

# INTERNSHIP REGULATIONS

Advanced Federal Diploma  
of Higher Education in Hospitality Management

Leading to the Bachelor of Science in Hospitality Management,  
with a focus on International Business and Sustainability

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## **1 GENERAL INFORMATION**

- 1) In accordance with the School Regulations, students complete an internship semester in the relevant specialist area following Semester 1 F&B Operations and Semester 3 Rooms Division Operations. The internship semesters are a mandatory part of the study programme.
- 2) The internship semesters are based on Art. 10 of the Ordinance of the Federal Department of Economic Affairs (FDEA) on Minimum Requirements for the Recognition of Degree Programmes and Postgraduate Studies at Universities of Applied Sciences (MiVo HF), Chapter 4 of the Framework Curriculum for the HF Hospitality Industry and Gastronomy educational programme with internships, and the School Regulations.
- 3) In accordance with these Internship Regulations, the internships are within the meaning of Art. 11 of the National Collective Labour Agreement for the Hospitality Industry (L-GAV is only valid for Switzerland). An activity in the sector that is titled as an internship, but does not meet the requirements of these regulations, is not an internship within the meaning of Art. 11 L-GAV. The minimum wages pursuant to Art. 10 L-GAV apply to such work.
- 4) Students must complete at least one internship of 6 months in Switzerland.
- 5) The Directorate issues internship guidelines (practical assignment) and other directives that regulate the details of the internship semesters within the framework of these Internship Regulations.

## **2 SENSE AND PURPOSE**

The purpose of the internship semesters following Semesters 1 and 3 is:

- Putting teaching material into practice
- Training in independent professional work, dealing with superiors, employees and guests as well as working in a team
- Familiarisation with production and work processes in operational practice
- Recognising one's own professional and social strengths and areas of development as well as one's own personal career preferences
- Implementing the practical assignments and learning content of the generic competences (ID Loop)

## **3 REQUIREMENTS FOR INTERNSHIP COMPANIES**

- 1) Every gastronomy business, regardless of size and classification, may employ SHL students in the respective department. Students choose their internship companies independently. There are no cooperation agreements with companies. To find students for an internship, SHL provides interested employers with an online job exchange and regularly organises career events at the school.

- 2) The company appoints a person responsible for the internship who has one of the following qualifications in their area of specialisation:
  - a) Degree at tertiary level (i.e. higher technical college, professional examination, higher professional examination or comparable foreign training)
  - b) A training course for vocational trainers
  - c) At least 3 years of management experience in the relevant field
- 3) Persons responsible for internships in the company support, supervise and encourage the interns with suitable measures to achieve the training objectives.
- 4) Before the end of the specialised internship, a closing discussion is held with the person responsible for the internship at the company. The date for the closing discussion must be settled in advance and is defined in the internship contract.
- 5) Upon completion of the specialised internship, the company must issue a work certificate without being asked to do so.

## **4 TIME SPECIFICATIONS**

### **4.1 DURATION AND TIMING**

- 1) The two internship semesters are agreed within the framework of a fixed-term and non-cancellable employment contract and last at least 43 weeks (divided into two internship semesters).
- 2) An internship semester must last at least 4 months if it is completed in a seasonal company and the start of the season (opening of the company) and the end of the season (closing of the company) coincide exactly with the duration of the contract.
- 3) The internship semesters must be completed after completion of the relevant semester and before entry into the next semester. Before starting the following semester, the internship semester must be successfully completed by submitting all the required documents in accordance with the practical assignment.
- 4) Relevant professional activities that were carried out before a semester do not entitle the student to be exempt from the official internship to be completed after the semester. It is possible to apply for an extended internship or a permanent position to the Head of Internships in advance.

### **4.2 ABSENCES AND CANCELLATION**

- 1) Absences during the internship of more than one week due to military service, accident or illness will result in the internship semester being extended accordingly. Such absences must be reported to SHL immediately.
- 2) If an extension of the internship is not possible for operational or other reasons, the Directorate decides with the student whether a further internship semester can or must be completed.

- 3) If interns terminate the internship semester before the end of the contract, they must complete a further internship semester. The time spent on the first internship semester is generally not recognised. The Directorate reserves the right to make exceptions.

## **5 CONTENT REQUIREMENTS**

- 1) Students can choose one of the following areas of work for the internship.
- 2) Areas of work or permanent positions not listed must be agreed in advance with the Head of Internships at SHL.
- 3) Interns may only be assigned tasks that are related to their training within the respective department.

### **5.1 SEMESTER 2 INTERNSHIP F&B OPERATIONS**

#### **Possible areas of application in the kitchen**

- Cold cuisine/hot cuisine (à la carte)
- Patisserie
- Production kitchen
- Catering/Banquet
- Purchasing/supply planning

#### **Possible areas of application in restoration**

- Catering (à la carte)
- Banquets
- Breakfast service
- Bar
- Room Service
- Events and catering (in the operational area)
- System catering

### **5.2 SEMESTER 4 INTERNSHIP ROOMS DIVISION OPERATIONS**

- Front Office/Reception
- Night Audit
- Guest Service/Concierge Service
- Reservation
- Housekeeping
- Facility Management
- Rooms Division

## **6 INTERNSHIP CONTRACT**

### **6.1 APPROVAL OF THE CONTRACT**

- 1) A written internship contract must be concluded between the internship companies and the interns, which is specified by the SHL and fulfils the conditions of these Internship Regulations. Internal company contracts are only accepted from internship companies abroad or after prior consultation with the Head of Internships at SHL.
- 2) The contract is signed by the internship companies and the interns and must be submitted to the Head of Internships at SHL for confirmation and countersignature before starting the internship. It is the intern's responsibility to submit the contract on time. This also applies in the case of an extended internship, or a permanent position approved by the Head of Internships.
- 3) The internship company must pay a training contribution in accordance with the following provisions.
- 4) The Head of Internships is authorised to reject a contract with an internship company if it is evident that the company cannot guarantee that the internship semester can be completed in accordance with these regulations and the applicable guidelines.

### **6.2 CONTRACTS WITH COMPANIES ABROAD**

- 1) One internship may be completed abroad, provided that the other internship of at least 6 months is completed in Switzerland.
- 2) Students who complete their internship abroad are not bound by the SHL internship contract, as the conditions of the L-GAV do not apply abroad. The customary national guidelines apply.

### **6.3 CONTENT REQUIREMENTS**

- 1) The internship contract sets out the contractual agreements (parties, type of internship, duration, salary, etc.). The person responsible for the internship at the company must be stated.
- 2) The interns and the internship companies must agree at least the salary in accordance with Art. 11 L-GAV.
- 3) If an internship semester is completed abroad, the customary national and legal regulations must be observed. The provisions of the L-GAV are not applicable abroad.
- 4) The internship companies are obliged to draw up objectives and an internship programme together with the interns. Concurrently, the internship companies are obliged to carry out an external assessment for the interns. At the same time, the interns complete a self-assessment, which is to be discussed in the form of a final interview with the person responsible for the internship in the company.

- 5) The Head of Internships issues a model contract, the corresponding instruments for objectives/internship progress and external and self-assessment.

## **7 WORK PERMIT**

- 1) Work permit for foreign students from EU/EFTA countries
  - a) Foreign students from EU/EFTA countries who are studying at SHL Schweizerische Hotelfachschule Luzern are entitled to a work permit in accordance with the provisions on the free movement of persons between Switzerland and the EU/EFTA.
- 2) Work permit for foreign students from non-EU/EFTA countries
  - a) Foreign students from non-EU/EFTA countries who are studying at SHL Schweizerische Hotelfachschule Luzern are entitled to a work permit of 6 months per internship (without quota utilisation).
  - b) The work permit must be applied for by the internship company at the Office for Migration of the respective canton. Interns must provide the internship companies with the following documents for this purpose:
    - Copy of the internship contract
    - Confirmation of study provided by SHL Schweizerische Hotelfachschule Luzern
    - Copy of the foreigner's identity card

## **8 TRAINING CONTRIBUTION**

- 1) Internship companies in Switzerland make a one-off contribution of CHF 1,920 (excl. VAT) per intern and internship to SHL Schweizerische Hotelfachschule Luzern, thereby supporting the training of qualified future managers.
- 2) The training contribution is invoiced directly to the internship companies by SHL and may not be deducted from the interns (Art. 11 para. 2 L-GAV).
- 3) Students who can prove that they have several months of professional experience in a specialist field/department can apply to the Head of Internships for permission to take on a permanent position or complete an extended internship instead of an internship. This is not an exemption in this case. If the application is approved, the following regulations apply:
  - a) Extended internship: the internship company will be charged the training contribution of CHF 1,920 (excl. VAT).
  - b) Permanent position: the student will be invoiced the training contribution of CHF 1,920 (incl. VAT).
- 4) The training contribution is not offset for all employment relationships abroad.

## 9 ENTRY INTO FORCE

These Internship Regulations were adopted by the Board of Trustees. They shall enter into force on 25 August 2025. They replace all previously adopted Internship Regulations.

Lucerne, 13 August 2025

SHL Schweizerische Hotelfachschule Luzern

Esther Lüscher  
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Christa Augsburg  
Director