



Internship Directives

Master Class in Culinary Arts

(MCCA)

Valid as of 20th February 2017

[Type here]

Chapter 1: General Terms & Conditions

Art. 1 Purpose and Scope

¹ The following Internship Directives govern the operation of internships of the Ecole hôtelière de Lausanne (EHL). They apply to all students registered for an internship which is a required part of one of EHL's academic programs.

² These Directives are available to students on the EHL intranet, as well as on request from the Internship and Career Office.

³ Each student must familiarize himself with the latest version of the Directives as soon as they are issued.

⁴ Within the context of these Directives, all mentions of a person, status or function applies equally to men and women.

⁵ Within the context of these Directives, durations and deadlines are indicated in working days or calendar weeks of the related academic period.

⁶ In the event of a dispute, the French language version of these Directives will prevail.

Art. 2 General Rights and Duties of Students

¹ Students remain subject to the Rules and Regulations of the School throughout the internship and must observe all conditions expressed in the document in full at all times.

² EHL reserves the right to contact the employer in order to check that Rules and Regulations of the School are being observed by the student.

³ Before students leave EHL to begin an internship, they must inform EHL's Internship and Career Office of any problem/s that may affect their ability to complete the internship successfully.

⁴ During their internship, students must inform EHL's Internship and Career Office at EHL as quickly as possible of any unforeseen situation that affects their ability to successfully complete the internship, in particular in the event of problems or conflicts with the employer or personal health problems.

⁵ Students must consult EHL's official communication channels regularly, in accordance with Art.14 of the Students' Directives of the Ecole hôtelière de Lausanne.

Art. 3 Contractual Terms & Conditions

¹ The contractual conditions of the internships and student's obligations that are not covered by these Directives are stated in an Agreement signed by both the student and the employer. This agreement must be formally validated by EHL's Internship and Career Office.

² The Agreement is applicable only to internships as defined in Art. 1 paragraph 1 of these Directives and in no case may be used for other purposes.

³ The terms of the Agreement may not supersede the provisions of these Internship Directives.

⁴ In the event of a disagreement over the terms, the concerned parties have the discretion to not enter into the said Agreement by not signing it.

Art. 4 Internship Location

¹ The internship may take place in any country. However, it is the responsibility of the student to obtain all required statutory and legal authorizations to be able to work in the location of his choice.

² The nature of the internship and the enterprise where it takes place, (hereinafter "scope of the internship" Art.10, 14 or 19) are defined by the Director of the related program and validated by the Dean.

³ It is strictly forbidden to seek and complete an internship in an enterprise owned by the student's family or in one belonging, even in part, to the intern or to one of his relatives or friends.

⁴ EHL reserves the right to refuse the validation of an internship if the legal conditions of the country where the internship is to be carried out are not observed, if the student's safety cannot be reasonably guaranteed or if it judges that there is a conflict of interest between the employer and the student.

Art. 5 Duration of the Internship

¹ The duration and the period of internships are defined by the program Directors and validated by the Dean.

² The internship must be completed in a single period during the academic period planned for this purpose and end before the period of retake examinations. Any exemption to this rule, provided it is appropriately justified, must be formalized in a written agreement between the student and EHL.

³ In any event, it is the student's responsibility to ensure with the Internship and Career Office that the duration and schedule of the internship will allow him to continue his studies in accordance with the academic calendar.

Art. 6 Working Conditions during the Internship

¹ The actual working time must be equal to full-time work as defined by the labor law in force in the country in which the internship takes place.

² Holiday periods are not included in the mandatory duration of internships as set out in the provisions of Art. 5 paragraphs 1, Art. 11, Art. 15 and Art. 20.

³ Remuneration of the internship is at the employer's discretion, but must be in accordance with the legislation of the country in question and must be stated in the Agreement signed by both the student and the employer.

⁴ EHL will not be responsible for any issues in relation to remuneration for the internship.

Art. 7 Absences

¹ Absences for sickness or accidents must be supported by evidence (such as a medical certificate or other documented proof) from the student, who will send copies of the documents to the EHL Internship and Career Office.

² Repeated absences or those of more than 3 days must be communicated immediately by the employer to EHL's Internship and Career Office.

³ In the event a student avails of excused absences of more than 10 working days (notably, due to illness, family problems, cases of force majeure), the student is required to make-up all working-days lost within the enterprise in which the student carries out his internship. If the student fails to make-up the lost working-days, the internship will not be validated.

⁴ Absences for military service are not accepted. The student is responsible for taking the necessary steps to postpone the periods of service scheduled to take place during the internship.

Art. 8 Disciplinary Measures

¹ In the event of a breach of these Directives or of any other Rule or any other Directive of the School during the internship period, the offending student will undergo a disciplinary procedure in accordance with Art. 29 of the Students' Directives of the Ecole hôtelière de Lausanne.

² In the event of serious or repeated breaches, the student will be referred to the Disciplinary Commission, in accordance with Art. 30 of the Students' Directives of the Ecole hôtelière de Lausanne.

³ The student must also observe the Rules and Regulations in force in the enterprise employing him. If the student fails to observe the relevant rules and regulations, he may be subject to sanctions by the employer.

⁴ In the event of proven misconduct of the student, the Internship and Career Office reserves the right to not validate the internship. Decisions will be considered on a case by case basis.

Art. 9 Administrative validation of the Internship

¹ The Internship and Career Office has the authority to define the terms of the internship agreement, check that the conditions of these Directives are met for the whole of the internship and administratively validate the internship.

² Administrative validation of the internship is required before the student signs the agreement and at the end of the contractual (internship) period.

³ Administrative validation is also needed prior to the student's internship and is acquired immediately after signing the internship agreement.

⁴ The student must provide all the documents required for administrative validation of the internship to the EHL Internship and Career Office. In accordance with the EHL official calendar in force, all the documents must be communicated at the latest in week 32 for internships taking place during the spring semester.

Chapter 2: Master Class in Culinary Arts (MCCA)

Art. 10 Scope of the Internship

¹ Due to its nature, the MCCA internship must be completed in a Food and Beverage operational department of the hotel/food service sectors or more widely in the hospitality industry.

² The Internship and Career Office has the authority to judge the compliance of the internship with the 'scope of the internship'.

Art. 11 Internship Duration and Period

¹ The required length of the MCCA internship is 24 (twenty four) working-weeks, not including holidays.

² The MCCA internship must be carried out immediately following the on-campus semester.

Art. 12 Administrative Assessment of the internship

¹ The administrative assessment of the MCCA program internship is done on the basis of the following criteria, as requested by the Internship and Career Office:

- a) internship agreement validated
- b) final student questionnaire and employer evaluation completed
- c) work/internship certificate received
- d) 24 (twenty four) working-weeks achieved

² Should one of the above mentioned criteria be unfulfilled or fulfilled after the deadlines specified by the Department of Education and Research, the internship will result in a 'fail' grade for the module.

Art. 13 Validation of the Internship

¹ Students not complying with the administrative assessment requirements of the internship will receive an F letter (fail) for the module.

² In case of failure due to non-compliance with the administrative assessment requirements, the students will have to retake the entire internship of 24 (twenty four) working-weeks.

Chapter 3: Final Provisions

Art. 14 Changes to the Directives

These Directives may be amended, supplemented or cancelled by the School's Management at any time.

Art. 15 Implementation

These Directives come into force as of 20th February 2017 and they replace all previous versions.

ECOLE HOTELIERE DE LAUSANNE

Michel ROCHAT
General Director

