

VERSION	DATE
1	10.11.2023

RULES & REGULATIONS

Open Executive Education Courses

VERSION	DATE
1	10.11.2023

Administration

ACCOUNTABILITY	
Function	Head of Student Affairs

APPROVED BY	
Name(s)	Stéphane Haddad
Designation	Associate Dean Executive Education Programs

REVISION HISTORY				
Version	Approval date	Valid as of	Modifications	Modified by (designation)
1	06.11.2023	10.11.2023	Initial Version	Head of Student Affairs

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

Section 1: General Provisions

Art. 1: Scope of Application

¹ The present Rules & Regulations outline the terms and conditions for the delivery of Open Executive Education Courses (hereinafter referred to as “Courses”) by EHL Hospitality Business School (hereinafter referred to as “EHL” and encompassing the academic activities of the legal entities listed in Appendix I).

² The present Rules & Regulations apply to all physical and virtual campuses where the aforementioned program is delivered.

Art. 2: Definitions

¹ Open Executive Education Courses are continuing education programs aimed to reinforce the skills and knowledge of professionals in the spirit of lifelong learning

² The following Certificates are awarded upon completion of a Course, in line with the EHL credit policy:

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

Section 2: Admission and Enrollment in the Course

Art. 3: Admission to the Course

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

² For admission to credit-bearing Courses, applicants shall usually possess, at a minimum:

- A Bachelor’s Degree qualification; and
- Relevant full-time professional industry experience of at least 2 years; and
- 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 minimum professional industry experience for specific Courses; the minimum work experience requirements are published 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 is published on EHL’s website.

⁷ EHL reserves the right to request additional documentation or evidence to qualify a participant in line with the admission requirements of the Course after registration to the Course. EHL may refuse admission and cancel registration to a Course before the Course starts if the participant does not meet the minimum admission requirements set for the Course.

Art. 4: Enrollment in the Course

¹ Anyone enrolled in a Course delivered by EHL's Graduate School is considered an EHL Executive Education Participant.

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

³ Enrolled participants are subject to the present Rules & Regulations, the Student Directives at all times, and the relevant Campus Directives when on site.

⁴ EHL will complete an identity document check to confirm the identity of each participant at the start of the Course. Without a valid identity document or case of doubt regarding the participant's identity, EHL reserves the right to cancel the enrollment.

⁵ EHL may not be held liable for the harm, particularly financial or academic, caused by the transmission of false, incomplete, or inaccurate information or that sent after the deadline's expiry. In such a case, EHL reserves the right to cancel the applicant's enrollment in the Course.

Section 3: Organization and Duration of Studies

Art. 5: General Structure of the Courses

¹ A Course is equivalent to a single course unit.

² All assessments, if any, will be held during and/or at the end of the Course.

³ Articles 18 and 19 shall apply for failed or incomplete course units.

⁴ The Course duration, mentioned on the Course page published on EHL's website, comprises the delivery of the course, personal work (which may include preparatory or post-course activities), and assessments, if any.

⁵ Only assessment re-scheduled, due to a justified absence, in application of Article 19, may be organized outside the course duration.

Art. 6: Description of the Course Unit

¹ The course unit description defines the objectives, learning outcomes, language of instruction, attendance rules, and assessment methods.

² The course unit description is made available to participants upon the start of the Course. It cannot be amended during this period.

Art. 7: Recording and streaming of Courses

¹ Course units might be subject to live streaming and recording.

² All live-streamed course units will be recorded and made available to participants for streaming 48 hours after the recording. According to the Student Directives, these recordings are made available to participants solely for review purposes to support their learning.

³ Recordings will include the audio, video, and screen sharing activity.

⁴ Recordings will be stored for administrative purposes and destroyed once the official complaints and appeals process for the respective Course are completed. The deletion of the recordings will happen within a month after the completion.

Section 4: Obligations Linked to the Courses

Art. 8: Attendance

¹ Attendance is mandatory for the entire duration of the Course.

² Participants must not exceed 10% of absences for the Course duration.

³ If a participant exceeds the maximum absence percentage, as per paragraph 2, they will not be allowed to sit assessments, if any. Article 19 will be applied. If the absence is unjustified, they will not be awarded the EHL Certificate, per Article 2. They will nevertheless have the right to attend the remaining of the Course.

⁴ In the case of a valid reason for an absence, per Article 20, EHL reserves the right to consider special arrangements on a case-by-case basis.

Art. 9: Tuition Fees and Other Expenses

¹ Participants are required to pay the tuition fees and other expenses linked to the various services offered by EHL in line with the terms and conditions.

² EHL reserves the right to refuse admission into the Course or the final assessment if the participant has not paid the full amount due by the stipulated payment deadline.

Art. 10: Withdrawal from EHL and Deferment

¹ Participants who wish to withdraw from the Course before the beginning or during the Course must present a written request for withdrawal to the Course Coordination.

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

³ Participants may not defer their studies. If the participant is absent more than 10% of the duration of the Course, Article 8 applies.

Art. 11: Removal from Registrar

¹ The following participants will be removed from Registrar:

- Participants who have obtained the EHL Certificate;
- Participants who are excluded from the Course due to a definitive failure;
- Participants who are expelled following disciplinary sanctions;
- Participants who withdraw from the Course;
- Participants who have not paid the tuition fees and contributions to training costs within the given deadlines.

Art. 12: Duties and Disciplinary Actions

¹ Participants are obliged to respect Swiss laws, the laws of the country in which they study, the present Rules & Regulations, and the Student Directives of EHL and to conform to the Directives and procedures that concern them.

² Should these laws, Rules & Regulations, Directives, and Procedures, either inside or outside EHL, not be respected, the students will be liable for disciplinary penalties, which can lead as far as exclusion from EHL.

³ The participant has the right to be heard before a disciplinary penalty is pronounced.

⁴ The rules of Chapter 6 of the Student Directives are applicable.

Section 5: Assessments and Promotions

Art. 13: Certificate Awarded

¹ The type of Certificate awarded, per Article 2, is specific to each Course

² Depending on the Course and its respective Certificate type, one of the following awards is granted:

- An “EHL Certificate of Achievement” and the related credits upon achievement of an overall 90% attendance rate and successful completion of the Course;
- An “EHL Certificate of Completion” upon achievement of an overall 90% attendance rate and successful completion of the Course;
- An “EHL Certificate of Attendance” upon achievement of an overall 90% attendance.

Art. 14: Assessment Conditions and Methods

¹ Assessment and grading apply to Courses offering an “EHL Certificate of Achievement” or an “EHL Certificate of Completion.”

² The assessment methods, especially their form and number, are described in detail in the course unit description.

³ There is no assessment for Courses delivering an “EHL Certificate of Attendance.”

Art. 15: Course Unit Grading System

¹ The assessment of knowledge and competencies acquired are expressed in grades or by validation.

² The grading system goes from 1.0 (extremely insufficient or absent) to 6.0 (excellent).

³ The grades are rounded to the nearest 0.1.

Art. 16: Special Letters

¹ Modules or course units might be designated as follows:

- I Incomplete modules;
- N Unjustified absence from an assessment;
- Y Justified absence from an assessment;
- T Fraud or attempted fraud;
- X Courses and/or modules exempted of assessment;

² Modules or course units awarded by validation are designated as follows:

- P confirmed as passed;
- F confirmed as failed.

Art. 17: Consultation of Final Assessments

¹ Participants have the right to consult their final assessments during the specific consultation period communicated by EHL.

² Participants are not authorized to consult any assessments other than their own.

Art. 18: Validation of the Course

¹ For Courses offering an “EHL Certificate of Achievement” or an “EHL Certificate of Completion,” participants must have obtained an overall passing grade of 4.0 or above to validate the Course.

² If participants have obtained an overall grade below 4.0, the Course is considered failed, and no EHL Certificate is granted.

³ Withdrawals are considered definitive failures.

⁴ The successful completion of the Course is attested by the EHL Certificate as per Article 2.

Art. 19: Absences at Assessments

¹ Assessments are mandatory. Per Article 20, any non-submittal of or non-participation in an assessment for valid reasons must be duly explained to the Program Coordination, with supporting documentary evidence.

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 considered a definitive failure.

³ An unjustified non-submittal or non-participation in a midterm assessment will be sanctioned by a grade of 1.0 (designated by N). This grade will be included in the average of the course unit.

⁴ In case of a justified non-submittal or non-participation in a final assessment, the student can request a deadline extension. Until the final assessment has been taken, the course unit will be considered incomplete (designated by Y). The extension period cannot exceed one month. EHL reserves the right to agree on a different extension period case-by-case.

⁵ In case of a justified non-submittal or non-participation in a midterm assessment, the weight of the grade will be transferred to that of the final assessment.

Art. 20: Valid Reasons for Absence or Non-Submittal

¹ Are considered valid reasons for absence: illness or accident, the death of a parent, spouse, partner, sibling, child, grandchild, grand-parent, step-parent, uncle or aunt, as well as military obligations, civil service, civil protection, court order or any state level order.

² The participant must justify his non-submittal or non-participation by providing a doctor's certificate or any other official document from relevant authorities within 48 hours to the Course Coordination.

³ For any justified absence, EHL reserves the right to submit the case to EHL's medical advisor.

Art. 21: Fraud

¹ Suspected fraud or suspected attempted fraud must be reported to the Course Coordination, which will determine the academic consequences as per paragraphs 2 and 3.

² Any fraud or attempted fraud during an intermediate assessment, in particular in the case of plagiarism (including self-plagiarism) or cheating, results, as a minimum consequence, in a grade of 1.0 for the concerned assessment.

³ Any fraud or attempted fraud at a final assessment, particularly in the case of plagiarism (including self-plagiarism) or cheating, results as a minimum consequence in a Course overall average of 1.0, course unit designated by "T." The module is failed. Article 18 shall apply.

⁴ 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.

⁵ Fraud or attempted fraud may also lead to the cancellation of enrolled passed Courses or final Course assessments and the refusal to grant the EHL Certificate or even the cancellation of an EHL Certificate.

Art. 22: Exclusion from the Course

¹ Participants expelled for disciplinary reasons from a Course shall not be accepted for another Course or Program at EHL for five years.

Art. 23: Complaints and Appeals

¹ Participants may file a complaint against a decision of EHL according to Article 3 as per the Regulation governing the Complaints Procedure at EHL Hospitality Business School.

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

Section 6: Final Provisions

Art. 24: 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. 25: Change and Discontinuation of a Course

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

² EHL reserves the right to modify any or all of the Courses.

³ EHL reserves the right to modify the delivery mode of the course units due to force majeure or necessary circumstances.

⁴ In the case of foreseeable modifications to the program, students will receive notice in due time; in case of force majeure, the modifications can happen immediately.

⁵ EHL takes the necessary steps to ensure that the participants enrolled in a Course, in accordance with Article 4, can finish their studies without being adversely affected.

⁶ Participants in the process of being admitted are informed of the decision to change or discontinue the Course.

⁷ Unless stated otherwise, no compensation or refund is due by EHL in the event of the discontinuation or modification of a Course, except any tuition and mandatory fees paid in advance by those participants in the process of being admitted.

Art. 26: 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. 27: Effective Date

¹ These Rules & Regulations come into force on November 10, 2023.

On behalf of EHL Hospitality Business School,

EHL Haute Ecole SA & EHL Academia SA

EHL Haute Ecole SA & EHL Academia SA



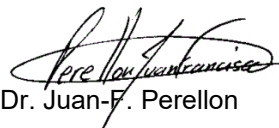
Stéphane Haddad

Associate Dean Executive Education Programs



Dr. Achim Schmitt

Dean Graduate School



Dr. Juan-F. Perellon

Chief Academic Officer

Appendix I – Legal entities forming the EHL Hospitality Business School

EHL Hospitality Business School is a formal and organized higher education structure having decision-making and organizational authority over all the academic activities of the following legal entities:

- a) EHL Haute Ecole SA, registered in Switzerland;
- b) EHL Academia SA, registered in Switzerland;
- c) EHL Campus (Singapore) Ltd. Pte, registered in Singapore.