of EHL, or they may be refused access to campus.

⁶ Appropriate footwear must be worn. Walking or running shoes with a black rubber tread are strictly forbidden. Sports shoes which have been worn outside may not be worn indoors without being cleaned beforehand.

⁷ Smoking, drinking alcohol and eating are forbidden in the sports rooms, changing rooms and adjoining premises and sports fields.

⁸ Users are responsible for any damage caused to the infrastructure as a result of the present Directives not being observed and can be sanctioned.

⁹ During student absences, sports facilities can be made available to sports clubs or external associations with the approval of Sports Services. EHL users are requested to refer to official communications at these times.

¹⁰ In response to breaches of the Rules & Directives on the use of the athletic facilities either on- or off-campus, EHL reserves the right to open a disciplinary procedure pursuant to Articles 30 and 31 of these Directives.

Article 7 Medical and Social Services

7.1 Perimeter

¹ The services described on articles 7.2, 7.3 and 7.4 are only offered on the Lausanne campus.



7.2 Medical assistance

¹ EHL's Medical Service comprises three emergency-qualified nurses, and two first-aid teams. Members of staff make up The First Aid Team, and Team 1222 consists of members of the student body. Both first aid teams receive nationally recognized training, and are qualified to ensure emergency care before the arrival of the emergency services. These teams are supervised by the nurse in charge of EHL's Medical Services, who in turn is in regular contact with the EHL's consulting doctors. The EHL Security team is equally qualified and responds to emergencies from 17.00-08.00 and at weekends

² EHL's nurses will refer students to appropriate specialists when necessary.

³ A member of EHL's Medical Services is on call 24/7. The internal emergency telephone number is 1222, or from an external phone: +41 (0)21 785 12 22.

⁴ In case of accident or illness, students are requested to inform Medical Services as quickly as possible via e-mail: nurse@ehl.ch. They are also requested to maintain contact regularly during their convalescence to provide information on their progress. This applies to all students, including those on internship.

⁵ In case of illness or of a health problem attested by a medical certificate, EHL may require the student to consult the EHL's consulting doctor for a second opinion, at the student's own expense.

7.3 Student Counsellors / student support

¹ There are two Student Counsellors available during the school week available to listen, offer support and advise students who need emotional or moral support. They will assist students to find an external health care professional if they require.

7.4 Professional confidentiality

¹ The members of the Medical and Social Services of EHL respect professional confidentiality.

Article 8 Disabilities

8.1 Physical handicaps

¹ Given the nature of their field of study, students must be in good health in order to fully benefit from the education provided at EHL or the partner institution, in particular the practical courses of the preparatory year. Notwithstanding the above, every effort is made to assist students with disabilities.

² Disabled students are requested to advise the Admissions Office as soon as possible of their disability so that their needs can be discussed with them. Requests for assistance will be treated on a case by case basis.

8.2 Learning difficulties

¹ EHL authorizes special measures for exams to help students suffering from specific learning difficulties (such as dyslexia or attention-deficit disorder). Requests for benefiting from these special measures are validated by the EHL's Health Department / School Counsellors or nurses, depending on the nature of the difficulty. Students are entitled to follow the procedure defined for that purpose and available on "MyEHL", and will have two weeks to hand out the files.

² Any learning difficulties known of before admittance to EHL should be reported in the admission application as well as to the Health Department / School Counsellors at the beginning of studies, in order to follow the procedure.

³ Should a situation arise that could affect a student's studies, that student can submit a request to benefit from the same special measures as those offered to students suffering from specific learning difficulties. The request must be submitted to Academic Advisory.

⁴ Any medical documents submitted in order to apply for special measures must be validated by the EHL's consulting doctors or by a specialist designated by EHL. The cost of validation will be charged to the student.

⁵ In the case of specific learning difficulties, as well as for any other problem where the consequences are likely to have an effect upon the student's studies, EHL reserves the right to require a full assessment of the student by EHL's consulting doctors or by a specialist designated by EHL. Related costs will be invoiced to the student.

⁶ A student whose request has been approved is entitled to 25% additional time for all evaluations and exams, except individual/group projects or the final project. Students shall be able to take mid-term and final exams organized by EHL Administration in a separate room if the exam or evaluation is being held on-campus. The specific conditions related to these measures, as well as the application procedure, are determined by Academic Advisory in collaboration with EHL's medical and psychological assistance services and counselors.

⁷ There are deadlines – indicated on "MyEHL" – for submitting such requests. Any extra time validated after the deadline will be applied from the beginning of the next academic period.



Article 9 Emergency situations

9.1 Principle

¹ In the case of events that represent a danger, whether present or potential, for the EHL community, particularly in cases of food/epidemics/gas/chemical/drug intoxication, violent death or acts of violence involving a lot of people, EHL reserves the right to implement extraordinary measures that are not foreseen in these Directives and which may require compulsory compliance. In such circumstances, members of the EHL community are obliged to obey the instructions given by the Management of EHL.

² If a situation should arise that is linked to possible psychological difficulties, the EHL staff is authorized to ask the EHL Nurses or Student Counsellors to make a psychological assessment of the person without their consent. In this case, the results of the assessment made by the EHL Nurses or Student Counsellors will not be subject to the confidentiality clause and will automatically be transmitted to the health providers of EHL and members of Management who are competent in the field. If the risk is founded, the EHL Nurses or Student Counsellors is authorized to take all the necessary measures to protect the person concerned and individuals around him or her.

³ In the case of a disappearance being reported that concerns a member of the EHL community, whether the report comes from within or outside -EHL, EHL reserves the right to contact anyone who might have information on the health and whereabouts of the person being sought. If, after a period of 24h, EHL has not been able to determine that the missing person is physically and psychologically safe, the affair will be transmitted to the competent authorities. To avoid having to resort to such an emergency plan, members of the EHL community are requested to let others know if they have an unscheduled absence lasting more than one day.

⁴ All students have to provide EHL with their Emergency Contacts and update them when needed. Upon EHL Administration's request, students are required to check their Emergency Contacts and update them if needed.

Article 10 Library on the Lausanne Campus

10.1 Principles

¹ Access to the library is free of charge.

² Students wishing to borrow documents and make use of the library's services must register as users of the NEBIS network and must have their registration approved at the library's circulation desk. They will be given a user card that is valid for the entire NEBIS network and for all Swiss partner-libraries.

³ To borrow a document or browse "reference only" material on the library premises, students must have their user card with them. The user card also allows students to manage their account on the NEBIS website (documents borrowed, reminders, extensions and reservations) and to modify their personal data.

⁴ The student user card is valid for 4 years, and can be extended for the duration of studies. At the end of the student's studies, the validity of the card may be extended on request.

10.2 Services and conditions of use

¹ The services, the conditions of use, as well as the Library users' obligations, are set out in the Rules & Regulations offered by the Library, available on "MyEHL".

10.3 Workspace

¹ Some 280 seats are available in the library. Group work, however, is strictly forbidden in the library. Food and drinks are also forbidden, except when in closed containers (mugs and bottles).

Article 11 Study Rooms and Common Areas on the Lausanne Campus

11.1 Study rooms

¹ In addition to the open-access study spaces, study rooms are available for students. These rooms are reserved for students for both group and individual work during the opening hours of EHL. These rooms may be reserved using outlook.

² On availability, the Service Centre confirm the bookings for the classrooms for student group work. The lay-out of the furniture must be respected.

³ Only soft drinks are allowed in study rooms, and the students are responsible for the tidiness and cleanliness of the premises. No food is allowed in the studies building (study rooms, classrooms). Any breach of this rule may lead to a disciplinary procedure as described in Article 31 of the present Directives.

11.2 Access to common areas

¹ Students have access to the main buildings from 06:00 to 24:00 from Monday to Sunday (including bank holidays) with their Student cards. The non-respect of these opening times may lead to a disciplinary procedure as described in Article 31 of the present Directives.



² EHL Administration's offices are not part of the common areas, their access is restricted to students accompanied by a staff or faculty member.

³ With the exception of the residential accommodation buildings, EHL is completely closed during the Christmas holidays and the summer break. The exact dates are communicated each year by the Management of EHL.

⁴ When the buildings are closed, the presence of unauthorized individuals will be considered as breaking and may lead to police intervention.

11.3 Use of common areas and equipment

¹ The entrance to EHL is used for greeting visitors and no personal belongings (briefcases, laptops, etc.) may be left there. For security reasons, briefcases, files, books, laptops, etc. which are not being used should be stored in the students' personal lockers located in the basement. Students are responsible for securing their locker with an appropriate padlock or lock. Coats and other articles of clothing should be left in the locker room. EHL shall not be held responsible for personal property that is lost or stolen in the locker rooms. Lost items should be turned over to the Executive Housekeeper or Reception Desk as soon as possible.

² Students should take proper care of the furniture and equipment which is put at their disposal. Should any damage be caused by students, the cost of repair or replacement will be charged to those responsible for the damage.

³ Out of consideration for others, students are requested to respect the quiet atmosphere in common areas, particularly in study rooms. Noisy devices and telephone conversations are forbidden in the restaurants, the Library and during classes. Any breach of this rule may lead to a disciplinary procedure as described in Article 31 of the present Directives.

⁴ Eating and drinking outside the dining areas are forbidden, especially in classrooms and in the Library. Any breach of this rule may lead to a disciplinary procedure as described in Article 31 of the present Directives.

⁵ Out of respect for others and according to Swiss law in force, the outside terraces and platforms are closed at 10:00 p.m. (the EHL can change these hours at any time), it is forbidden to play music at any time. Users of these spaces will clean and bring the dishes in the carriages provided for this purpose. These spaces must remain clean.

11.4 Fire

¹ In the event of a fire or for any other emergency, students are responsible for alerting EHL's Security Service as quickly as possible by dialing +41 (0)21 785 19 99.

² The evacuation plans and accompanying instructions to be followed in the event of a fire are posted in all EHL buildings; students are responsible for familiarizing themselves with the plans and procedures. In case of a fire, students must comply with the instructions given by the EHL security team. They should assemble at the indicated meeting points, including the main terrace and Route de Berne parking lot or the Route de Cojonnex parking area for the MNO buildings; sports fields for Residence 2 and 3; gas station for the SILL Neighborwood buildings.

³ Any intervention by the fire brigade as the result of a false alarm, or through negligence, will incur costs up to a sum of CHF 1,000 per intervention. With the exception of false alarms caused by technical failure, the cost of the intervention, together with a financial penalty of CHF 500, will be invoiced to those responsible for the incident. Furthermore, abuse of the alarm system shall be considered as an offence according to the terms of Article 31 of the current Directives. For the SILL-Neighborwood, Residence 2 and 3 buildings the alarm is directly connected to the fire department 24 hours a day 7 days a week.

Article 12 Use of IT Equipment

12.1 IT Service Desk

¹ The IT Service Desk is available to all members of the EHL community for all help, questions, or requests for advice concerning the IT infrastructure or IT problems at EHL. Students encountering problems with EHL software shall only benefit from limited assistance. No services will be available to students encountering hardware problems with their own computers.

12.2 Means of communication

¹ EHL's internal IT network, access to the Internet, the use of EHL's e-mail and any other means of communication such as instant messaging, telephoning via the Internet or video conferencing are designed first and foremost for study-related purposes. Their use is authorized only insofar as there is no abuse that it does not overload the IT system (through the storing or transferring of large volumes of data), that it has no commercial purpose and that it is not contrary to legal principles. Use must be consistent with EHL values or the partner institution.

² Sending spam, or messages which can be interpreted as spam, is forbidden. Moreover, students must not take part in chain mails.

³ Students are forbidden to send mass e-mails, but can send emails to their group. (the groups they belong to) The Student Council is allowed to send a limited number of mass e-mails per semester, per example in the case of the selection of the new student council.

⁴ In order to ensure optimum efficiency in the EHL IT environment, it is strongly advised not to download any content which is not essential to studies from the Internet, such as games, programs or other files.



⁵ In order to prevent the introduction of viruses or Trojans into the EHL environment, students should verify the source of files before opening them. Files downloaded from the Internet or attached to an external e-mail coming from an unknown source must be treated with particular care, especially those ending in the following extensions: .exe, .com, .bat, .vb*, .xl*, .doc*. In case of doubt, students should contact the IT Service Desk on site.

⁶ Students will under no circumstances consult, store or disseminate any documents, in whatever form, which represent participation in an illicit act, particularly those which infringe human dignity, are of a pornographic nature, are an incitement to racial hatred or constitute an apologia for crime or violence.

⁷ Students undertake to respect the copyright of third parties: not to copy software illegally or disseminate information belonging to third parties without their authorization, and to mention the sources of information obtained from such third parties.

⁸ Students also undertake not to disseminate information which may be harmful to the reputation of EHL. They will take great care before making any comments, whatever the medium used. Students will clearly state that they are expressing a personal opinion, and not speaking on behalf of EHL, particularly in any communication which is for public consumption.

⁹ In case of overload or abuse of the network EHL may block certain services, either individually or collectively (messaging, video-conferencing, telephone via Internet). EHL may also block access to certain categories of Internet sites which are not essential to studies, in particular:

- Sites which take up too much space in the IT system (e.g. radio or TV sites, video components of messaging, peer-to-peer, etc.);
- Games and gaming sites;
- Erotic, violent or racist sites.

12.3 Access to IT Services

¹ Students undertake to ensure their password is used in a personal and confidential manner. It is strictly forbidden to use their EHL email account for registering on platforms for private use (e.g., Zalando). They are responsible for any abusive use of their accounts (student@ehl.ch) by third parties.

² They undertake not to use any accounts other than those for which they have received an authorization. They will refrain from any attempt to appropriate or decode the password of another user or other resources.

³ Students should not modify or destroy files other than those which belong to them, nor access the information of other users, even when the latter have not explicitly protected it. This rule also applies to e-mail conversations which have been neither sent to the recipient directly nor copied to them.

⁴ Students are required to use customary discretion regarding any information they may have obtained through IT systems regarding the internal operations of EHL.

12.4 IT equipment

¹ Students must be in possession of a laptop computer throughout their studies and must be connected to the network of EHL. The student's laptop is integrated into the EHL IT environment. Inappropriate use can affect the operation of shared services. EHL's IT Department defines the minimal configuration of the laptop see "General IT Conditions" on "MyEHL".

² The laptop must be used for tasks related to studies; the use of other applications installed on the laptop is authorized insofar as it does not represent an abuse and does not overload the infrastructure and EHL's IT Services (storage on the servers, transfer to the network and Helpdesk support).

³ The IT Department will no longer guarantee support of computers when the configuration has been repeatedly modified or if there has been repeated abuse. The same applies in cases where the laptop has not been maintained properly or clearly misused (e.g. excessive dust, exposure to liquids or food).

⁴ In order to ensure optimal functioning of the IT environment, students are strongly advised not to modify the technical parameters of their laptop, or the list of controls for accessing e-mails, or to introduce any modifications to the Internet browsers.

⁵ Students undertake not to hamper operations relating to the management of laptops or workstations made available to them (launch of inventory and diagnostic tools, provision of distance support, antivirus systems, etc.). They undertake not to switch off the antivirus protection system.

⁶ The student is responsible for his laptop. If the computer is left unattended, only the student is responsible for any damage or theft.

⁷ The printers, work stations and all other IT equipment made available to the students must be used with the greatest care. The configuration of this equipment must not be modified without the agreement of the IT Department.

12.5 Data storage

¹ Students are responsible for saving the data available on their laptops. The use of an external reliable hard drive is strongly recommended for this purpose.

² Students may store certain data related to their studies, as well as shared data, on collaborative spaces destined to be used for this purpose, but must undertake to clean them regularly.



³ When students bring their equipment to the IT Helpdesk for maintenance, they automatically authorize the IT staff to access the content of their computers. Students are responsible for the security of their data and for backing up any information saved on their computers prior to the IT department's maintenance work.

12.6 Monitoring procedures – general

¹ The general monitoring of the Internet or other IT media of EHL here refers to the preparation of anonymous statistics (carried out in such a way that the user cannot be identified), such as statistics on the websites most commonly visited, the number of connections, the total time spent visiting Internet sites, the volume of e-mail and the volume and type of data stored on the servers.

² The person in charge of Internet security carries out general monitoring procedures on a regular basis, in conformity with the legislation on data protection. The direct opening of files and messages is not authorized, except with the agreement of the student. The results of the general monitoring procedures are communicated to EHL's Management.

12.7 Monitoring procedures – personal

¹ When general monitoring procedures, or other evidence, reveal that there has been abusive use of the Internet or of IT media, personal monitoring procedures may be carried out.

² The term abusive use refers notably to an abnormal quantity of data being transferred or stored, or to unauthorized visits to sites obviously unrelated to studies.

³ As regards e-mail, monitoring is restricted in principle to the number of messages sent and received, to elements of the addresses used, and to the types and volume of the files attached. During personal monitoring procedures all files or messages may be opened.

12.8 Competent authorities

¹ Personal monitoring can be ordered by a member of EHL's Management or the partner institution. It is carried out by the person in charge of IT Security of the EHL group.

12.9 Measures taken in cases of abuse

¹ If the student violates the rules established in this article relating to IT services and the use of IT equipment, disciplinary measures will be taken in conformity with Articles 31 and 32 of the present Directives.

² If the student's actions are of a penal nature, EHL reserves the right to take legal action.

12.10 Data storage and processing

¹ The Head of IT Security of the EHL group sends all the data that has been gathered to EHL's Management. None of the data is retained.

² Management may keep data obtained through personal monitoring procedures for six months, after which it is destroyed.

³ An exception to this rule is made, however, for data which is to be used as part of a disciplinary procedure. The processing of data in personal monitoring procedures is confidential and subject to the legislation on data protection.

12.11 Personal laptops

¹ Students' personal laptop computers are subject to these guidelines only in the context of access to the services provided by EHL, such as the network, Internet access, storage space on collaborative spaces and the support provided by the IT Helpdesk.

² Such services are common to all users and have a limited capacity. The behavior of one user may affect all the others.

12.12 E-mail account

¹ The electronic mail address comprising the EHL domain name shall not be used in an abusive manner or in such a way that could tarnish the image of EHL as specified in Art. 28 of these Directives, including in relation with the activities of associations whether or not they are officially recognized by EHL. It is strictly forbidden to use their EHL email account for registering on platforms for private use (e.g., Zalando).

² All users, including EHL students and alumni who use their EHL e-mail address in a way that runs contrary to paragraph 1 will be subject to disciplinary action as specified in Chapter 6 of the present Directives, EHL reserves the right, in addition, to suspend the relevant e-mail account immediately.

Article 13 Reception and Service Centre on the Lausanne Campus

¹ Members of the EHL community and visitors may address any general questions to the Reception Desk. Reception is open, non-stop, from Monday to Friday according to the opening hours indicated.

² The Service Centre consolidates all the services offered to students in one place. In principle, the students should consult it for all their questions. It is open from Monday to Friday according to the opening hours indicated.



Article 14 Parking on Lausanne Campus

14.1 Principles

¹ EHL's parking spaces are rented only to students attending courses at EHL.

² Parking space requests must be submitted before the beginning of the academic year.

³ A surveillance system that can identify license plates has been set up to enable authorized persons to enter the parking garage. The system scans the license plate and matches it with the personal parking card (the number is encrypted) of the user. It is not a facial recognition system. Data gathered is automatically destroyed after six months.

⁴ A visitors' parking lot is also available, 24h/24 and 7 days a week, for those who do not have an EHL parking authorisation. Parking may not exceed 72h. Parking fees are in effect for these parking places.

⁵ EHL assumes no responsibility in cases of theft or damage to vehicles whether on or off campus.

14.2 Rental conditions

¹ The rental conditions and users' rights and obligations are set out in Addendum 1 (Parking) of the present Directives.

Article 15 Accommodation on the Lausanne Campus

15.1 Principles

¹ EHL has individual and double occupancy rooms as well as some apartments. This accommodation is furnished and located in various buildings. Residential accommodation may be occupied by full-time students.

² The appendix to the education contract provision of a furnished room is valid for the entire duration of the academic period for which the student is enrolled.

³ Students living on campus formally commit to complying with the Rules & Regulations for the use of a room.

15.2 Contractual conditions regarding the agreement on occupancy of a room

¹ The contractual conditions, including the rights and obligations of residents, are set out in the appendix to the education contract provision of a furnished room and the Rules & Regulations for the use of a dorm room, available on "MyEHL".

Article 16 Security on Lausanne Campus

16.1 Identity checks

¹ EHL employees and/or members of the Security staff reserve the right, at all times, to ask students to identify themselves by presenting their EHL student card.

16.2 Telephones and emergency situations

¹ Internal use telephones have been installed in the hallways of the administrative buildings and can be used to call the police, the fire department or an ambulance. These phones have been installed in the hallways of residence 2 and 3 to contact Security. They also have an alarm button in the event of an emergency. Misuse of the alarm system is considered an infraction as per Article 31 of these Directives.

² On the back of the student card you will find the phone number for: EHL Security; EHL First Aid; Police, Fire and Ambulance.

³ In the event of an emergency, EHL's Security Service can be reached 24 hours a day 7 days a week by dialing +41 (0)21 785 19 99.

16.3 Drones

¹ The use of drones is subject to authorization anywhere on the campus and at all times. Authorization requests must be sent to the Security Department at least 72 hours in advance by email to: securite@ehl.ch. Authorizations are granted in accordance with the laws and practices in effect at the time the request is made and in accordance with security conditions at the time of the requested flight. All unauthorized flights will be considered infractions under Article 31 of these Directives.

16.4 Light electric vehicles

¹ The use of light electric vehicles such as scooters, skateboards or hoverboards is forbidden inside the campus buildings. The use of these vehicles is tolerated on the campus' outdoor pathways if their speed doesn't exceed 10km/hr. Pedestrians have right of way at all times. These vehicles must be parked in spots designated for motorcycles or bikes. Non-compliance with this article shall be considered a breach of Article 31 of these Directives.



Chapter 3: Information and Communication

Article 17 Channels and Responsibilities

17.1 Channels of communication

¹ The official channels of communication for students of EHL are: the intranet “MyEHL”, the weekly student e-newsletter EHLTIMES, EHL e-mail and the academic platform: EHLisa and LMS. On the Lausanne campus EHL’s CCTV and notice boards may also be used as an additional means of communication.

² On the Lausanne campus, display of notices is governed as follows:

- Notices are prohibited on pillars, windows, showcases, in the toilets and in all the bars;
- The notice boards are reserved as a priority for the EHL's extra-academic and academic events;
- The wall of the Student Council is exclusively reserved for the Student Council. The members of the Student Council may remove unauthorised notices from their wall at any time;
- Notices must not exceed A2 size. A1 or A0 sized notices will be systematically removed from the walls. However, they will be tolerated when they are displayed on the stands;
- Staff and students must remove their notices as soon as their event/activity is completed;
- Roll-ups are allowed for events and on the information stands only;
- At any time, the EHL reserves the right to remove notices not respecting the points mentioned above.

³ It is the responsibility of EHL to provide the students with all necessary information through such media.

⁴ It is the responsibility of students to keep informed of the information available through such media.

17.2 Responsibility of EHL

¹ EHL is responsible for communicating to the students all necessary information regarding the academic programs and administrative matters relating to EHL.

² EHL is also responsible for ensuring that the relevant communication channels function correctly at all times.

³ EHL declines all responsibility should a student miss any information, nor can EHL be held responsible in any way for any resulting consequences, if students do not accept their responsibility to keep abreast of information as defined by the Rules & Regulations and Directives of EHL especially Articles 17.3 and 17.4 of the present Directives.

17.3 Responsibility of students

¹ Students are responsible for consulting the various electronic communication media daily, in order to keep abreast of any new information, except during holidays, when consultation should be on a weekly basis.

² Students must ensure that they always have good access to these communication channels (included during the period of internship, an off campus semester or an online course) and manage the space allocated to them on the network so as to be able to receive the information communicated by EHL.

³ When students temporarily find it impossible to use their laptop, it is nonetheless their responsibility to keep themselves informed of the information disseminated by EHL and to find a solution which will allow them to consult “MyEHL”, the academic platform and their EHL e-mails.

⁴ Students wishing to publish, comment on or share private or public content that makes reference to the EHL brand must first read the Social Media Guidelines directives, which are available on MyEHL.

⁵ Students must never share the following with third parties and/or on social networks: internal EHL communications, messages from EHL management, newsletters, recordings/minutes of meetings or conferences, etc. Breach of this requirement could result in disciplinary action being taken as stipulated under articles 31 and 32 of these directives.

17.4 Students on internship

¹ Communication with students on internship takes place through “MyEHL” or the students’ EHL e-mail. Students must always ensure that they have access to their mail and that it functions correctly during their absence. Students on internship must also check their e-mails regularly, at least once a week by finding a solution that will allow him to consult the intranet (“MyEHL”), the academic platforms and the electronic mailbox that he has in the framework of the EHL.

² If students know that they will not have regular access to the Internet during their internship, they are responsible for informing the Career Center of the situation before their departure and for making the necessary arrangements in order to be able to receive the information sent by EHL and respect the internship academic report deadlines.



17.5 Optional internships for matriculated students

¹ Matriculated students may request an optional internship agreement when the employer requires it with laws of the relevant countries (i.e. internships outside of their course of studies).

² These internships shall not count towards the completion of their course of studies.

³ As optional internships are not subject to the control and supervision of EHL, the optional internship agreement shall not hold the School liable in any way, even if it is formally validated by EHL Haute Ecole SA. As such, the intern and the employer are solely responsible for its content and its compliance with local laws.

⁴ The intern and the employer are responsible for verifying the feasibility of such an internship given the relevant laws pertaining to residency and immigration requirements.

17.6 Optional internships for exmatriculated students

¹ Within 18 months after graduation, exmatriculated students may request an optional internship agreement when the employer requires it with laws of the relevant countries, provided that the duration of the internship does not exceed six months.

² As optional internships are not subject to the control and supervision of EHL, the optional internship agreement shall not hold the School liable in any way, even if it is formally validated by EHL Haute Ecole SA. Thus, the intern and the employer are solely responsible for its content and its compliance with local laws;

³ The intern and the employer are also required to check the feasibility of such an internship with regard to residence and immigration laws.



Chapter 4: Expenses and Methods of Payment

Article 18 Tuition Fees and other Expenses

18.1 Invoicing

¹ The total sum payable for tuition fees is invoiced before the start of each academic year or semester. Settlement takes place according to the terms and conditions of payments for the chosen program and formally accepted by all students during the registration process.. A student who repeats one or more semesters will be invoiced at the rate of the re-entry which he integrates.

² If, after confirming their registration, students are not present at the beginning of the academic year or do not finish their academic year, including due to a definitive failure, all compulsory fees as spelled out in Article 18.3 for the entire academic year of the chosen program will be due as per Article 160, paragraph 1 of the Swiss Code of Obligations. This clause shall apply regardless of attributable fault, particularly in the event of sickness, accident, withdrawal or for any other reason.

³ A student who decides to withdraw from EHL must inform the Academic Advisory as quickly as possible. If the request is made at least 10 days before the start of the academic year then line 2 of this Article will not apply.

⁴ If a student is exmatriculated or expelled following a decision made by the Disciplinary Commission then line 2 of this Article shall apply. Moreover, EHL reserves the right to request damages and interest pursuant to Article 107 of the Swiss Code of Obligations.

⁵ Should students take a leave of absence in their studies during the academic year, they must inform the Academic Advisory according to the procedure in place. If they return for the following academic term, a pro rata amount will be determined, taking into account the period of absence. This pro rata amount does not apply if students do not resume their studies and line 2 of this Article shall apply.

⁶ If students who have been granted an HES-SO scholarship withdraw from their studies prior to October 15 or April 15 (depending on the semester underway) they will lose their scholarship. In this case, the full amount of tuition and fees will be invoiced to them.

⁷ If the deadlines for the payment of invoices are not respected, student cards will be blocked. Should the payment not be on EHL bank accounts at least 7 days before the start the academic year or the start of the next semester, access to the next academic session may be suspended. EHL also reserves the right to deny access to the final examinations. In order to guarantee access to the final examination session the outstanding payment has to be on EHL bank accounts at least 7 days prior the first day of final examination session.

⁸ EHL invoices reminders expenses and interest on overdue payments. Furthermore it reserves the right to appoint a debt collection agency to collect the amounts due. The collection expenses, interest and procedural expenses of the agency will be charged to the student, in addition to his debt (these expenses may amount to a maximum of 33,33% of the initial debt).

⁹ In accordance with its communication policy and the law on data privacy, all the financial documents issued by EHL are digitally encrypted. Students are therefore responsible for settling their invoices; it is their responsibility to remit the documents, if necessary, to their parents, sponsors or others.

¹⁰ If the contractual obligations of the School cannot be fulfilled in the normal manner due to a case of force majeure (including but not limited to: government intervention, pandemic, military conflict) the School is authorized to provide replacement services and/or supplementary services as a substitution of the original obligation. The replacement and/or supplementary services lead to the complete execution of the original contractual obligation. In this event, no reimbursement or reduction in tuition or infrastructure fees/services will be provided.

¹¹ If the contractual obligations of the School cannot be fulfilled in the normal manner due to a case of force majeure, the School is authorized to compensate any reimbursement request by extra fees for the replacement and/or supplementary services that are to be provided in response to the exceptional event.

18.2 Advance on tuition fees

¹ Following confirmation of their admission to EHL, depending on the program chosen, students must pay an advance on tuition fees in order to guarantee their place in the programme. The advance will be deducted from the first invoice. It will not be reimbursed should a student decide not to attend EHL or delay arrival.

18.3 List of obligatory expenses

¹ The compulsory fees include tuition, infrastructure & service fees, program-related fees as well as a food and beverage prepayment. Compulsory fees may vary depending on the program chosen and where the academic experience is taking place and the pedagogical methods used.

² The compulsory fees for each program are set upon registration for the relevant academic class and are provided for informational purposes only as they are susceptible to change. Students who put their studies on hold or retake a year or semester shall pay the rate that is applied to the class they enter. Optional fees can be changed at any time.

³ Fees are invoiced per academic year or per semester.



18.4 Tuition fees

¹ Tuition fees correspond to the number of modules and electives which a student attends each year or to a flat tuition fee.

² A contribution to the tuition fees for the Bachelor's Program may be made by the HES-SO for students who are eligible in accordance with the inter-cantonal agreement concerning the Swiss universities of applied sciences and arts (A-HES).

³ EHL will inform students of all the details regarding the financial contribution of the HES-SO as well as regarding the conditions for determining A-HES status.

⁴ In order to initiate the procedure for determining A-HES status, students must:

- fill in and return the questionnaire determining their eligibility for the HES-SO contribution by the deadline set by the Finance Department of EHL;
- be present at the necessary dates determined by the legislation on Swiss Universities of Applied Sciences (HES).

⁵ At the start of the Bachelor's Program (Year 1), EHL will submit the documents provided by the student to the HES-SO so that the latter can decide whether or not to confer A-HES status.

⁶ The HES-SO alone is competent to determine the A-HES status of the student.

18.5 Lump sum for infrastructure and services

¹ The infrastructure & services fees covers: - The costs related to the organization, management, coordination and logistics of the campus - The costs related to the functioning of the marketing, communications, admissions and alumni departments - The costs related to administrative functions such as human resources, finance, purchasing and IT – Amortization.

² In addition, costs related to the many services offered to students such as and depending on the program:

- Access to the sports facilities and classes
- Student support services: coaching and psychological help
- Career and internship services: preparation and planning of internships, monitoring of internships, career fairs
- Pedagogical materials and copyright
- Access to the digital center and professional printing services
- Compulsory insurance in Switzerland: accident, personal liability, theft and damage
- Extracurricular activities
- Uniforms for service and cooking (AP)
- Equipment for practical and theory classes: wine, utensils, etc.
- Lifetime membership in the Alumni association

³ Also included in this amount is insurance on the campus of Lausanne and Passugg that includes: complementary accident insurance; third party insurance (liability); insurance against theft and water damage; and a complementary insurance policy for IT equipment covering theft and damage.

⁴ The campuses of EHL Group undergo changes on a regular basis, construction work impacting campus life may, at any time, be undertaken. In such instances, no compensation or reduction in compulsory fees shall be forthcoming.

18.6 Prepayment for restaurants and bars on the Lausanne campus

¹ At the beginning of the academic year, student cards are credited with the amount corresponding to the estimated minimal expenditure for food and beverage. This credit can be spent at the various EHL sales points. Up to CHF 250 will be transferred to the next academic year. The amount exceeding the CHF 250 will be transferred to the EHL Foundation for Scholarships and Honorary Loans within the framework of the institution's social responsibility for the education of the students in financial need. Students will also be able to charge their cards at all times if necessary. The balance of the sum recharged can be refunded at the end of studies.

² If a module is repeated on campus, the whole pre-payment will be charged to the student. However, the amount of unused pre-payment will be credited on the student account at the end of the academic session.



³ Deductions for meals not taken may be granted upon request in the following cases:

- Serious food allergies. In this case, students are referred to EHL's accredited doctor who will check his medical file. According to the doctor's opinion, EHL will decide if an exemption is to be granted. The name of the doctor and the procedure to be followed are available from the Medical Services. Students are responsible for all consultation fees;
- Religious dietary restrictions: the students are required to provide EHL's chaplain with a letter from their minister;
- No other request for exemption/reimbursement will be considered.

⁴ The lump sum for infrastructures and program-related expenses and the prepayment for restaurants and bars (17.3 and 17.4) are obligatory even if the student does not reside on campus.

18.7 Deposit and guarantee

¹ A deposit is invoiced to newly registered students. The deposit is intended to cover any extraordinary expenses which may arise during the academic year, such as possible damage caused to premises and EHL property, or other unforeseen circumstances.

² The interest rate applied to the deposit is 1% per annum – a rate that can be altered according to market fluctuations. The interest is paid periodically to the EHL Foundation for Scholarships and Honorary Loans within the framework of the institution's social responsibility for the education of the students in financial need. The deposit or balance is reimbursed at the end of the studies.

³ Students who withdraw from their studies may request the reimbursement of this sum provided they have expressly informed EHL of their decision at least 10 working days before the start of the next academic session.

⁴ The deposit requirement does not apply to direct entry students who are pursuing their degree on the Singapore campus only.

18.8 Complementary and optional expenses

¹ Complementary and optional expenses may relate to health insurance costs, accommodation on campus, parking, administrative and residence taxes charged by the Swiss authorities or retake exams.

² These expenses are either incorporated into the basic invoice or invoiced separately during the academic term.

18.9 Health insurance

¹ Basic health insurance is obligatory in Switzerland. Students whose fiscal domicile is outside Switzerland (or whose parents have their fiscal domicile abroad), or who are outside the country when they begin their studies at EHL and study on the Lausanne campus, will automatically be registered in EHL's private plan for health and accident insurance.

² Students may be granted an exemption from EHL insurance if they submit to EHL a document from the competent authorities showing that they have taken out adequate insurance coverage that is validated by the relevant Swiss authorities.

18.10 Other expenses

¹ Living expenses depend upon personal needs and the lifestyle of the individual student.

18.11 Use of a private vehicle

¹ When students use their private vehicle, whether alone or accompanied by other students, to go to a sports event or to any other event organized by EHL including, in particular, visits of a professional nature, no mileage indemnity will be paid. Students use their vehicle at their own risk.

18.12 Personal account

¹ Students attending a course on campus for more than one semester must have a personal, private bank or postal account in Switzerland.

18.13 Responsibility in case of loss

¹ In the event of a lost F&B card, it is the cardholder's responsibility to notify the Service Center or Finance as soon as possible in order to block the card. EHL cannot be held responsible for charges made on a lost card without the cardholder's knowledge.



Chapter 5: Conduct

Article 19 EHL Code of Ethics

¹ As the representatives and ambassadors of EHL, students must defend EHL values, both on and off the campuses.

² Students must observe the following points:

- Ethics and morals reflect my way of being;
- Honesty, legality and justice are part of my daily existence;
- My behaviour and appearance reflect my professional vocation;
- My time, energy and aptitude contribute to the success of my School;
- As a member of an international environment, I respect and tolerate differences, whether social, cultural or religious;
- I am responsible for my environment;
- Through my words, actions and thoughts I strive to develop and maintain a high level of confidence, honesty and understanding;
- Students, professors and staff deserve to be respected by one another;
- Through my acts, I protect and preserve the resources put at my disposal;
- I can be proud and honoured to be part of this School, while knowing that I should remain humble.

(Code of Ethics drawn up by EHL students and approved by the Management in May 1999)

Article 20 EHL Honour Code

¹ Students must respect the Honour Code. It reads as follows:

“As a student at the Ecole hôtelière de Lausanne, I uphold and defend academic integrity, academic rigour and academic liberty as core values of higher learning. I attest, on my word of honour, that work submitted in my name is my own work, and that any ideas or materials used in support of this work which are not originally my own are cited and referenced accordingly.”

² The students are informed of the purpose and the content of EHL’s Honour Code. They are also informed, in detail, of all the actions which could be considered as infringements of the Code.

³ Students are given special additional courses to help them learn how to prepare and write academic papers and especially how to cite and reference their sources.

⁴ The EHL Honour Code will be printed on the front page of all documents submitted to faculty members for grading. The Code must be initialled by the student in each case. If work is performed by a group, all the members are required to initial the document certifying that the work submitted is the result of their own efforts. Faculty members will not grade any document in which the Honour Code has not been initialled.

⁵ If any infringement of the EHL Honour Code should occur, a disciplinary hearing will be held to examine the case. When a case of plagiarism is suspected, but the original sources cannot be identified, the Disciplinary Commission will determine, through questions concerning the work submitted and its bibliography, whether the student has sufficient mastery of the subject and the bibliographical references quoted.

⁶ Students following an online course at EHL, remotely or partially remotely have, in addition to Articles 12.2, 17.3, 19, 20 par. 1-5 and 26 of the present Directives, namely the EHL Honour Code, comply with the following behaviour rules:

- Posting advertisement for products or services is not permitted;
- Posts should remain on-topic and within the scope of the course material;
- Students should read all messages in a thread before replying;
- The course moderator will ensure rules are respected at all time;
- The above mentioned rules are applicable when making posts in online discussion forums, or interacting with your classmates, to ensure discussions remain as constructive as possible.



Article 21 EHL Guide for Professional Appearance

21.1 General provisions

¹ The EHL Guide for Professional Appearance described below is based on international hotel School practices as well as international expectations within the profession. Students are thus requested to respect and conform to the standards described in the document "EHL Guide for Professional Appearance".

² EHL pays particular attention to the way its students dress, as one of the elements that project its image and culture.

³ Professional Appearance must be appropriate, without any extravagance, and similar to the requirements of most international hotels and restaurants.

⁴ EHL Guide for Professional Appearance applies during working days from 7 am to 7:00 pm, throughout the year, in all the areas of buildings M + N + O, and all the points of sale. The EHL Guide for Professional Appearance also applies during all visits which students may make to EHL (e.g. if the student is on internship).

⁵ Special provisions apply to students engaged in practical work. They are provided in detail in the document "The EHL Guide for Professional Appearance".

21.2 Basic required attire for men and women

¹ The basic required attire for men and women is defined in the document "The Professional Guide for Professional Appearance" available through the "MyEHL" portal.

21.3 Special conditions

¹ During weekends and a period in summer which will be decided and communicated in due course by the Management of EHL, the EHL Professional Appearance may be lightened, except for students doing practical work, who must wear the appropriate professional uniforms.

21.4 Control

¹ Professional appearance checks will be done on a regular basis.

² The student who is not in compliant will receive a card indicating the time they have to change into appropriate attire. Their name will be recorded in a log.

³ The relevant student will have to participate in a professional appearance session on campus.

⁴ In case of recurrence, a disciplinary procedure based on the Article 32 of the Student Directives can be undertaken against the student and include gradual actions.

Article 22 Smoking on the Lausanne Campus

¹ It is forbidden to smoke, this includes but is not limited to cigarettes, cigars, and electronic cigarettes (i.e., "vaping"), anywhere in buildings M, N and O, in all EHL restaurants and in the common areas of the residential buildings, dorm rooms and flats. It is forbidden to throw cigarette butts on the ground; ash trays are available in the smoking areas.

² Smoking shelters have been installed on the campus.

³ Students are also requested not to smoke in front of the main entrance of EHL (building O) or in the underground parking lots.

⁴ Students found smoking in any of these places will incur sanctions in accordance with Article 32 of the present Directives.

Article 23 Consumption of Alcohol

¹ As part of its mission, EHL must reconcile teaching the knowledge of alcoholic beverages with the need to make students aware of their responsibilities and the risks related to the abuse of alcohol, whether concerning their own consumption or the serving of alcoholic beverages to clients.

² Students must consume alcohol only moderately in order to remain fully in control of their behaviour under all circumstances, whether they are on one of the EHL campuses, outside the campuses, on internship or at work, as well as during parties and events organized by EHL. Excessive consumption of alcohol may lead to disciplinary measures in accordance with Articles 30, 31 and 32 of the present Directives.

Article 24 Drugs and Intoxicating Substances

¹ The sale, possession and consumption of drugs and intoxicating substances of any kind, including so-called soft drugs, like hashish or marijuana, including CBD cannabis of less than 1% of THC, are strictly forbidden throughout campuses. Management will take all necessary measures to keep drugs off the campus.

² Transgressing this rule will be considered as a serious violation under Articles 30, 31 and 32 of the current Directives.

³ As per Article 20 of the Federal Act on Narcotics and Psychotropic Substances, management has the obligation to denounce any case covered by Article 24 al. 1 of the present Directives. Foreign students are advised that legal proceedings may lead to expulsion from Switzerland.



⁴ Students are also advised that checks may be carried out in premises used only by students (rooms, flats, cloakrooms, personal cupboards, lockers, etc.). Management will be kept informed of the checks carried out.

⁵ EHL can also take measures to preserve evidence, namely photographs, video recordings by security personnel or using fixed cameras at designated places on campus, confiscation, cooperation or the passing of information and recordings to the police. Any associated costs may be taken into account in a disciplinary procedure as procedural costs and allocated according to the outcome of the procedure.

Article 25 Endangerment of Others

¹ Any act, whether voluntary or the result of negligence, that endangers the health or security of members of EHL community will be considered as a serious violation, as defined by Articles 30, 31 and 32 of the present Directives.

² The possession of arms or fictive arms on the campus is strictly forbidden and will automatically be considered as voluntary endangerment of others.

Article 26 Personal Injury

¹ As the respect of others is paramount, any behavior, whether through words, spoken or written, or acts, that constitutes an attack on others, particularly any form of racism, physical or psychological aggression or harassment, including sexual or sexist harassment, will be considered as a serious violation as defined in Articles 30, 31 and 32 of the present Directives.

² Harassment specifically includes behavior designed to persecute others through repeated words, acts, gestures or written comments using any communication channel, that are hostile to or undesired by the person concerned and that can result in physical or psychological damage and a harmful study and work environment.

³ A single act of serious behavior can be construed as harassment if it is felt to be harmful and has a lasting deleterious effect on the person concerned.

Article 27 Theft

¹ Theft in any form, including granting or receiving benefits, the theft of information or electronic services, will be considered as a serious violation in accordance with Articles 30, 31 and 32 of the present Directives.

Article 28 Forgery and the Use of Forgeries

¹ The production of forgeries, the use of forged documents (e.g. medical certificates, Degrees and Diplomas, admission documents, certificates, grade reports, etc.), the forging of signatures and the use of a false identity will be considered as serious violations in accordance with Articles 30, 31 and 32 of the present Directives.

Article 29 Damage to EHL's Image

¹ Students are at all times responsible for safeguarding EHL's image, through acts or words, both on and off campus.

² Paragraph 1 of the present Article remains valid at all times, especially when participating in festive or sportive events or during recreational outings in public areas.

³ Students are also responsible for safeguarding EHL's image as tenants, neighbors, clients or users of someone else's property.

⁴ Any usage of the EHL's logo, or part of the EHL's logo, and of the name Ecole hôtelière de Lausanne (EHL), regardless of the support used, has to be validated beforehand by Student Affairs. Upon validation, the Ecole hôtelière de Lausanne logo must always be used entirely without any alteration.

⁵ The non-respect of the above paragraphs, will be sanctioned in accordance with Articles 31 and 32 of the present Directives.

29.1 Official recognition

¹ EHL shall officially acknowledge an association when the following criteria are fulfilled:

- the bylaws of the association are confirmed in the EHL Rules and Directives;
- the bylaws of the association, particularly its purpose, adhere expressly and fully with EHL values and its Ethical Charter;
- the majority of the members of the association are EHL students or alumni, current or former professors/staff members;
- the association is linked to EHL via an Association Recognition Agreement.

² Upon request from the association, EHL may choose to recognize associations that do not fulfill the criteria in Paragraph 1. Such decisions shall be the exception and not the rule. They shall be EHL's sole prerogative when such official recognition is deemed to be manifestly justified.

³ The associations do not have the right to obtain official recognition.

⁴ EHL holds a list of recognized associations, which it updates at the start of each academic year.



29.2 Obligations of officially-recognized EHL associations

¹ The associations that are officially recognized by EHL must always act in accordance with all EHL Rules and Regulations, EHL Directives and the terms and conditions of the Recognition Agreement. Violations of the above-mentioned conditions shall result in the immediate removal of its status as a recognized association, including possible penalties applicable to EHL students regardless of the role they play within said association.

29.3 Associations that are not recognized

¹ It is strictly forbidden for associations that are not recognized by EHL to use the EHL logo, name, e-mail addresses or to associate itself in any manner whatsoever with EHL as part of its communications or actions. Violations by unrecognized associations of the above-mentioned stipulations shall be considered an attack on the School's image by the students that are members of the relevant association or sit on a committee/related entity, as prohibited by Art. 29 of the Student Directives.

² Unrecognized associations shall not sell tickets for, or promote in any way, their activities on the EHL campus.

³ EHL students could be disciplined, in accordance with Chapter 6 of the Student Directives, if they are members, sit on a committee or entity of an unrecognized student association that violates this article.



Chapter 6: Disciplinary Measures

Article 30 Perimeter

¹ All students enrolled at EHL, regardless of where they are studying, must comply with these student Directives, particularly Sections 5 and 6.

² Moreover, students completing part or all of their studies on a non-EHL campus, at a partner institution or working as an intern must follow the Directives and Rules & Regulations of that organization or institution.

³ Any disciplinary problem that comes to the attention of EHL may lead to disciplinary measures, in addition to those taken by our partner institutions or employer, pursuant to Section 6 of the present Directives.

Article 31 Disciplinary Procedure

31.1 General provisions

¹ In cases of unacceptable behavior on or off campus which breaches EHL's code of conduct as defined in the present Directives, particularly in Chapter 5, the student at fault will be subject to a disciplinary procedure.

² Sanctions may be applicable to a single student or to a group of students depending upon the rule(s) broken and the students involved.

³ A difference is made between minor and serious cases.

⁴ Serious academic infractions include all academic disciplinary infractions as well as suspicions of cheating that were contested by students.

⁵ Serious non-academic infractions include instances where EHL's image and reputation are tarnished as well as the possession or trafficking of "hard" illegal substances (cocaine, heroin, ecstasy and others), alleged dealing of any illicit products of any kind, physical or psychological harassment, endangering others, forging documents or using a falsified document.

⁶ Moreover, the relevant authorities will be informed of criminal infractions.

31.2 Procedure

¹ In the event of major infringements or when the student contests a disciplinary procedure following a minor infringement, the following persons may bring the case to the non-academic or academic disciplinary commission: all members of EHL's extended management team, the EHL Values Ambassador or his/her representative, the head of security or his/her representative, the head of Academic Advisory or his/her representative, the professor involved in the case for academic cases such as cheating or plagiarism.

31.3 Contestation against the decision

¹ In the case a student contest a decision concerning a disciplinary procedure, the case will be brought before the Disciplinary Commission.

Article 32 Disciplinary Commission

32.1 General provisions

¹ In cases of serious breaches of EHL's Rules & Regulations or Directives, a Disciplinary Commission will examine the facts and will have the authority to impose disciplinary measures in accordance with Article 32.4 of the present Directives.

² Minor infringements cases will be penalized by the persons designated in Article 31.2.

32.2. Composition of the Academic Disciplinary Commission

¹ The Academic Disciplinary Commission handles in particular the following aspects: deceit, plagiarism, fraud etc.

² It consists of 7 members as follows:

- Professor Laura Zizka shall chair the committee. The latter can delegate her authority to a member of her department.
- The Director of the relevant program.
- Two members of the faculty appointed every 2 years (at the most 2 consecutive mandates) by the Faculty Council (ideally a representative of the faculty and one representative of the practical arts).
- Two students appointed at the beginning of the academic semester by the Student Council.
- The Secretary of the Commission, who is a member of the Academic Advisory and also in charge of the logistical and administrative follow-up of the cases. Upon the Commission's request, he shall also provide relevant information from the student's file.



³ In principle, the voting takes place via a "show of hands". The Secretary shall abstain from voting. In the event of deadlock the Chairman has the casting vote (i.e. he casts the deciding vote).

⁴ Voting is, in principle, by show of hands. The Secretary of the Commission does not participate. In the event of a tie, the Chairman decides.

32.3. Composition of the Non-Academic Disciplinary Commission

¹ The Non-Academic Discipline Commission's jurisdiction includes disciplinary measures related to all other matters.

² The Commission consists of 7 members as follows:

- the Academic Advisory Manager who chairs the committee. The Academic Advisory Manager may delegate his/her responsibilities to a member of his/her department;
- One member of the EHL Extended Management, appointed each academic year (maximum 2 consecutive terms) by the Dean Executive;
- One faculty member appointed every 2 years (maximum 2 consecutive terms) by the Faculty Council and representing the program the student is attending;
- The values ambassador or the safety officer depending on who presents the case to the committee;
- Two students designated at the beginning of the academic semester by the Student Council
- The Secretary of the Commission, a member of Student Affairs, who ensures the logistical and administrative follow-up of the cases. At the request of the Commission, he/she also provides relevant information from the student file

³ In principle, the voting takes place via a "show of hands". The Secretary shall abstain from voting. In the event of deadlock the Chairman has the casting vote (i.e. he casts the deciding vote).

⁴ Voting is, in principle, by show of hands. The Secretary of the Commission does not participate. In the event of a tie, the Chairman decides.

32.4 Procedure

¹ EHL's Management defines the procedure to be followed to examine a case. The student is guaranteed the right to speak at the hearing. Minutes of the hearing will be taken.

² All warnings and sanctions will be recorded in the student's file.

32.5 Sanctions

¹ The Disciplinary Commission may make one or more of the following decisions:

- Assignment of a grade of 1.0 (special letter T) in a disciplinary case of academic nature as per the applicable Rules & Regulations;
- Temporary suspension from EHL;
- Expulsion from EHL ;
- Any of the sanctions listed in paragraph 2.

² In cases of minor infringements, persons designate by Article 31.2 will be authorized to apply the following sanctions:

- Warning letter;
- Community service;
- Grade of 1.0 (T) in the event of an academic disciplinary measure as per the applicable regulations;
- Suspension from certain EHL activities, in particular the prohibition of participating in "Educational Travel";
- Prohibition of joining student committees or running for Student Council elections;
- Ineligibility to any other role of representation such as "Student Ambassador";
- Ordinary or extraordinary termination of room rental agreement;
- Financial penalty of CHF 100 per case and per re-offense.



³ All sanctions are recorded in the student files.

32.6 Right of appeal

¹ Students may file a complaint against a decision from EHL according to Article 3 of the Regulations governing the complaints procedure at the Ecole hôtelière de Lausanne.

² Methods of complaint and appeal are governed by the Rules & Regulations on complaints and appeals procedures of the Ecole hôtelière de Lausanne dated September 1, 2017.

Article 33 Other Financial Sanctions

¹ In case of infringement of the present Directives, in particular Article 11.4 of the present Directives, and Article 3 of Addendum 1 (Parking), EHL reserves the right to invoice a predefined sum to the student at fault as a financial sanction. This sanction may be accompanied by a fixed sum of CHF 100 for administrative costs.



Chapter 7: Confidential Information

Article 34 Personal Information

¹ Personal information provided by students shall remain confidential and will not be disclosed to a third party without a valid reason.

² EHL may nonetheless give the parents and/or legal representatives certain information (such as grades, warnings, disciplinary measures, emotional and medical problems, etc.) which has a direct impact on students' studies, provided students give their written consent.

Article 35 Data Protection

¹ In accordance with the rules of data protection, the Ecole hôtelière de Lausanne keeps a file for each of its students; this file contains the student's documents related to the studies.

² Students have the right to consult the information in their personal files. The rights and rules regarding personal data, apply to the student file.

³ The student acknowledges that he is aware of the EHL Privacy Policy, (which is available at <https://www.ehl.edu/en/privacy>), the relevant provisions of which apply to him.

Article 36 Intellectual Property

¹ Studies or data produced by students as part of their studies, including research projects and consulting missions assigned by EHL, remain the property of EHL.

² The rules for the Bachelor end of studies thesis is specific, the usage by EHL of a thesis submitted by a student is ruled by a "Statement of consent" duly signed by the student.

Article 37 Recording and Usage of Recordings

¹ Any recording of the courses by the student, audio or video, is strictly forbidden. Exceptionally, a written request may be submitted to the Academic Direction for approval.

² Recordings, audio or video, regardless of the medium, are only available for study and revision purposes. Any reproduction, copy, sharing, on line posting, showing, selling or modification are strictly forbidden.

³ The non-respect of the above paragraphs, will be sanctioned in accordance with Articles 30, 31 and 32 of the present Directives

Article 38 Video-Surveillance

¹ The video-surveillance system is intended for the control of entries in the EHL, housing and exteriors and some specific and sensitive sites. It is in no way used for purposes of monitoring of persons or personal objects.

² For any request pertaining to video surveillance, students must refer to the Directive on surveillance systems, which is available on MyEHL.



Chapter 8: Conclusion

Article 39 Effective Date

¹ These Directives shall enter into force on September 20, 2021 and replace all previous versions.

A handwritten signature in blue ink, appearing to be 'Inès BLAL', is written over a faint, illegible background.

Inès BLAL
Executive Dean of EHL Haute Ecole SA



Addendum 1: Parking on Lausanne Campus

Article 1 Allocation of Parking Spaces

¹ There are 3 different parking lots: the Underground parking (P-I), the campus parking (P-C), and the Provisory parking (P-P). Only the P-C has set spaces which are assigned to individuals by name. The P-I and the P-P do not have assigned spaces.

² Students who have been allocated a parking space will receive confirmation in their EHL electronic mail box specifying the parking Rules & Regulations and rental period and the amount that will be billed to their account. This e-mail, as well as the present document, represents an official agreement between EHL and the student. The rental period is for an academic term, Mondays to Fridays. The leasing period lasts one semester.

³ The license plate reader is an additional means of entering the P-I and P-RTB parking lots, only the EHL access card is valid at all times (cost of replacing card is CHF 40).

⁴ Spaces are not transferable and cannot be resold without the agreement of EHL. All requests for a space to be transferred to another person must be approved by the Housing and Parking department.

⁵ The EHL card provides its holder access to the Route de Bern and the indoor parking garage. For it to be activated, the rental agreement must be signed at the time the reservation is being made.

Article 2 Cancellation of Parking Spaces

¹ Parking spaces will not be cancelled or reimbursed by EHL unless the student informs the Housing Department prior to the first two weeks of the beginning of the semester. The parking space will then be automatically cancelled free of charge.

² Should students be suspended or expelled, or should they withdraw from their studies or withdraw from the contract, the sum for parking space rental will not be reimbursed.

Article 3 Permit Holders and Users - due Diligence Requirements

¹ In the event the P-I and P-RTB parking lots are full, contact Security to find a parking solution.

² Spaces reserved for handicapped persons must be left free at all times. In certain exceptional cases, permission to park there may be obtained from the Security. A temporary authorization card must be placed behind the windshield when such spaces are being used.

³ When parking, the student must be careful at all times not to obstruct the users of the adjoining spaces, access paths or emergency exits. Parking is forbidden along the access roads leading to EHL and in the surrounding woods, as well as on the lawns of the campus, except for the spaces owned by the City of Lausanne, which fall within its legal authority.

⁴ Students are responsible for any damage caused by their negligence, imprudence or any use of the space rented which is not in accordance with the guidelines.

⁵ The EHL accepts no liability for damages on vehicles (accident, vandalism, etc...).

⁶ During the internship, the vehicles of students cannot in any case be left on the car parks of EHL.

Article 4 Sanctions

¹ Any infringement of the present rules by permit holders and users as specified in Article 3 of the present Addendum will result in disciplinary measures in accordance with Article 30 of the present Directives.

² As well as the sanctions foreseen under Articles 30 and 31 of the EHL Directives, an infringement of the measures listed in this Addendum, for whatever reason, may result in a fine or the vehicle being clamped. Removal of the clamp is invoiced at CHF 120, payable in advance at the Student Centre. This fine applies to the first 24 hours; each extra day will be invoiced at CHF 50. EHL also reserves the right to cancel permission for a student's parking space in the event of a serious offence.