

VERSION	DATE
1	15.10.2021

POLICY

RULES & REGULATIONS SHORT-COURSES

EHL Haute Ecole SA

Administration

ACCOUNTABILITY	
Designation	Dean of EHL Graduate School

APPROVED BY	
Name(s)	Michel ROCHAT / Inès BLAL
Designation(s)	Chairman of the Board of Directors / Executive Dean

REVISION HISTORY				
Version	Approval Date	Valid as of	Modifications	Modified by (designation)
1	15.10.2021	15.10.2021	Initial version	n/a

The titles and functions described herein refer to any person regardless of gender.

EHL Haute Ecole SA enacts:

Section 1 - General Provisions

Art. 1 - Scope of Application

¹ These Rules & Regulations outline the terms and the conditions for the delivery of short courses by EHL Haute Ecole SA (hereinafter EHL) on all locations and modalities.

Art. 2 - Definitions

¹ “Short Courses” are continuing education programs aimed to reinforce the skills and knowledge of professionals in the spirit of lifelong learning. Are considered short courses:

- a. courses that are offered on a standalone basis; and
- b. comprise less than 50 contact hours over a duration of less than 1 month

² The following “certificates” are awarded upon the completion of a short course, in line with the EHL credit policy:

- a. “EHL Certificate of Achievement” sanctions the successful completion of a short course representing between 2.5 and 3 ECTS and/or a minimum of 2 US semester credits;
- b. “EHL Certificate of Completion” sanctions the completion of a short course that is not credit-bearing but requires a passing grade to complete the course; and
- c. “EHL Certificate of Attendance” sanctions the completion of a short course that is not credit-bearing and that does not require an assessment to complete the course.

³ The “Student Contract” lists the terms and conditions of the agreement between the student and EHL including, but not limited to, the course fees and payment schedule, refund policy, and key course information.

Section 2 - Admission and Enrollment in the Course

Art. 3 - Admission to the Course

¹ Specific admissions criteria for a short course are published on the respective short course page on EHL’s website.

² For admission to credit-bearing short courses, applicants shall normally possess, at minimum:

- a. A Bachelor’s Degree qualification; and
- b. Relevant full-time professional industry experience of at least 2 years; and
- c. Proof of sufficient English language proficiency.

³ Applicants who do not hold a Bachelor’s Degree can exceptionally be admitted by portfolio.

⁴ Admission by portfolio is subject to an additional application procedure intended to validate that the prior experience is sufficient to grant access to the course.

⁵ EHL reserves the right to request professional industry experience above a minimum of two years for certain short courses; the minimum work experience requirements are published on the course page on EHL’s website.

⁶ EHL reserves the right to request an English language certificate to grant admission to the course; the list of recognized certificates and proficiency levels are published on EHL’s website.

⁷ EHL reserves the right to request additional documentation or evidence to qualify a student in line with the admission requirements of the short course after registration to the course. EHL may refuse admission and cancel registration to the course prior to the course start in case the student does not meet the minimum admission requirements set for the course. In this case, the refund terms of the Student Contract apply.

Art. 4 - Enrollment in the Course

¹ Whoever is enrolled in a short course delivered by EHL's Graduate School is considered an EHL student.

² Enrollment takes effect as of the beginning of the course.

³ Enrolled students are subject to the Student Directives at all times, as well as the relevant campus directives when on site.

⁴ EHL will complete an identity document check to confirm the identity of each student at the start of the course. In the absence of a valid identity document or in case of doubt regarding the identity of the student, EHL reserves the right to cancel enrollment.

⁵ EHL may in no case be held liable for the harm, in particular financial or academic, caused by the transmission by the applicant of false, incomplete or inaccurate information or that is sent after expiry of the given deadline. In such a case, EHL reserves the right to cancel the enrollment in the short course.

Organization and Duration of Studies

Art. 5 - Duration of Studies

¹ The course duration is less than 50 contact hours.

² A short course can be offered either as full-time or part-time study, online or on-site.

³ The duration of the short course is less than one month.

Art. 6 - General Structure of the Short-Courses

¹ A short course is equivalent to a single course unit.

² All evaluations, if any, will be held within the assessment period as indicated in the Student Contract.

³ The course duration comprises the delivery of the course, personal work (which may include preparatory or post-course activities), and evaluations.

⁴ Only retake evaluations may be organized outside the maximum course duration.

Art. 7 - Description of the Short Course

¹ The course unit description defines the objectives, learning outcomes, language of instruction, attendance rules, and methods of assessment. The course unit description is made available to students upon the start of the course.

² The course unit description may be altered after the course commences only in exceptional circumstances and upon approval by the Academic Board and the Examination Board of EHL.

Obligations Linked to the Studies

Art. 8 - Attendance

¹ Presence is mandatory for the full duration of the course.

² Students must not exceed 10% of absence for the duration of the course.

³ In case a student exceeds the maximum percentage of absences as stated in par. 2, they will not be allowed to sit assessments; they will nevertheless have the right to attend the remaining of the course.

⁴ More than 10% of absence in the course will automatically result in the course noted as incomplete (noted by a "N").

⁵ In the case of a valid reason for an absence, EHL reserves the right to consider special arrangements on a case-by-case basis.

Art. 9 - Tuition Fees and Other Expenses

¹ Students are required to pay the tuition fees and other expenses linked to the various services offered by the School under the terms of the Student Contract.

² Tuition fees and other expenses cannot be modified after signature of the Student Contract.

³ The School reserves the right to refuse admission into the course or the final assessment if the student has not paid the full amount due by the stipulated payment deadline.

Art. 10 - Withdrawals and Suspension of Studies

¹ Students who wish to permanently withdraw from the school before the beginning or during the course must present a written request for disenrollment to EHL Student Affairs Department.

² In case of withdrawal, the refund conditions apply under the terms of the Student Contract.

³ Students may not temporarily suspend their studies. If the student is absent for more than 10% of the duration of the course, the school reserves the right to disenroll the student from the course.

⁴ If the absence is due to unforeseen valid reasons, as per Art. 19, the student will be entitled to a voucher for an equivalent course.

Art. 11 - Disenrollment

¹ The following students will be disenrolled from the short course:

- a. Students who have obtained the Certificate;
- b. Students who are excluded from the course due to a definitive failure;
- c. Students who are expelled following disciplinary sanctions; and
- d. Students who have withdrawn from the course.

Assessments and Promotions

Art. 12 - Certificate Awarded

¹ The type of certificate awarded (as stated in Art. 2 par. 2) is specific to each course and is stipulated on the Student Contract.

² Depending on the short course and its respective certificate type, one of the following awards is granted:

- a. A graded "Certificate of Achievement" upon achievement of an overall 90% attendance rate and successful completion of the selected short-course.

- b. A “Certificate of Completion” upon achievement of an overall 90% attendance rate and successful completion of the selected short course.
- c. A “Certificate of Attendance” upon achievement of an overall 90% attendance rate.

Art. 13 - Assessment Methods

- ¹ Assessment and grading apply to short courses offering a Certificate of Achievement or a Certificate of Completion.
- ² The assessment structure is described in detail in the course unit description.
- ³ There is no assessment for short courses delivering Certificate of Attendance.

Art. 14 - Course Grading System

- ¹ Grades shall be allocated according to the Swiss system, as detailed in Appendix 1.

Art. 15 - Validation of the Course

- ¹ For short courses offering a Certificate of Achievement or a Certificate of Completion, students must have obtained an overall passing grade of 4.0 or above to validate the course.
- ² The successful completion of the course is attested by the certificate listed under art. 12.

Art. 16 - Retake Assessments

- ¹ Students who have failed a course for justified reasons (Y) are registered for a retake assessment, except for non-participation (grade 1 / N) or fraud (T).
- ² The grade given for this retake assessment becomes the new final grade for the course unit.
- ³ Students who still do not fulfil the conditions to succeed in the course after their second and last attempt to pass the course will be considered in definitive failure and will not be awarded the certificate.
- ⁴ Withdrawals are considered as definitive failures.

Art. 17 - Consultation of Final Assessments

- ¹ Students have the right to consult their final assessments during the specific consultation period communicated by EHL.
- ² A student is not authorized to consult any assessments other than their own.

Art. 18 - Absences at Assessments

- ¹ Assessments are mandatory. Any non-submittal or non-participation in an assessment for valid reasons (see Art. 19) must be duly explained, with supporting documentary evidence, to the Student Affairs.
- ² An unjustified non-submittal or non-participation in a final assessment will be sanctioned by a grade of 1.0 (designated by N). The course is then considered as failed.
- ³ In case of a justified non-submittal or non-participation in a final assessment, the course unit will be considered incomplete (designated by Y). The student must take the final assessment at a later date. This will be considered as a first attempt.
- ⁴ In the case of an unjustified absence from an assessment during the retake session, the course is failed (designated by N).

⁵ In the case of a justified absence from an assessment during the retake session, the course unit is incomplete (designated by Y). The student must take the assessment at a later stage. The attempt will remain the same.

Art. 19 - Valid Reasons for Absence or non-submittal

¹ Are considered valid reasons for absence: illness or accident, the death of a parent, spouse, partner, siblings, child or a grand-parent, military, civil service, civil protection or court order.

² The student must justify his non-submittal or non-participation providing a doctor's certificate or any other official document from relevant authorities within the next 48 hours to Student Affairs.

Art. 20 - Fraud

¹ Suspected fraud or suspected attempted fraud must be reported to Student Affairs, which will then determine the academic consequences as per paragraph 2. .

² Any fraud or attempted fraud at a final or retake assessment, in particular in the case of plagiarism or cheating, results as a minimum consequence in a course average of 1.0, , course unit designated by "T". As a consequence, the course is failed.

³ When a decision is contested, the Disciplinary Commission shall meet to determine the consequences and whether additional penalties shall be assessed, in accordance with the Student Directives.

⁴ Fraud or attempted fraud may also lead to the cancellation of enrolled passed courses, courses or final course assessments, the refusal of the granting of the certificate, or even cancellation of a certificate.

Art. 21 - Exclusion from the Course

¹ Students who have been expelled for disciplinary reasons from a short course shall not be accepted in any other program delivered by EHL for a period of five years.

Art. 22 - Complaints and Appeals

¹ Students may file a complaint against a decision from EHL as per Article 3 of the Regulation governing the Complaints Procedure at EHL.

² Methods of complaint and appeal are governed by the Rules & Regulations on complaints and appeals procedures of EHL.

Final Provisions

Art. 23 - Changes to the Rules & Regulations

¹ EHL reserves the right to make any modifications, suppressions or additions it judges to be necessary in relation to the legal provisions in force and the training conditions in the hospitality industry at any time.

Art. 24 - Change and Discontinuation of a Short-Course

¹ EHL reserves the right, at any time, to discontinue any or all of the short courses.

² In case of a course termination the terms of the Student Contract apply.

³ EHL reserves the right, subject to the conditions indicated in the Student Contract, to modify any or all of the short courses.

⁴ EHL takes the necessary steps to ensure that the students enrolled in a short course, in accordance with Article 5, are able to finish their studies without being adversely affected.

⁵ Students in the process of being admitted are informed of the decision to change or discontinue the short course.

⁶ Unless stated otherwise by the Student Contract, no compensation or refund is due by EHL or the other entities of the EHL Group in the event of the discontinuation of a short course, except any tuition and mandatory fees paid in advance by those students in the process of being admitted.

⁷ Refunds are subject to the terms of the Student Contract.

Art. 25 - Language and Place of Jurisdiction

¹ The present Rules & Regulations are edited in English.

² Any litigation will be submitted to Swiss law and the place of jurisdiction is Lausanne.

Art. 26 - Effective Date

¹ These Rules & Regulations shall come into force on October 15, 2021.

EHL Haute Ecole SA

Michel ROCHAT

Michel ROCHAT
Chairman of the Board of Directors
of EHL Haute Ecole SA



Inès BLAL
Executive Dean
of EHL Haute Ecole SA

October 15, 2021,

Appendix 1

Grading system

Grades for assessing the course are reported on a scale from 1.0 to 6.0 (1.0 being the minimum grade possible and 6.0 the maximum, cf. Appendix 1).

Grades are rounded to the nearest 0.1.

6	<i>Excellent;</i>
5.5	<i>Very good;</i>
5	<i>Good;</i>
4.5	<i>Fairly good;</i>
4	<i>Pass;</i>
3.5	<i>Fail;</i>
3	<i>Poor;</i>
2.5	<i>Very poor;</i>
2	<i>Extremely poor;</i>
1	<i>No performance.</i>

In the course grading system, special letters are given for:

I	<i>Incomplete courses;</i>
N	<i>Unjustified absences from an assessment;</i>
X	<i>Courses exempted of assessment;</i>
Y	<i>Justified absence from an assessment;</i>
T	<i>Fraud or attempted fraud</i>
P	<i>Courses without graded assessment confirmed as passed;</i>
F	<i>Courses without graded assessment confirmed as failed.</i>