STUDENT DIRECTIVES OF THE ECOLE HOTELIERE DE LAUSANNE

Academic Year 2017-2018
EHL Directives

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Chapter 1: Introduction

Art. 1 Content and scope

1. The following rules and regulations govern the life on and off the campus of the Ecole hôtelière de Lausanne (hereafter “School” or “EHL”) community and represent the basis on which it can run smoothly. They apply to all matriculated students.

2. They determine the rights and duties of students.

3. The present Directives may be modified, completed or cancelled at any time.

4. For the purpose of the present Directives, any designation of a person, status or function applies equally to men and women.

5. In case of litigation, solely the French language version of the present Directives is binding.

Art. 2 General rights and duties of students

1. Students are subject to the Directives as well as to the Rules & Regulations of the School for the duration of their studies. They must abide by the rules in their entirety at all times.

2. Students have the following rights:
   - Education within the framework of the programme they have chosen;
   - Respect for their personality and private life within the framework of the guidelines defined for community life on and off the campus;
   - Access to the School’s offerings and supplementary services in accordance with the guidelines established.

3. Students have the following duties, in particular:
   - To comply with Swiss legislation;
   - To act in conformity with the School’s Rules & Regulations and Directives;
   - To follow instructions given by EHL faculty and staff, within the framework of the School’s Rules & Regulations and Directives;
   - To show exemplary conduct in accordance with the guidelines established;
   - To respect and care for School premises and property;
   - To pay School fees and invoices relating to other services provided by EHL on time.

Art. 3 Communication of the Directives and students’ responsibility to learn their content

1. The present guidelines may be consulted on the EHL Portal, hereafter designated as “myEHL”. It is assumed that every student is aware of the latest updates as soon as they are published.
Chapter 2: Regulations concerning supplementary services

Art. 4 Food service

1 The School has several restaurants that form an integral part of the School's teaching programmes. In principle, they are reserved for the students and staff of EHL and their guests.

2 Certain restaurants, specifically the Berceau des Sens (hereafter "BDS") and the retail outlets of the Food Court, are open to the general public according to timetables established by the School's Management.

3 The School is pleased to welcome the students' parents and friends at the various points of sale. Visitors are expected to comply with the Schools' Rules & Regulations and Directives. They are encouraged to observe the School's dress code.

4 The methods of payment for students at the EHL points of sale are defined in Art. 17.4 of the present Directives.

5 The kitchens and storerooms are strictly off limits to unauthorized persons.

6 The School reserves the right to ban the use of laptop computers in the restaurants, particularly during meal times. In addition, it is strictly forbidden to reserve a table at the Food Court by leaving personal belongings.

Art. 5 Student Affairs

1 Student Affairs (hereafter “STA”) supports students in their academic and social activities in the aim of helping them to succeed at EHL. As part of these efforts, STA offers services focused on the general development of each student, which are part of the following three categories:

- Create opportunities enabling academic and co-curricular engagement. (Engage)
- Organize personal development programs. (Develop)
- Offer support services that foster student retention and well-being. (Retain)

Art. 6 Sport Services

1 Use of the sports infrastructure (gymnasium, sports fields and fitness room, cloakrooms and others) is managed by the EHL Sports' department. Students are required to follow the established rules.

2 Users of the sports infrastructure of EHL have to adopt an exemplary attitude and behaviour towards other users, competitors and referees. The same rule applies when using sport infrastructures outside of EHL's campus by the sport teams of the Sport Services.

3 The fitness room and cardio-training area are open only to EHL students and employees unless Sports Services specify otherwise. Fitness room rules on display in the cardio-training area must be applied at all times. The lockers can only be used during a training session. It is strictly forbidden to keep a locker outside a training session. EHL declines all responsibility for stolen or missing items. EHL reserves the right to open a locker in case of misusage.

4 Users of the equipment are responsible for keeping the sports premises clean and tidy. Proper use of the sport's equipment made available by Sports Services falls under the responsibility of the use during and outside supervision hours as well as on and off campus.
Unless otherwise specified by Sports Services, access to the sports rooms and to the adjoining premises is restricted to EHL community members only (students and staff). External visitors who wish to attend sports events are welcome but must comply with the Schools Rules & Regulations and Directives, or they may be refused access to campus.

Appropriate footwear must be worn. Walking or running shoes with a black rubber tread are strictly forbidden. Sports shoes which have been worn outside may not be worn indoors without being cleaned beforehand.

Smoking, drinking alcohol and eating are forbidden in the sports rooms, changing rooms and adjoining premises and sports fields.

Users are responsible for any damage caused to the infrastructure as a result of the present Directives not being observed and can be sanctioned.

During student absences, sports facilities can be made available to sports clubs or external associations with the approval of Sports Services. EHL users are requested to refer to official communications at these times.

Art. 7 Medical and Social Services

7.1 Medical assistance

1 EHL’s Medical Service comprises three emergency-qualified nurses, and two first-aid teams. Members of staff make up The First Aid Team, and Team 1222 consists of members of the student body. Both first aid teams receive nationally-recognised training, and are qualified to ensure emergency care before the arrival of the emergency services. These teams are supervised by the nurse in charge of EHL’s Medical Services, who in turn is in regular contact with the School’s consulting doctors.

2 EHL’s nurses will refer students to appropriate specialists when necessary.

3 A member of EHL’s Medical Services is on call 24/7. The internal emergency telephone number is 1222, or from an external phone: +41 (0)21 785 12 22.

4 In case of accident or illness, students are requested to inform Medical Services as quickly as possible via e-mail: nurse@ehl.ch. They are also requested to maintain contact regularly during their convalescence to provide information on their progress. This applies to all students, including those on internship.

5 In case of illness or of a health problem attested by a medical certificate, EHL may require the student to consult the School’s consulting doctor for a second opinion, at the student’s own expense.

7.2 Psychological assistance

1 Two psychologists are present on the campus on work days to help those who encounter psychological difficulties.

7.3 Professional confidentiality

1 The members of the School’s Medical and Social Services respect professional confidentiality.
7.4 Emergency situations

In the case of events that represent a danger, whether present or potential, for the EHL community, particularly in cases of food/epidemics/gas/chemical/drug intoxication, violent death or acts of violence involving a lot of people, EHL reserves the right to implement extraordinary measures that are not foreseen in these Directives and which may require compulsory compliance. In such circumstances, members of the EHL community are obliged to obey the instructions given by the School’s Management.

In the case of a risk situation that is linked to possible psychological difficulties, the EHL staff and the first-aid teams are authorized to ask the School’s psychologist to make a psychological assessment of the person without their agreement. In this case the results of the assessment made by the psychologist will not come under the confidentiality clause and will automatically be transmitted to the health providers of the School and members of Management who are competent in the field. If the risk is founded, the psychologist is authorized to take all the necessary measures to protect the person concerned and those around them.

In the case of a disappearance being reported that concerns a member of the EHL community, whether the report comes from within or outside the School, the School reserves the right to contact anyone who might have information on the health and whereabouts of the person being sought. If, after a period of 24h, the School has not been able to determine that the missing person is physically and psychlogically safe, the affair will be transmitted to the competent authorities. To avoid having to resort to such an emergency plan, members of the EHL community are requested to let others know if they have an unscheduled absence lasting more than one day.

All students have to provide the School with their Emergency Contacts and update them when needed. Upon the School Administration’s request, students are required to check their Emergency Contacts and update them if needed.

Art. 8 Disabilities

8.1 Physical handicaps

Given the nature of their field of study, students must be in good health in order to fully benefit from the education provided at EHL, in particular the practical courses of the preparatory year. Notwithstanding the above, every effort is made to assist students with disabilities.

Disabled students are requested to advise the Admissions Office as soon as possible of their disability so that their needs can be discussed with them. Requests for assistance will be treated on a case by case basis.

8.2 Learning difficulties

EHL authorizes special measures to help students suffering from specific learning difficulties (such as dyslexia or attention-deficit disorder). Requests for benefiting from these special measures are validated by the School’s psychologists or nurses, depending on the nature of the difficulty. Students are entitled to follow the procedure defined for that purpose and available on "myEHL".

Any learning difficulties known of before admittance to EHL should be reported in the admission application as well as to the appropriate person (psychologists or nurses) at the beginning of studies, in order to follow the procedure.
3 In the case of unforeseen problems where the consequences are likely to have an effect upon the student’s studies for 6 months or longer, it is possible to submit an application to benefit from the same special measures as those offered to students suffering from specific learning difficulties. The application file can be submitted latest two weeks after the start of each semester using the procedure defined by the School.

4 Any medical documents submitted in order to apply for special measures must be validated by the School’s consulting doctors or by a specialist designated by the School. The cost of validation will be charged to the student.

5 In the case of specific learning difficulties, as well as for any other problem where the consequences are likely to have an effect upon the student’s studies, EHL reserves the right to require a full assessment of the student by the School’s consulting doctors or by a specialist designated by the School. Related costs will be invoiced to the student.

6 A student whose request has been validated is entitled to 25% additional time for all evaluations and exams, excepted group projects. For final exams organized by the School’s Administration during the official exam periods, he is also entitled to a separated room and will have to option to use a computer. The specific conditions related to these measures, as well as the application procedure, are determined by the School’s Administration office in collaboration with the School’s Medical and Psychological assistance Services.

7 There are deadlines – indicated on “myEHL” – for submitting such requests. Any extra time validated after the deadline will be applied from the beginning of the next academic period.

Art. 9 Library

9.1 Principles

1 The right of access to the library is included in students’ tuition fees.

2 Students wishing to borrow documents and make use of the Library’s services must register as users of the NEBIS network and must have their registration approved by the Library Loan Desk. They will be given a user card that is valid for the whole of the NEBIS network and for all Swiss partner-libraries.

3 The user card must be presented for any loans or for consultation of a document. The user card allows students to manage their account through the NEBIS site (loans, reminders, extensions and bookings) and to modify their personal data.

4 The student user card is valid for 4 years, and can be extended for the duration of studies. At the end of the student’s studies, the validity of the card may be extended on request.

9.2 Services and conditions of use

The services, the conditions of use, as well as the Library users’ obligations, are set out in the Rules and Regulations offered by the Library, available on “myEHL”.

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Art. 10 Study rooms and common areas

10.1 Study rooms

1 Study rooms are available for students in Building N. These rooms are reserved for students for both group and individual work during the School’s opening hours. These rooms may be reserved using the procedure drawn up by the Service Centre, see “myEHL”

2 Upon request and depending on availability, the Service Centre may also make classrooms available for student group work. The lay-out of the furniture must be respected.

3 Only soft drinks are allowed in study rooms, and the students are responsible for the tidiness and cleanliness of the premises. No food is allowed in the studies building (study rooms, classrooms). Any breach of this rule may lead to a disciplinary procedure as described in Art. 29 of the present Directives.

10.2 Access to common areas

1 Students have access to the main buildings from 06:00 to 24:00 from Monday to Sunday (including bank holidays) with their Student cards. The non-respect of these opening times may lead to a disciplinary procedure as described in Art. 29 of the present Directives.

2 The School Administration’s offices are not part of the common areas, their access is restricted to students accompanied by a staff or faculty member.

3 With the exception of the residential accommodation buildings, the School is completely closed during the Christmas holidays and the summer break. The exact dates are communicated each year by the Management of the School.

4 When the buildings are closed, the presence of unauthorized individuals will be considered as breaking and may lead to police intervention.

10.3 Use of common areas and equipment

1 The entrance to the School is used for greeting visitors and no personal effects (briefcases, laptops, etc.) may be left there. For security reasons, briefcases, files, books, laptops etc. which are not being used should be stored in the students' personal lockers located in the basement. Coats and other items of clothing should be left in the cloakrooms. Lost property items should be handed in as soon as possible to the Executive Housekeeper or to the Reception Desk.

2 Students should take proper care of the furniture and equipment which is put at their disposal. Should any damage be caused by students, the cost of repair or replacement will be charged to those responsible for the damage.

3 Out of consideration for others, students are requested to respect the quiet atmosphere in common areas, particularly in study rooms. Noisy devices and telephone conversations are forbidden in the restaurants, the Library and during classes. Any breach of this rule may lead to a disciplinary procedure as described in Art. 29 of the present Directives.

4 Eating and drinking outside the dining areas are forbidden, especially in classrooms and in the Library. Any breach of this rule may lead to a disciplinary procedure as described in Art. 29 of the present Directives.

5 Out of respect for others and according to Swiss law in force, the outside terraces and platforms are closed at 10:00 p.m. (the EHL can change these hours at any time). Users of these spaces will clean and bring the dishes in the carriages provided for this purpose. These spaces must remain clean.
10.4 Fire

1 In cases of fire or for any other emergency, students are responsible for alerting the School’s Security Service as quickly as possible on extension 1999 or from an external phone +41 (0)21 785 19 99.

2 The evacuation plan and accompanying instructions to be followed in the event of fire are posted in all School premises; students are responsible for familiarizing themselves with the plan and procedures. In case of fire, students are requested to comply with the instructions given by the School’s safety and security team. They should assemble at the meeting point signalled by the board in front of the gymnasium.

3 Any intervention by the fire brigade as the result of a false alarm, or through negligence, will incur costs up to a sum of CHF 1,000 per intervention. With the exception of false alarms caused by technical failure, the cost of the intervention, together with a fine of CHF 500, will be invoiced to those responsible for the incident. Furthermore, abuse of the alarm system shall be considered as an offence according to the terms of Art. 29 of the current Directives.

Art. 11 Use of IT equipment

11.1 IT Service Desk

1 The IT Service Desk is available to all members of the EHL community for all help, questions, or requests for advice concerning the School’s IT infrastructure or IT problems. However, only computers purchased through the School will be repaired (hardware). Computers purchased outside EHL will receive only limited support in cases of software problems and no support for hardware problems.

11.2 Means of communication

1 The School’s internal IT network, access to the Internet, the use of the School’s e-mail and any other means of communication such as instant messaging, telephoning via the Internet or video conferencing are designed first and foremost for study-related purposes. Their use is authorized only insofar as there is no abuse that it does not overload the IT system (through the storing or transferring of large volumes of data), that it has no commercial purpose and that it is not contrary to legal principles. Use must be consistent with EHL values.

2 Sending spam, or messages which can be interpreted as spam, is forbidden. Moreover, students must not take part in chain mails.

3 Students are forbidden to send mass e-mails, but can send emails to their group. The Student Council is allowed to send a limited number of mass e-mails per semester.

4 In order to ensure optimum efficiency in the EHL IT environment, it is strongly advised not to download any content which is not essential to studies from the Internet, such as games, programmes or other files.

5 In order to prevent the introduction of viruses or Trojans into the EHL environment, students should verify the source of files before opening them. Files downloaded from the Internet or attached to an external e-mail coming from an unknown source must be treated with particular care, especially those ending in the following extensions: .exe, .com, .bat, .vb*, .xl*, .doc*. In case of doubt, students should contact the IT Department.

6 Students will under no circumstances consult, store or disseminate any documents, in whatever form, which represent participation in an illicit act, particularly those which infringe human dignity, are of a pornographic nature, are an incitement to racial hatred or constitute an apologia for crime or violence.
Students undertake to respect the copyright of third parties: not to copy software illegally or disseminate information belonging to third parties without their authorization, and to mention the sources of information obtained from such third parties.

Students also undertake not to disseminate information which may be harmful to the reputation of the School. They will take great care before making any comments, whatever the medium used. Students will clearly state that they are expressing a personal opinion, and not speaking on behalf of the School, particularly in any communication which is for public consumption.

In case of overload or abuse of the network EHL may block certain services, either individually or collectively (messaging, video-conferencing, telephone via Internet). EHL may also block access to certain categories of Internet sites which are not essential to studies, in particular:

- Sites which take up too much space in the IT system (e.g. radio or TV sites, video components of messaging, etc.);
- Games and gaming sites;
- Erotic, violent or racist sites.

11.3 Access to IT Services

1 Students undertake to treat their password personally and confidentially. They are responsible for any abusive use of their accounts (student@ehl.ch) by third parties.

2 They undertake not to use any accounts other than those for which they have received an authorization. They will refrain from any attempt to appropriate or decode the password of another user or other resources.

3 Students should not modify or destroy files other than those which belong to them, nor access the information of other users, even when the latter have not explicitly protected it. This rule also applies to e-mail conversations which have been neither sent to the recipient directly nor copied to them.

4 Students are required to use customary discretion regarding any information they may have obtained through IT systems regarding the internal operations of EHL.

11.4 IT equipment

1 Students must be in possession of a laptop computer throughout their studies and must be connected to the EHL network. The student’s laptop is integrated into the EHL IT environment. Inappropriate use can affect the operation of shared services. The School’s IT Department defines the minimal configuration of the laptop see “General IT Conditions” on “myEHL”.

2 The laptop must be used for tasks related to studies; the use of other applications installed on the laptop is authorized insofar as it does not represent an abuse and does not overload the infrastructure and the School’s IT Services (storage on the servers, transfer to the network and Helpdesk support).

3 The IT Department will no longer guarantee support of computers when the configuration has been repeatedly modified or if there has been repeated abuse. The same applies in cases where the laptop has not been maintained properly or clearly misused (e.g. excessive dust, exposure to liquids or food).

4 In order to ensure optimal functioning of the IT environment, students are strongly advised not to modify the technical parameters of their laptop, or the list of controls for accessing e-mails, or to introduce any modifications to the Internet browsers.
5 Students undertake not to hamper operations relating to the management of laptops or workstations made available to them (launch of inventory and diagnostic tools, provision of distance support, antivirus systems, etc.). They undertake not to switch off the antivirus protection system.

6 The printers, copiers and multimedia equipment made available to the students must be used with the greatest care. The configuration of this equipment must not be modified without the agreement of the IT Department.

11.5 Data storage
1 Students are responsible for saving the data available on their laptops. The use of an external reliable hard drive is strongly recommended for this purpose.

2 Students may store certain data related to their studies, as well as shared data, on the School servers destined to be used for this purpose, but must undertake to clean them regularly.

3 When students bring their equipment to the IT Helpdesk for maintenance, they automatically authorize the IT staff to access the content of their computers. Students are responsible for backing up any information saved on their computers.

11.6 Monitoring procedures – general
1 The general monitoring of the Internet or other IT media of the School here refers to the preparation of anonymous statistics (carried out in such a way that the user cannot be identified), such as statistics on the websites most commonly visited, the number of connections, the total time spent visiting Internet sites, the volume of e-mail and the volume and type of data stored on the servers.

2 The person in charge of Internet security carries out general monitoring procedures on a regular basis, in conformity with the legislation on data protection. The direct opening of files and messages is not authorized, except with the agreement of the student. The results of the general monitoring procedures are communicated to the School’s Management.

11.7 Monitoring procedures – personal
1 When general monitoring procedures, or other evidence, reveal that there has been abusive use of the Internet or of IT media, personal monitoring procedures may be carried out.

2 The term abusive use refers notably to an abnormal quantity of data being transferred or stored, or to unauthorized visits to sites obviously unrelated to studies.

3 As regards e-mail, monitoring is restricted in principle to the number of messages sent and received, to elements of the addresses used, and to the types and volume of the files attached. During personal monitoring procedures all files or messages may be opened.

11.8 Competent authorities
1 Personal monitoring can be ordered by a member of the School’s Management. It is carried out by the person in charge of IT Security.

11.9 Measures taken in cases of abuse
1 If the student violates the rules established in this article relating to IT services and the use of IT equipment, disciplinary measures will be taken in conformity with Arts. 29 and 30 of the present Directives.
1 If the student’s actions are of a penal nature, the School reserves the right to take legal action.

11.10 Data storage and processing
1 The Head of IT Security sends all the data that has been gathered to the School’s Management. None of the data is retained.
2 Management may keep data obtained through personal monitoring procedures for six months, after which it is destroyed.
3 An exception to this rule is made, however, for data which is to be used as part of a disciplinary procedure. The processing of data in personal monitoring procedures is confidential and subject to the legislation on data protection.

11.11 Personal laptops
1 Students’ personal laptop computers are subject to these guidelines only in the context of access to the services provided by the School, such as the network, Internet access, storage space on EHL servers and the support provided by the IT Helpdesk.
2 Such services are common to all users and have a limited capacity. The behaviour of one user may affect all the others.

Art. 12 Reception and Service Centre
1 Members of the EHL community and visitors may address any general questions to the Reception Desk. Reception is open, non-stop, from Monday to Friday according to the opening hours indicated.
2 The Service Centre consolidates all the services offered to students in one place. In principle, the students should consult it for all their questions. It is open from Monday to Friday according to the opening hours indicated.

Art. 13 Parking

13.1 Principles
1 The School’s parking spaces are rented only to students attending courses at EHL.
2 Parking space requests must be submitted before the beginning of the academic year.
3 A visitors’ parking lot is also available, 24h/24 and 7 days a week, for those who do not have an EHL parking authorisation. Parking may not exceed 72h. Parking fees are in effect for these parking places.
4 The School assumes no responsibility in cases of theft or damage to vehicles whether on or off campus.

13.2 Rental conditions
1 The rental conditions and users’ rights and obligations are set out in Addendum 1 (Parking) of the present Directives.
Art. 14 Accommodation

14.1 Principles

1 The School has individual and double occupancy rooms as well as some apartments. This accommodation is furnished and located in various buildings. Residential accommodation may be occupied by full-time students.

2 In general, the agreement on occupancy of a room runs for the whole academic term for which the student is enrolled.

3 Students living on campus formally commit to complying with the Rules & Regulations for the use of a room.

14.2 Contractual conditions regarding the agreement on occupancy of a room

1 The contractual conditions, including the rights and obligations of residents, are set out in the agreement on occupancy of a room and the Rules & Regulations for the use of a room, available on "myEHL".

Art. 15 Security

15.1 Identity checks

1 EHL employees and/or members of the Security staff reserve the right, at all times, to ask students to identify themselves by presenting their EHL student card.

15.2 Telephones and emergency situations

1 Internal use telephones have been installed in the hallways of the campus and can be used to call the police, the fire station or an ambulance.

2 A list of ordinary and emergency numbers is posted alongside each internal use telephone.

3 In the event of an emergency, the School's Security Service can be reached 24 hours a day 7 days a week by dialing 1999 on the internal phones or by dialing +41 (0)21 785 19 99 from an outside line.
Chapter 3: Information and communication

Art. 16 Channels and responsibilities

16.1 Channels of communication

1 The official channels of communication at EHL are: “myEHL”, the weekly student e-newsletter EHLTIMES and the School e-mail. The School’s CCTV and notice boards may also be used as an additional means of communication.

2 Display of notices is governed as follows:
   - Notices are prohibited on pillars, windows, showcases, in the toilets and in all the bars;
   - The notice boards are reserved as a priority for the EHL’s extra-academic and academic events;
   - The wall of the Student Council is exclusively reserved for the Student Council. The members of the Student Council may remove unauthorised notices from their wall at any time;
   - Notices must not exceed A2 size. A1 or A0 sized notices will be systematically removed from the walls. However, they will be tolerated when they are displayed on the stands;
   - Staff and students must remove their notices as soon as their event/activity is completed;
   - Roll-ups are allowed for events and on the information stands only;
   - At any time, the EHL reserves the right to remove notices not respecting the points mentioned above.

3 It is the responsibility of the School to provide the students with all necessary information through such media.

4 It is the responsibility of students to keep informed of the information available through such media.

16.2 Responsibility of the School

1 The School is responsible for communicating to the students all necessary information regarding the academic programs and administrative matters relating to EHL.

2 The School is also responsible for ensuring that the relevant communication channels; “myEHL” and the EHL e-mail, function correctly at all times.

3 The School declines all responsibility should a student miss any information, nor can the School be held responsible in any way for any resulting consequences, if students do not accept their responsibility to keep abreast of information as defined by the School’s Rules & Regulations and Directives especially Arts. 16.3 and 16.4 of the present Directives.

16.3 Responsibility of students

1 Students are responsible for consulting the various electronic communication media daily, in order to keep abreast of any new information, except during holidays, when consultation should be on a weekly basis.
2 Students must ensure that they always have good access to these communication channels (included during the period of internship, an off campus semester or an online course) and manage the space allocated to them on the network so as to be able to receive the information communicated by the School.

3 When students temporarily find it impossible to use their laptop, it is nonetheless their responsibility to keep themselves informed of the information disseminated by the School and to find a solution which will allow them to consult “myEHL” and their EHL e-mails.

16.4 Students on internship

1 Communication with students on internship takes place through “myEHL” or the students’ EHL e-mail. Students must always ensure that they have access to their mail and that it functions correctly during their absence. Students on internship must also check their e-mails regularly, at least once a week.

2 If students know that they will not have regular access to the Internet, they are responsible for informing the Internship Office of the situation before their departure and for making the necessary arrangements in order to be able to receive the information sent by the School and respect the internship academic report deadlines.
Chapter 4: Expenses and methods of payment

Art. 17 Tuition fees and other expenses

17.1 List of obligatory expenses

1 Compulsory expenses are made up of tuition fees, a lump sum for expenses relating to the infrastructure and programme-related costs, prepayment for restaurant, bar expenses, photocopies and printing services.

2 Fees are invoiced per academic year or per semester.

17.2 Tuition fees

1 Tuition fees correspond to the number of modules and electives which a student attends each year or to a flat tuition fee.

2 A contribution to the tuition fees for the Bachelor's program may be made by the HES-SO for students who are eligible in accordance with the inter-cantonal agreement concerning the Swiss universities of applied sciences and arts (A-HES).

3 The EHL will inform students of all the details regarding the financial contribution of the HES-SO as well as regarding the conditions for determining A-HES status.

4 In order to initiate the procedure for determining A-HES status, students must:
   - fill in and return the questionnaire determining their eligibility for the HES-SO contribution by the deadline set by the Finance Department of the School;
   - provide a certificate of the parents' domicile dated at the beginning of the study period;
   - be present at the necessary dates determined by the legislation on Swiss Universities of Applied Sciences (HES).

5 At the start of the Bachelor's program (Year 1), the School will submit the documents provided by the student to the HES-SO so that the latter can decide whether or not to confer A-HES status.

6 The HES-SO alone is competent to determine the A-HES status of the student.

17.3 Lump sum for infrastructure and program related expenses

1 This lump sum includes the use of all EHL’s infrastructures, such as sports installations and the right to access restaurants. This sum also includes teaching materials, any copyrights, life-long access to the Alumni services as well as a contribution to the Students' Fund, which allows extra-curricular student activities to be organised. Finally, this sum includes the service and kitchen uniforms provided for the students at the beginning of their Preparatory year.

2 A sum for insurance including complementary accident insurance, third party insurance, insurance against theft and complementary insurance for IT equipment, covering theft and damage, is also included in this amount.
17.4 Prepayment for restaurants and bars

1 At the beginning of the academic year, student cards are credited with the amount corresponding to the estimated minimal expenditure for food and beverage. This credit can be spent at the various EHL sales points. Up to CHF 250 will be transferred to the next academic year. The amount exceeding the CHF 250 will be transferred to the EHL grant fund for social responsibility towards students in need. Students will also be able to charge their cards at all times if necessary.

2 If a module is repeated on campus, the whole pre-payment will be charged to the student. However, the amount of unused pre-payment will be credited on the student account at the end of the academic session.

3 Deductions for meals not taken may be granted upon request in the following cases:
   - Serious food allergies. In this case, students are referred to EHL’s accredited doctor who will check his medical file. According to the doctor’s opinion, the School will decide if an exemption is to be granted. The name of the doctor and the procedure to be followed are available from the Medical Services. Students are responsible for all consultation fees;
   - Religious dietary restrictions: the students are required to provide the School’s chaplain with a letter from their minister;
   - No other request for exemption/reimbursement will be considered.

4 The lump sum for infrastructures and program-related expenses and the prepayment for restaurants and bars (17.3 and 17.4) are obligatory even if the student does not reside on campus.

17.5 Complementary and optional expenses

1 Complementary and optional expenses may relate to health insurance costs, accommodation on campus, parking, administrative and residence taxes charged by the Swiss authorities or retake exams.

2 These expenses are either incorporated into the basic invoice or invoiced separately during the academic term.

17.6 Health insurance

1 Basic health insurance is obligatory in Switzerland. Students whose fiscal domicile is outside Switzerland (or whose parents have their fiscal domicile abroad), or who are outside the country when they begin their studies at EHL, will automatically be registered in the School’s private plan for health and accident insurance.

2 Students may be granted an exemption from EHL insurance on presentation of a document from the competent authorities showing that they have taken out adequate insurance cover.

17.7 Accommodation on campus (residence with hotel service)

1 Accommodation on campus is optional. Prices vary according to the type of accommodation. The agreement on occupancy of a room and the invoices relating thereto are established for the duration of the academic year for which the student is registered.

17.8 Parking

1 Prices vary according to the type of parking. Billing is established for the duration of the academic year for which the student is registered. For more information, please refer to addendum 1 of the present Directives.
17.9 Use of a private vehicle

When students use their private vehicle, whether alone or accompanied by other students, to go to a sports event or to any other event organized by the School including, in particular, visits of a professional nature, no mileage indemnity will be paid. Students use their vehicle at their own risk.

17.10 Laptop computers

1 All students must have a laptop that conforms to EHL standards.

2 Information regarding the technical specifications required and the purchase of this piece of equipment is supplied to new students on their admission to the School.

3 The student is responsible for his laptop. If the computer is left unattended in the enclosure of the EHL, only the student is responsible for any damage or theft.

17.11 Books and textbooks

1 For programs who do not include their books and textbooks in the fees, students receive a communication before the start of the semester with the list of books and textbooks recommended or required by the professors. These can be purchased online or at EHL at the start of each academic session.

17.12 Other expenses

1 Living expenses depend upon personal needs and the lifestyle of the individual student.

17.13 Deposit and guarantee

1 A deposit is invoiced to newly registered students. The deposit is intended to cover any extraordinary expenses which may arise during the academic year, such as possible damage caused to premises and School property, or other unforeseen circumstances.

2 The interest rate applied to the deposit is 1% per annum – a rate that can be altered according to market fluctuations. The interest is paid periodically to the scholarship fund within the framework of the institution’s social responsibility for the education of the students in difficulty. The deposit or balance is reimbursed at the end of the studies.

3 Students who withdraw from their studies may request the reimbursement of the sum provided they have expressly informed EHL of their decision one month before the beginning of the following term.

17.14 Advance on tuition fees

Following confirmation of their admission to EHL, students must pay an advance on tuition fees in order to guarantee their place in the programme. The advance will be deducted from the first invoice. It will not be reimbursed should a student decide not to attend EHL or delay arrival at the School.

17.15 Invoicing

1 The total sum payable for tuition fees is invoiced before the start of each academic year or semester. Settlement takes place according to the terms and conditions specified on the invoice.
If, after confirming their registration, students are not present at the beginning of the academic year or do not finish their academic year, including due to a definitive failure, the entirety of the fees shall be retained as fixed contractual compensation in accordance with Article 160, paragraph 1 of the Swiss Code of Obligations. If a student is disenrolled or suspended following a decision of the disciplinary commission, this same rule applies. In addition, the School reserves the right to claim damages, in accordance with Article 107 of the Swiss Code of Obligations.

Should students suspend their studies during the academic year, they must inform Student Affairs according to the procedure in place. If they return for the following academic term, a pro rata amount will be determined, taking into account the period of absence. This pro rata amount does not apply if students do not resume their studies.

If students who have been granted an HES-SO subsidy withdraw from their studies prior to the determining dates for the HES-SO to verify the students’ A-HES status, then the preferential rate shall not apply. In this case, the full amount of tuition fees will be invoiced to them as standard contractual compensation, in accordance with Art. 160, paragraph 1, of the Swiss Code of Obligations. In addition, the School reserves the right to claim damages in accordance with Art. 107 of the Swiss Code of Obligations.

If the deadlines for the payment of invoices are not respected, student cards will be blocked. Should the payment not be on EHL bank accounts at least 7 days before the start the academic year or the start of the next semester, access to the next academic session may be suspended. The School also reserves the right to deny access to the final examinations. In order to guarantee access to the final examination session the outstanding payment has to be on EHL bank accounts at least 7 days prior the first day of final examination session.

EHL invoices reminders expenses and interest on overdue payments. Furthermore it reserves the right to appoint a debt collection agency to collect the amounts due. The collection expenses, interest and procedural expenses of the agency will be charged to the student, in addition to his debt (these expenses may amount to a maximum of 33.33% of the initial debt).

In accordance with its communication policy, all the financial documents issued by the School are in secure electronic format. Students are therefore responsible for settling their invoices; it is their responsibility to remit the documents, if necessary, to their parents, guardians or sponsors.

17.16 Personal account

Students attending a course on campus for more than one semester must have a personal, private bank or postal account in Switzerland.

17.17 Scholarships

The possible award of educational grants and scholarships is defined in a separate set of Rules & Regulations.
Chapter 5: Conduct

Art. 18 EHL Code of Ethics

1 As the representatives and ambassadors of EHL, students must defend EHL values, both on and off the campus.

2 Students must observe the following points:
   - Ethics and morals reflect my way of being;
   - Honesty, legality and justice are part of my daily existence;
   - My behaviour and appearance reflect my professional vocation;
   - My time, energy and aptitude contribute to the success of my School;
   - As a member of an international environment, I respect and tolerate differences, whether social, cultural or religious;
   - I am responsible for my environment;
   - Through my words, actions and thoughts I strive to develop and maintain a high level of confidence, honesty and understanding;
   - Students, professors and staff deserve to be respected by one another;
   - Through my acts, I protect and preserve the resources put at my disposal;
   - I can be proud and honoured to be part of this School, while knowing that I should remain humble.

(Code of Ethics drawn up by EHL students and approved by the Management in May 1999)

Art. 19 EHL Honour Code

1 Students must respect the Honour Code. It reads as follows:

"As a student at the Ecole hôtelière de Lausanne, I uphold and defend academic integrity, academic rigour and academic liberty as core values of higher learning. I attest, on my word of honour, that work submitted in my name is my own work, and that any ideas or materials used in support of this work which are not originally my own are cited and referenced accordingly."

2 The students are informed of the purpose and the content of EHL's Honour Code. They are also informed, in detail, of all the actions which could be considered as infringements of the Code.

3 Students are given special additional courses to help them learn how to prepare and write academic papers and especially how to cite and reference their sources.

4 The EHL Honour Code will be printed on the front page of all documents submitted to faculty members for grading. The Code must be initialled by the student in each case. If work is performed by a group, all the members are required to initial the document certifying that the work submitted is the result of their own efforts. Faculty members will not grade any document in which the Honour Code has not been initialled.
If any infringement of the EHL Honour Code should occur, a disciplinary hearing will be held to examine the case. When a case of plagiarism is suspected, but the original sources cannot be identified, the Disciplinary Commission will determine, through questions concerning the work submitted and its bibliography, whether the student has sufficient mastery of the subject and the bibliographical references quoted.

Students following an online course at EHL, have, in addition to articles 11.2, 16.3, 18, 19 par. 1-5 and 25 of the present Directives, namely the EHL Honour Code, comply with the following behaviour rules:

- Posting advertisement for products or services is not permitted;
- Posts should remain on-topic and within the scope of the course material;
- Students should read all messages in a thread before replying;
- The course moderator will ensure rules are respected at all time;
- The above mentioned rules are applicable when making posts in online discussion forums, or interacting with your classmates, to ensure discussions remain as constructive as possible.

Art. 20 Dress Code

20.1 General Provisions

1 The dress code described below is based on international hotel school practices as well as international expectations within the profession. Students are thus requested to respect and conform to the standards described in the document "Dress Code Students".

2 The School pays particular attention to the way its students dress, as one of the elements that project its image and culture.

3 Dress must be appropriate, without any extravagance, and similar to the requirements of most international hotels and restaurants.

4 The dress code applies during working days from 7 am to 7:15 pm, throughout the year, in all the areas of Buildings M + N + O, and all the points of sale. The dress code also applies during all visits which students may make to the School (e.g. if the student is on internship).

5 Special provisions apply to students engaged in practical work. They are provided in detail in the document "Dress Code Students".

20.2 Basic required attire for men and women

1 The basic required attire for men and women is defined in the document "Dress Code Students" available through the "myEHL" portal.

20.3 Special conditions

1 During weekends and a period in summer which will be decided and communicated in due course by the School Management, the dress code may be lightened, except for students doing practical work, who must wear the appropriate professional uniforms.
20.4 Control

1 Dress Code checks will be done on a regular basis.

2 The student not respecting the dress code rules will see their student card confiscated until they change and come back with an adequate presentation. Their name will be recorded in a log.

3 The concerned student will have to participate to a dress code control session at the entrance of the restaurants in the following days.

4 In case of recurrence, a disciplinary procedure based on the article 29 of the Student Directives can be undertaken against the student and include gradual actions.

Art. 21 Smoking

1 Smoking is forbidden on all premises in Buildings M, N and O, in all School restaurants and in the common areas of the residential buildings, rooms and flats.

2 Smoking shelters have been installed on the Campus.

3 Students are also requested not to smoke in front of the main entrance to the School (Building M) or in the underground parking lots.

4 Students found smoking in any of these places will incur sanctions in accordance with Art. 29 of the present Directives.

Art. 22 Consumption of alcohol

1 As part of its mission, EHL must reconcile teaching the knowledge of alcoholic beverages with the need to make students aware of their responsibilities and the risks related to the abuse of alcohol, whether concerning their own consumption or the serving of alcoholic beverages to clients.

2 Students must consume alcohol only moderately in order to remain fully in control of their behaviour under all circumstances, whether they are at EHL, outside the campus, on internship or at work, as well as during parties and events organized by the School. Excessive consumption of alcohol may lead to disciplinary measures in accordance with Art. 30 of the present Directives.

Art. 23 Drugs and intoxicating substances

1 The sale, possession and consumption of drugs and intoxicating substances of any kind, including so-called soft drugs, like hashish or marijuana, including CBD cannabis of less than 1% of THC, are strictly forbidden throughout the whole campus. Management will take all necessary measures to keep drugs off the campus.

2 Transgressing this rule will be considered as a serious violation under Art. 29.1 al. 3 and Art. 30 of the current Directives.

3 As pour Art. 19 of the Federal Act on Narcotics and Psychotropic Substances, management has the obligation to denounce any case covered by art. 23 al. 1 of the present Directives. Foreign students are advised that legal proceedings may lead to expulsion from Switzerland.

4 Students are also advised that checks may be carried out in premises used only by students (rooms, flats, cloakrooms, personal cupboards, lockers, etc.). Management will be kept informed of the checks carried out.
EHL can also take measures to preserve evidence, namely photographs, video recordings by security personnel or using fixed cameras at designated places on campus, confiscation, cooperation or the passing of information and recordings to the police. Any associated costs may be taken into account in a disciplinary procedure as procedural costs and allocated according to the outcome of the procedure.

Art. 24 Endangerment of others

1. Any act, whether voluntary or the result of negligence, that endangers the health or security of members of the School community will be considered as a serious violation, as defined by Art. 30 of the present Directives.

2. The possession of arms or fictive arms on the campus is strictly forbidden and will automatically be considered as voluntary endangerment of others.

Art. 25 Personal injury

1. As the respect of others is paramount, any behaviour, whether through words, spoken or written, or acts, that constitutes an attack on others, particularly any form of racism, physical or psychological aggression or harassment, including sexual or sexist harassment, will be considered as a serious violation as defined in Art. 30 of the present Directives.

2. Harassment specifically includes behaviour designed to persecute others through repeated words, acts, gestures or written comments using any communication channel, that are hostile to or undesired by the person concerned and that can result in physical or psychological damage and a harmful study and work environment.

3. A single act of serious behaviour can be construed as harassment if it is felt to be harmful and has a lasting deleterious effect on the person concerned.

Art. 26 Theft

1. Theft in any form, including the theft of information or electronic services, will be considered as a serious violation in accordance with Art. 30 of the present Directives.

Art. 27 Forgery and the use of forgeries

1. The production of forgeries, the use of forged documents (e.g. medical certificates, degrees and diplomas, admission documents, certificates, grade reports, etc.), the forging of signatures and the use of a false identity will be considered as serious violations in accordance with Art. 30 of the present Directives.

Art. 28 Damage to the School’s image

1. Students are at all times responsible for safeguarding the School’s image, through acts or words, both on and off campus.

2. Paragraph 1 of the present article remains valid at all times, especially when participating in festive or sportive events or during recreational outings in public areas.

3. Students are also responsible for safeguarding the School’s image as tenants, neighbours, clients or users of someone else’s property.
Any usage of the School's logo, or part of the School's logo, and of the name Ecole hôtelière de Lausanne (EHL), regardless of the support used, has to be validated beforehand by Student Affairs. Upon validation, the Ecole hôtelière de Lausanne logo must always be used entirely without any alteration.

The non-respect of the above paragraphs, will be sanctioned in accordance with Art. 29 and 30 of the present Directives.
Chapter 6: Disciplinary measures

Art. 29 Disciplinary Procedure

29.1 General Provisions

1 In cases of unacceptable behaviour on or off campus which breaches the School’s code of conduct as defined in the present Directives, particularly in Chapter 5, the student at fault will be subject to a disciplinary procedure.

2 Sanctions may be applicable to a single student or to a group of students depending upon the rule(s) broken and the students involved.

3 A difference is made between minor and serious cases. Serious cases include all disciplinary infringements as well as, and especially, illegal substance trafficking such as hard drugs (cocaine, heroin, ecstasy etc.), suspicion of all illicit trafficking, moral or physical harassment, endangering others, forgery and falsification, undermining the School’s image and reputation.

29.2 Procedure

At the first breach of the rules, the disciplinary procedure can be applied by any member of School Management as well as by the Security Prevention Officer appointed by senior management.

29.3 Appeal against the decision

In the case of an appeal against a decision concerning a disciplinary procedure, the case will be brought before the Disciplinary Commission.

Art. 30 Disciplinary Commission

30.1 General provisions

1 In cases of serious breaches of the School’s Rules & Regulations or Directives, a Disciplinary Commission will examine the facts and will have the authority to impose disciplinary measures in accordance with Art. 30.4 of the present Directives.

2 Sanctions may be applicable to a single student or to a group of students depending upon the rule(s) broken and the students involved.

3 In cases of serious offence, the Disciplinary Commission reserves the right to report those concerned to the competent authorities and, should it be necessary, to file a formal complaint against them.

4 Minor infringements cases will be penalized by the persons designated in Art. 29.2.
30.2.1 Composition of the Academic Disciplinary Commission

1 The Academic Disciplinary Commission handles in particular the following aspects: deceit, plagiarism, fraud etc.

2 It consists of 7 members as follows:

- The Director of the Education & Research department, who chairs it. The latter can delegate his authority to a member of his department.
- The Director of the concerned program.
- One member of "Student Affairs".
- Two members of the faculty appointed every 2 years (at the most 2 consecutive mandates) by the Faculty Council (ideally a representative of the faculty and one representative of the practical arts).
- Two students appointed at the beginning of the academic semester by the Student Council.

3 In the absence of one of the members of the Commission, a substitute can be appointed by the president of the Commission.

30.2.2 Composition of the Non-Academic Disciplinary Commission

1 For any disciplinary measure relative to questions of another nature, the non-academic disciplinary Commission is chaired by the General Director.

2 The Commission consists of 7 members as follows:

- The General Director, who chairs it. The latter can delegate his authority to a member of his department.
- The Director of the concerned program.
- A member of "Student Affairs".
- Two members of the faculty appointed every 2 years (but at the most 2 consecutive mandates) by the Faculty Council (ideally a representative of the faculty and a representative of the practical arts).
- Two students appointed at the beginning of the academic semester by the Student Council.

3 In the absence of one of the members of the Commission, a substitute can be appointed by the president of the Commission.

30.3 Procedure

1 The School's Management defines the procedure to be followed to examine a case. The student is guaranteed the right to speak at the hearing. Minutes of the hearing will be taken.

2 All warnings and sanctions will be recorded in the student’s file.
30.4 Sanctions

The Disciplinary Commission may make one or more of the following decisions:

- Warning letter;
- Community service;
- Assignment of a grade of 1.0 (special letter T) in a disciplinary case of academic nature as per the applicable Rules & Regulations;
- Temporary suspension from the School;
- Suspension from certain School activities, in particular the prohibition of participating in "Educational Travel";
- Prohibition of joining student committees or running for Student Council elections;
- Ineligibility to any other role of representation such as "Student Ambassador";
- Ordinary or extraordinary cancellation of the agreement on occupancy of a room;
- Expulsion from the School.

In cases of minor infringements, persons designate by Art. 29.2 will be authorized to apply the following sanctions:

- Warning letter;
- Community service;
- Temporary suspension from the School for a maximum of 5 working days;
- Suspension from certain School activities, in particular the prohibition of participating in "Educational Travel";
- Prohibition of joining student committees or running for Student Council elections;
- Ineligibility to any other role of representation such as "Student Ambassador";
- Fine, CHF 50 per case and per re-offense.

All sanctions are recorded in the student files.

30.5 Right of appeal

Students may file a complaint against a decision from the School according to article 3 of the Regulations governing the Complaints Procedure at the Ecole hôtelière de Lausanne.

Methods of complaint and appeal are governed by the Rules and Regulations on complaints and appeals procedures of the Ecole hôtelière de Lausanne dated September 1st, 2017.

Art. 31 Other financial sanctions

In case of infringement of the present Directives, in particular Art. 10.4 of the present Directives, and Art. 3 of Addendum 1 (Parking), the School reserves the right to invoice a predefined sum to the student at fault as a financial sanction. This sanction may be accompanied by a fixed sum of CHF 100 for administrative costs.
Chapter 7: Confidential Information

Art. 32 Personal information

1 Except when the student authorizes it, all personal information, including information given by the student to the psychologist or the School nurse, is confidential.

2 The School may nonetheless give the parents and/or legal representatives certain information (such as grades, warnings, disciplinary measures, emotional and medical problems, etc.) which has a direct impact on students' studies, provided students give their written consent.

3 The psychologist may, however, inform the School's Management of any personal problems should the situation represent a danger to the student or others.

4 Information concerning the family situation of the student, in particular of a financial nature, remains strictly confidential.

Art. 33 Data protection

1 In accordance with the Federal law on data protection of 19 June 1992, the Ecole hôtelière de Lausanne keeps a file for each of its students; this file contains the student's documents related to the studies as well as any other document which the School considers necessary to keep in the file.

2 Students have the right to consult the information in their personal files. An EHL staff member will be present when students consult their file. Students may request a photocopy of each document in their file.

3 In accordance with the above-mentioned law on data protection, as well as the Swiss Federal Law on public health, in the interest of individual students as well as those who have supplied information, the following documents shall remain confidential and will not be divulged to the student concerned:
   - Assessment forms completed by a faculty member or any other person mentioned in the EHL student admission file;
   - Notes concerning student's psychological or medical situation.

4 Students have the right to contest any information in their file that they believe to be incorrect.

5 Requests for rectification must be submitted in writing to the Academic Administration Office.

Art. 34 Intellectual property

1 Studies or data produced by students as part of their studies, including research projects and consulting missions assigned by EHL, remain the property of the School.

2 The rules for the Bachelor end of studies thesis is specific, the usage by the School of a thesis submitted by a student is ruled by a "Statement of consent" duly signed by the student.

Art. 34 Recording and usage of recordings

1 Any recording, audio or video, is strictly forbidden. Exceptionally, a written request may be submitted to the Academic Direction for approval.
Recordings, audio or video, available on the student's learning platform (LMS) are only available for study and revision purposes. Any reproduction, copy, sharing, on line posting, showing, selling or modification are strictly forbidden.

The non-respect of the above paragraphs, will be sanctioned in accordance with Art. 29 and 30 of the present Directives

Art. 36 Video-surveillance

The video-surveillance system is intended for the control of entries in the EHL, and some specific and sensitive sites. It is in no way used for purposes of monitoring of persons or personal objects.

For any request regarding the video-surveillance, students must refer to the "Directive regarding the use of video protection and access control" available on "myEHL".
Chapter 8: Conclusion

Art. 37 Effective Date

These Directives shall enter into force on 1st September 2017 and replace all previous versions.

Ecole hôtelière de Lausanne

Michel Rochat
CEO - Ecole hôtelière de Lausanne
Addendum 1: Parking

Art. 1 Allocation of parking spaces

1 There are 3 different parking lots: the Underground parking (P-I), the Campus parking (P-C), and the Provisory parking (P-P). Only the P-C has set spaces which are assigned to individuals by name. The P-I and the P-P do not have assigned spaces.

2 Students who have been allocated a parking space will receive confirmation in their EHL electronic mail box specifying the parking rules and regulations and rental period and the amount that will be billed to their account. This e-mail, as well as the present document, represents an official agreement between EHL and the student. The rental period is for an academic term, Mondays to Fridays. The leasing period lasts one semester.

3 Parking space occupiers (P-C and P-P) are provided with a sticker (CHF 5 for replacement) which must be placed on the front windshield. For inside parking (P-I), the access card is used as proof (CHF 60 for replacement).

4 Spaces are not transferable and cannot be resold without the agreement of EHL. All requests for a space to be transferred to another person must be approved by the Housing and Parking Coordinator.

5 Badges or stickers are provided by the Security Office at La Ferme, only upon presentation of the vehicle papers. Second vehicles must be announced and vehicles papers must be presented as well, the same badge or sticker will have to be used (only one per person).

6 BDS Parking is exclusively reserved for external customers of the restaurant during meal hours. Students are not allowed to use it.

Art. 2 Cancellation of parking spaces

1 Cancellation of parking spaces will not be accepted and reimbursed by EHL unless students inform the Service Centre of their intention to cancel before the first week of the beginning of the semester. The parking space will then be automatically cancelled free of charge.

2 Should students be suspended or expelled, or should they withdraw from their studies or withdraw from the contract, the sum for parking space rental will not be reimbursed.

Art. 3 Permit holders and users - due diligence requirements

1 Holders of a numbered parking space may use only the parking space that has been allocated to them.

2 Should the P-I or P-P parking lot be full, tenants are authorized to use the Visitors' parking lot. However, the ticket must be validated at the Service Centre.

3 Spaces reserved for handicapped persons must be left free at all times. In certain exceptional cases, permission to park there may be obtained from the Security by email. A temporary card must be placed behind the windscreen when such spaces are being used.

4 Students must report wrongly occupied spaces in the P-C to the Service Centre upon his arrival on campus, otherwise the visitor parking fee will be at his cost The School commits to following up on all justified denunciations. Furthermore, the School reserves the right to proceed to its own denunciations.
During School holidays, students who wish to leave their cars on an EHL parking space must always request authorization from the Security Service, at least 15 days before the end of the academic term. Please note that this is not always possible due to planned work and cleaning schedules.

When parking, the student must be careful at all times not to obstruct the users of the adjoining spaces, access paths or emergency exits. Parking is forbidden along the access roads leading to the School and in the surrounding woods, as well as on the lawns of the campus, except for the spaces owned by the City of Lausanne, which fall within its legal authority.

Students are responsible for any damage caused by their negligence, imprudence or any use of the space rented which is not in accordance with the guidelines.

The EHL accepts no liability for damages on vehicles (accident, vandalism, etc...).

During the internship, the vehicles of students cannot in any case be left on the car parks of EHL.

Art. 4 Sanctions

Any infringement of the present rules by permit holders and users as specified in Art. 3 of the present Addendum will result in disciplinary measures in accordance with Art. 29 of the present Directives.

As well as the sanctions foreseen under Art. 29 and 30 of the EHL Directives, an infringement of the measures listed in this Addendum, for whatever reason, may result in a fine or the vehicle being clamped. Removal of the clamp is invoiced at CHF 120, payable in advance at the Student Centre. This fine applies to the first 24 hours; each extra day will be invoiced at CHF 50. EHL also reserves the right to cancel permission for a student's parking space in the event of a serious offence.