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Guidance for internships

**Students without an applicable Federal VET diploma
Full-time, 3-year course**

1 General provisions

11 Internships

The training includes two full-time internships (basic and advanced internships) of six months each.

12 The internships are directly related to the content of the course and convey relevant professional and personal skills and experience. They must be completed in the hotel industry, the food services industry or, in justified exceptional cases, in sector-related industries.

13 The purpose of the internships is to achieve the following objectives:

- To put taught material into practice
- To practise working independently and professionally, dealing with supervisors, employees and guests, and working in a team
- To be familiar with production and work processes in operational practice
- To recognise one's own professional and social strengths and weaknesses and one's own professional preferences

14 This guideline forms an integral part of the employment contract between the internship company, the intern¹, and Hotelfachschule Thun (Thun Hotel Management School).

2 Sequence and type of internships

21 In general, the following applies:

Basic internship

- Duration: six months full-time, in a maximum of two companies
- Minimum hours to be completed:* Front Office, 500 hours; Service, 400 hours
- The choice of internship is based on previous professional experience.
- In order to be exempted from one of the areas of Front Office, Service, Housekeeping and Kitchen, proof of one year of (full-time) practice is required.

*No minimum hour requirements in Kitchen and Housekeeping.

Advanced internship

- Duration: six months full-time, in a maximum of two companies
- The choice of internship is based on previous professional experience.
- Minimum hours that are missed must be completed.
- Possible areas include, for example, Front Office, Food & Beverage, Human Resources, Marketing. Finance in the sector, or in a company close to the sector.

This principle is individually specified in consultation with the students. The requirements of the framework curriculum for the course of higher education in the hotel and food services industries must in any case be observed with respect to the temporal proportions of the educational areas. The school management may approve justified exceptions.

¹ All references to persons are intended to apply to all genders.

22 Internships abroad

Basic and advanced internships can be completed abroad, provided that the obligations under section 4 are guaranteed. For reasons of experience, students without relevant work experience in Switzerland (at least one year full-time is required) complete at least half of their internships in Switzerland. By doing so, they become familiar with the specific technical, professional, technical and operational conditions in Switzerland as well as typical Swiss offerings and products. They also benefit from cultural, linguistic, social and legal experience.

3 Obligations of the school

- 31 The school is responsible for carefully choosing internship companies that ensure internship goals are achieved.
- 32 The school announces open internship places. In principle, students are free to choose the internship company. Internship companies proposed by the student must be approved by Thun Hotel Management School.
- 33 The school provides a model contract (see also section 5).
- 34 It maintains regular contact with the internship companies through on-site visits (see also section 37) and/or personal contact with those responsible for training.
- 35 The school management lets the companies know which employees of the school can be contacted as contact persons in the event of any questions or problems.
- 36 The school takes on a mediating role in the event of difficulties that occur during the internships that cannot be resolved between the company and the intern (see also section 42d). Internship contracts may not be terminated without the school having first been contacted.
- 37 Interns in Switzerland are usually visited by a representative of the school at their first internship company. The purpose of the visit is to check the training and resolve any problems. The visit will be announced at an early stage. Both the person responsible for the training in the company and the intern undertake to be available for an interview with the school representative. A memo is drawn up about the visit, which is stored in the student file together with the internship report (see also section 41). No visits abroad are intended.
- 38 Thun Hotel Management School verifies receipt of all internship reports and keeps them during the training period (see also sections 41 and 61).



4 Obligations of the company and the students

- 41 The company or the person responsible for the training in the company
- a) undertakes to train the students assigned to them in accordance with the training guidelines specified by Thun Hotel Management School.
 - b) creates an internship curriculum with the intern before the intern takes up their position, or provides a job description that contains information about the activities and the duration of the assignment in the corresponding departments. The school receives a copy.
 - c) undertakes to pay Thun Hotel Management School a contribution towards the training costs (training contribution) of CHF 2,500.00 per trainee and internship. The amount mentioned does not include VAT. Invoicing will take place two months after the start of the internship. This amount is also owed on a pro rata basis in the event of a change of internship. The training fee is waived for internships abroad.
 - d) undertakes to conduct a status review with the intern roughly eight weeks after the start of the internship and record this in a report together with the intern (see also section 38).
 - e) is obliged to report to Thun Hotel Management School if the intern is absent for longer than a total of 14 calendar days due to military/community service or illness/an accident (see para. 81).
- 42 The intern is jointly responsible for ensuring the internship is effective and successful by
- a) periodically checking their personal level of training (the training guidelines and the internship curriculum serve as a basis for this).
 - b) pursuing the internship objectives in accordance with Art. 13.
 - c) seeking clarification from those responsible for their training in the company if problems occur during the internship period.
 - d) informing those responsible for the internship at Thun Hotel Management School at an early stage if difficulties arise with regard to the training and are not remedied or corrected (see b).
 - e) requesting the internship curriculum, the internship interview form and the certificate in good time and forwarding them to the school in good time (see also sections 51 and 61).
 - f) undertaking to exercise confidentiality with respect to company secrets throughout the internship and after it has ended.

5 Employment contract

- 51 Each internship in Switzerland is based on an employment contract in accordance with the Swiss Code of Obligations and the State Collective Labour Agreement for the Hospitality Industry (L-GAV) that is concluded between the intern and the internship company. The contract and internship curriculum must be available before the start of the internship. The school inspects the contract and makes a copy in the student's file. The internship curriculum is considered an integral part of the contract.
- 52 The provisions on the existence of any written employment contract also apply to internships abroad.
- 53 Remuneration and terms and conditions of employment and appointment are agreed in the employment contract. These are governed by national laws and regulations, as well as by the relevant collective labour agreements.



54 If a student decides to discontinue their training during the internship, the employment contract can be terminated at the end of the next month, subject to a notice period of one month.

6 Qualification

61 *The internships as a condition for a doctoral degree*

In order for students to achieve a doctorate in the next semester,

- a) they must prove that they have fully completed an internship before entering the next semester.
- b) the internship report, as well as a qualifying employment reference from the internship company, must be submitted to the school after the internship (see also sections 42e, 62).
- c) The minimum hours must be completed before entering the last school semester, at the latest.

62 Qualification by the internship company

The person responsible for the training in the company undertakes to issue the intern with a job reference at the end of the training period. This encompasses the areas of deployment the intern has gone through, their performance and behaviour and their personal development.

63 The corresponding evaluation is carried out using a rating (fulfilled/not fulfilled)

7 Holidays

71 In Switzerland, the entitlement to annual leave under L-GAV Art. 17 amounts to 35 calendar days per year (corresponding to 2.92 calendar days per month). In exceptional cases, days of annual leave can be paid out at the end of the internship after consultation with the interns. For internships abroad, annual leave is governed by national laws.

8 Military service, community service and accident/illness

81 For absences from work caused by illness, accidents or military or community service, the Hotel Management School grants a total grace period of 14 days. As of day 15, absences from work must be reported to the persons responsible for internship administration and made up for (see also section 41e).

9 Repetition of the internship

91 In justified cases, the school management may revoke the internship and order it be repeated.

92 In serious cases, the school management decides on discontinuation of the study programme.

Thun, May 2024