

## POLICY FOR EXEMPTION FROM THE PREPARATORY YEAR BACHELOR OF SCIENCE IN INTERNATIONAL HOSPITALITY MANAGEMENT

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### Preparatory Year

As stipulated in the rules and regulations of the University of Applied Sciences of Western Switzerland (the *Haute école spécialisée de Suisse occidentale* or HES-SO), students who wish to enrol in a Bachelor programme at a University of Applied Sciences must first complete a year of professional work experience before they can begin their studies.

At the Ecole hôtelière de Lausanne, students are able to acquire their prerequisite experience at the school itself during the Preparatory Year – a one-year practical and academic training programme that prepares for EHL's three-year Bachelor Programme in International Hospitality Management. The duration of studies for EHL's Bachelor Degree, including the Preparatory Year, is therefore four years in all.

The first semester of EHL's Preparatory Year is spent on campus, where students follow a series of theoretical and practical modules; the second semester consists of an in-company internship in hospitality operations.

### Exemption from the Preparatory Year

The majority of EHL's Bachelor students complete the Preparatory Year at EHL. However, in certain cases, candidates may be exempt from the Preparatory Year and enter directly into the first year of the Bachelor Programme.

Exemption from the Preparatory Year is considered for candidates who fulfil one of the following requirements:

#### **a. Exemption based on qualifications**

- 1. Swiss Maturité professionnelle and a CFC (Certificat fédéral de capacité) in one of the following areas (cuisinier(ère), spécialiste en hébergement, spécialiste en restauration)**
- 2. German Abitur + Hotelfachfrau/man**
- 3. Baccalauréat STHR (sciences et technologies de l'hôtellerie et de la restauration) with a minimum 6 months work experience in a hotel or restaurant**

*Should you hold a qualification not mentioned above please enquire directly with the Admissions Office.*



### ***b. Exemption based on work experience***

Candidates with a Swiss *Maturité gymnasiale / professionnelle / spécialisée* or candidates who hold foreign secondary school diplomas that are considered to be the equivalent of the Swiss *Maturité* may request exemption from the Preparatory Year if they have worked full-time during a minimum of three months in each of the four following operational areas:

1. *Kitchen*
2. *Service*
3. *Housekeeping and/or stewarding*
4. *Front desk (reception and/or concierge)*

Candidates wishing to be considered for exemption based on work experience must have:

- Been employed full-time for at least one year (12 months) in a hospitality company (including 1 month holiday). Please note that you are unable to work for a family run business.
- At least 6 months of consecutive work
- No more than two different employers
- Acquired their work experience no more than 2 years before starting EHL

### ***c. Exemption based on previous education and work experience***

On a case by case basis, students from other hospitality schools may be exempted from the Preparatory Year based on the successful completion of one full year of applied learning, including a 6 month internship in operations. If the internship is less than 6 months, then additional work experience in operations is required. This experience must have been completed within the 2 years prior to entering EHL.



### Application procedure

Candidates who apply for direct entry into Year One of the Bachelor Programme must satisfy the same academic requirements as candidates who are applying for admission to EHL's Preparatory Year. Please refer to the "Admissions" section on EHL's website ([www.ehl.edu](http://www.ehl.edu)) for further details.

Before a request for exemption can be considered, candidates must submit a regular application for admission to the Bachelor Programme by completing EHL's online admissions module.

In addition candidates are required to submit the following **additional documents**:

a) Exemption based on qualifications	<ul style="list-style-type: none"><li>• Copy of the diploma granting exemption if already complete or your most recent transcript</li></ul>
b) Exemption based on work experience	<ul style="list-style-type: none"><li>• Copies of work certificates for each employer</li><li>• 4 employer evaluations – one for each department (at least 1 at time of application)</li><li>• 1000 word report on your experience in each department (please submit a preliminary report for experience required thusfar)</li></ul>
c) Exemption based on previous education and work experience	<ul style="list-style-type: none"><li>• Hospitality school transcript</li><li>• Proof of a 6 month internship / work experience</li></ul>

### Selection procedure

Upon receipt of a candidate's complete application, the candidates will follow the standard selection process as stated on our [website](#). A first evaluation will determine whether the candidate will be invited to participate in one of EHL's selection days. Following the selection day, EHL's Admissions Commission will reach a final decision regarding the candidate's admission to EHL, as well as a decision on the candidate's request for exemption from EHL's Preparatory Year.

For further information about EHL's selection process, including selection day dates and admission decision timelines, please consult the "Admissions" section on [www.ehl.edu](http://www.ehl.edu).

### Remarks

Exemption from the Preparatory Year is granted only in its entirety. Candidates cannot apply for partial exemption (for instance from the internship).

The Preparatory Year curriculum as well as the Courses and Credits are available on our [website](#).

*EHL reserves the right to modify this policy without prior notice.*