

PROCEDURE

Internship Procedures and Information Preparatory Year Programme

1. Internship dates and duration

Internships take place twice during the academic year, at the following dates:

- From **July 24th 2017** to **January 28th 2018** for students in AP 2 during the autumn semester. The compulsory duration of the internship is 24 working weeks (holidays are not included).
- From **February 19th 2018** to **August 26th 2018** for students in AP 2 during the spring semester. The compulsory duration of the internship is 24 working weeks (holidays are not included).

Internships may not, under any circumstances, be extended beyond the above dates. Internships are scheduled so as to not conflict with examinations, remedial work, etc.

2. Internship tasks and responsibilities

AP 2 internships are operational placements. They may be carried out in any of the following fields:

- Food & Beverage (Kitchen, Service, Bar, Room Service, Banqueting, Stewarding)
- Rooms Division (Reception, Concierge, Housekeeping, Laundry, Guest relations, Reservation)

They should be done in the hospitality sector and students should focus primarily on the following: hotel industry, food and beverage industry, institutional catering, event catering, in-flight or on-board catering. However, EHL reserves the right to reject an internship and/or internship host organization on the grounds that it is not in line with the learning objectives of the curriculum.

3. Internship host organization

It is strictly forbidden to complete an internship in a family-run business or in any organization owned, or partially owned, by a relative, a friend or the students themselves.

The internship may be completed in any country in the world, provided that the student has all the necessary legal documents in place. It is up to the student, not EHL, to deal with visa and/or work permit applications. It is forbidden to work with a tourist visa (unless otherwise permitted by law), as the student and employer would not be insured against occupational injury, illness or official investigations and would be liable for legal action.

Generally the issue of a visa or a working permit is contingent upon a signed internship agreement. The application process may take up to two months depending on the country and student's nationality. Consequently, students must present as soon as possible to the Internship and Career Office, his internship agreement for validation and signature.



4. Internship search procedures

The Internship and Career Office is committed to helping and supporting students with their internship searches by providing personalized advice and guidance. During the AP 1 semester, students will be accompanied by an internship officer who will help and answer various and specific needs, such as advice, tips about internship applications and interviews, etc.

In addition to personalized guidance, the Internship and Career Office regularly updates the job platform where students can find a certain number of internships to which they can directly apply (<http://jobs.ehl.ch>).

Students may find an internship within their own network, by applying spontaneously or through company and job search websites. The internship always needs to be approved by the Internship and Career Office.

5. Internship agreement

An internship agreement template is available on MyEHL in French and in English. The agreement must be signed by both parties in the following order: the employer and the student. An internship officer or his representative will also sign the agreement in order for it to be valid.

Only the School's model agreement has probative force, and it must be used throughout the process. Any special requests must be approved by the Internship and Career Office.

6. Deadline for handing in the internship agreement to the Internship and Career Office

- For internships in countries that do not require a visa and/or work permit: the agreement - signed by both parties and approved by EHL - must be handed in to the Internship and Career Office at least one day before the start of the internship.
- For internships in countries that require a visa and/or work permit: The agreement - signed by both parties and approved by EHL - must be handed in to the Internship and Career Office as soon as possible in order for the student to obtain the visa and/or work permit on time.

Students who fail to have their internship agreement approved by the Internship and Career Office before they begin their internship, are liable for disciplinary action. Their internship may also be invalidated.

7. Absences during the internship

Before the internship begins, students must inform the Internship and Career Office of any physical or mental health problems likely to affect their performance.

No leave of absence for military service or for any other reason will be granted, with the exception of emergency leave which may be authorized at the discretion of EHL.

Students who are absent for illness or accident must provide EHL with a copy of the medical certificate or any other document attesting the reason for their absence. In case of repeated absences or absences lasting more than three days, the employer must notify EHL.

The internship dates and durations specified in section 1 - Internship dates and duration for the AP Program - of this document must be strictly adhered to for the purposes of validating the internship. Approved absences of more than ten working days (for illness, family problems or case of force majeure) must be compensated for by an equivalent number of work days. EHL will check with the employer that this has been done; if not, EHL reserves the right to invalidate the internship and to withhold the corresponding credits.



8. Internship changes

Any changes to the intern's tasks and responsibilities - as validated by EHL - must be submitted to the Internship and Career Office for approval.

Students may not change employers once the internship agreement has been signed. If the student encounters problems during the internship, then he or she must immediately notify the Internship and Career Office. Should the student drop out of the internship or change employers without consulting anyone, EHL reserves the right to invalidate the internship and to withhold the corresponding credits.

9. Remuneration and working hours

The rate of remuneration is set by the employer and/or according to the laws in force in the country in question. Interns must work full time, as defined by the labor laws in force in the country in question.

10. Internship supervision

The role of the internship supervisor is to provide the student with assistance and guidance throughout the course of the internship. EHL encourages employers, internship supervisors and human resource managers to maintain a close relationship with interns and to hold regular meetings/feedback sessions with the latter regarding their performance, their behavior and, more generally speaking, their integration into the firm. These ad-hoc meetings do not constitute a formal evaluation of the intern.

11. Documents to be provided by the employer on completion of the internship

Students must remind their employers to complete the documents needed to validate the internship within the required time frame, and to draw up a certificate showing the start and end dates of the internship and the position held. This certificate must be handed in to the Internship and Career Office. Employers are encouraged to provide a letter of recommendation.

12. Preparatory Year Program assessment

- End of internship evaluation by the Employer

By the end of the internship, the employer will receive an e-mail with the information and the link leading to the online final evaluation. The latter should be filled out before the student finishes the internship.

- End of internship evaluation by the student

By the end of the internship, the intern will receive an e-mail with the information and the link leading to the online final evaluation. The latter should be filled out before the student finishes the internship.

13. Academic validation of internships

EHL's Department of Education and Research is exclusively responsible for the academic validation of the internship and for awarding the corresponding course credits. The validation of the internship and the awarding of credits are subject to compliance with all the obligations set forth in the EHL Internship Directives.

Students are required to complete both the administrative and the academic requirements defined by the Internship and Career Office and the Department of Education and Research in accordance with Art.18 and Art.19 of the EHL Internship Directives.

Students complying with the administrative requirements of the internship will receive a P letter (Pass). Students not complying with the administrative requirements of the internship will receive an F letter (Fail). In case of failure due to non-compliance with the Administrative Requirements, the Internship and Career Office reserves the right to make a decision on a case by case basis, as well as to not validate the internship.