

PROGRESSION AND EXAMINATION 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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Based on Section 1.7 of the School Regulations, the Board of Trustees issues the following Promotion and Examination Regulations.

1 PROGRESSION REGULATIONS

- 1) The Progression Regulations set out the conditions under which a semester is considered passed and under which conditions the Advanced Federal Diploma of Higher Education in Hospitality Management programme can be continued.
- 2) These Progression Regulations apply solely to components of the Advanced Federal Diploma of Higher Education in Hospitality Management programme. From semester 6.2 (Top-Up Bachelor's programme) onwards, the examination and promotion regulations of Lucerne University of Applied Sciences and Arts HSLU shall apply.

1.1 GENERAL

- 1) Passing a semester is a prerequisite for admission to the following semester. The following additional conditions regarding proof of internship semesters and language skills are reserved.
- 2) Semesters are considered passed if a grade average of at least 4.0 is achieved in the semester reports and each subject is completed with a grade of at least 4.0 (interdisciplinary skills (ID Loop) with at least «achieved»).
- 3) A semester may only be repeated once during the entire programme. The Directorate reserves the right to decide on exceptions.
- 4) If a semester is failed repeatedly or if a resit exam in the repeat semester is failed, entry into the following semester and thus continuation of the programme is not possible.
- 5) Before entering Semester 6.1, students must provide evidence of at least 43 weeks of work experience in the hotel, restaurant, hospitality management, communal catering or catering industry, unless they have been exempted from individual internship semesters.
- 6) The Directorate decides on the recognition of other professional activities as work experience in the hospitality industry.
- 7) Those who pass Semester 6.1 receive the Advanced Federal Diploma of Higher Education in Hospitality Management.

1.2 SEMESTER 1 FOOD & BEVERAGE OPERATIONS

- 1) In Semester 1 Food & Beverage Operations, the semester grade consists of the average of the interim reports for the modules of Culinary and Service.
- 2) Semester 1 Food & Beverage Operations is considered successfully completed if the modules Culinary and Service are completed without retakes and with a semester average of at least 4.0.

- 3) If students achieve a semester average of 4.0 in Semester 1 Food & Beverage Operations but fail to achieve a satisfactory grade in a maximum of 4 subjects (maximum 2 per subject area of Culinary and Service), they have the one-time opportunity to take a re-examination in these subjects. If the resit examinations are passed with a grade of at least 4.0, the semester is considered passed and admission to the following semester is guaranteed.
- 4) If students do not achieve a semester average of 4.0 in Semester 1 Food & Beverage Operations, complete 5 or more subjects with an unsatisfactory grade or do not achieve a satisfactory grade in the resit-examinations, they have the one-time opportunity to repeat the semester in its entirety.
- 5) If students complete 3 or more subjects with an unsatisfactory grade in only one of the two modules (Culinary or Service) or do not achieve a satisfactory grade in the resit exams, the corresponding module can be repeated once.
- 6) SHL applies in advance to the HFSV member cantons in for cantonal contributions for the repeat semesters.

1.3 SEMESTER 2 INTERNSHIP IN FOOD & BEVERAGE OPERATIONS

- 1) The internship semester must be completed and passed after Semester 1 Food & Beverage Operations and before entering the following semester.
- 2) The internship semester is considered passed if all required documents have been successfully completed in accordance with the practical assignment and submitted by the students on time.

1.4 SEMESTER 3 ROOMS DIVISION OPERATIONS

- 1) If students achieve a semester average of 4.0 in Semester 3 Rooms Division Operations but receive an unsatisfactory grade (or less than «achieved» in the interdisciplinary skills) in 1 or a maximum of 2 subjects, they have the one-time opportunity to take a re-examination in these subjects.
- 2) If students do not achieve a semester average of 4.0 in Semester 3 Rooms Division Operations, if they complete 3 or more subjects with an unsatisfactory grade (or less than «achieved» in interdisciplinary skills) or do not achieve a satisfactory grade in the resits (at least «achieved» in interdisciplinary skills), they have the one-time opportunity to repeat the semester in its entirety.
- 3) SHL applies in advance to the HFSV member cantons for cantonal contributions for the repeat semester.

1.5 SEMESTER 4 INTERNSHIP IN ROOMS DIVISION OPERATIONS

- 1) The internship semester must be completed and passed after Semester 3 Rooms Division Operations and before entering the following semester.
- 2) The internship semester is considered passed if all required documents have been successfully completed in accordance with the practical assignment and submitted by the students on time.

1.6 SEMESTER 5 HOSPITALITY BUSINESS ADMINISTRATION

- 1) If students achieve a semester average of 4.0 in Semester 5 Hospitality Business Administration but receive an unsatisfactory grade (or less than «achieved» in the interdisciplinary skills) in 1 or a maximum of 2 subjects, they have the one-time opportunity to take a re-examination in these subjects.
- 2) If students do not achieve a semester average of 4.0 in Semester 5 Hospitality Business Administration, if they complete 3 or more subjects with an unsatisfactory grade (or less than «achieved» in the interdisciplinary skills) or do not achieve a satisfactory grade in the resits (at least «achieved» in the interdisciplinary skills), they have the one-time opportunity to repeat the semester in its entirety.
- 3) SHL applies in advance to the HFSV member cantons for cantonal contributions for the repeat semester.

1.7 SEMESTER 6.1 HOSPITALITY MANAGEMENT

- 1) To enter Semester 6.1 Hospitality Management, proof of knowledge of a second foreign language (in addition to English) at level A2 of the European Language Reference Framework must be provided by means of a recognised certificate or SHL internal language test at least 90 days before the start of the semester. Students whose native language is not German or English may submit a request for recognition of their language skills. The Directorate reserves the right to decide on recognition.
- 2) If students achieve a semester average of 4.0 in semester 6.1 Hospitality Management but receive an unsatisfactory grade in 1 or a maximum of 2 subjects (or do not achieve at least a «achieved» in the interdisciplinary skills), they have the one-time opportunity to take a re-examination in these subjects.
- 3) If students do not achieve a semester average of 4.0 in semester 6.1 Hospitality Management, if they complete 3 or more subjects with an unsatisfactory grade (or less than «achieved» in the interdisciplinary skills) or do not achieve a satisfactory grade in the resits (at least «achieved» in the interdisciplinary skills), they have the one-time opportunity to repeat the semester in its entirety.
- 4) SHL applies in advance to the HFSV member cantons for cantonal contributions for the repeat semester.

1.8 DIPLOMA

- 1) Those who pass semester 6.1 receive the Advanced Federal Diploma of Higher Education in Hospitality Management. The diploma entitles the holder to use the federally recognised and protected title «Dipl. Hotelier-Gastronom HF» or «Dipl. Hoteliere-Gastronomin HF».
- 2) If resits are required in semester 6.1, students will only receive their diploma after passing the resits.

2 GRADING

2.1 SEMESTER REPORTS AND GRADING

- 1) Performance during the semester and in the final semester examinations or diploma examinations is expressed in grades, percentages, as pass / fail or as achieved / not achieved and recorded in the semester report.
- 2) Grades are calculated to one decimal place and listed in the semester reports as subject grades and as a report grade.
- 3) The results for interdisciplinary skills are expressed in words and listed in the semester reports.
- 4) The semester report is handed out to students at the end of the semester.
- 5) In Semester 1 Food & Beverage Operations, students also receive an interim report after completing the Culinary and Service modules.

2.2 SUBJECT GRADES AND REPORT CARD GRADES

- 1) The subject grade listed in the semester report or interim report for Semester 1 Food & Beverage Operations for each subject is determined as follows:
 - a) Half of the grade is based on the average of the grades for the midterm examinations, the grades for project and group work, and the grades for practical work in the restaurant.
 - b) The other half is the final examination grade. In subjects in which an oral and a written final exam are taken, the average of these exams is used as the final examination grade.
- 2) The subject grade listed in the semester report for Semesters 3 Rooms Division Operations, 5 Hospitality Business Administration and 6.1 Hospitality Management is determined from the grades of the midterm examinations, project and diploma theses and the final examinations. The weighting is communicated at the beginning of the semester.

- 3) The result of the interdisciplinary skills is based on the assessment of a report written by the students.
- 4) The result of the interdisciplinary skills is not considered for the calculation of the certificate grade but must be at least «achieved».

2.3 ASSESSMENT GUIDELINES

The grades correspond to the following assessment:

6.0 = 100% excellent

The performance is outstanding, complete and error-free.

5.5 = 90% very good

The performance is well above average.

5.0 = 80% good

The performance is good; it does not show any significant shortcomings.

4.5 = 70% satisfactory

The performance is average but acceptable; it contains errors and deficiencies.

4.0 = 60% borderline

The performance delivered meets the minimum requirements.

3.9 = 59% unsatisfactory

The performance delivered no longer meets the minimum requirements.

3.0 = 40% poor

The performance shows serious errors and significant shortcomings.

2.0 = 20% very poor

The performance is very weak.

1.0 = 0% no value

The performance has no value.

3 EXAMINATION REGULATIONS

3.1 EXAMINATION ORGANISATION

- 1) The organisation and implementation of the examinations are the responsibility of the Directorate.
- 2) The Directorate appoints the lecturers and subject experts who conduct the examinations.
- 3) Oral examinations are generally conducted in the presence of a second subject expert. A record of the examination is kept.

3.2 PARTICIPATION IN EXAMINATIONS

- 1) Participation in the midterm examinations, the end-of-semester examinations and the diploma examinations is compulsory.
- 2) Students who are unable to attend examinations or parts thereof for compelling reasons must notify the Directorate in advance whenever possible.
- 3) Compelling reasons are those which prevent students from participating in the examination through no fault of their own, such as illness, accident or death in the family. Compelling reasons must be documented; in the case of illness or accident, a medical certificate must be provided.
- 4) For examinations that cannot be taken on the regular examination date for compelling reasons, the Directorate will arrange later examination dates. Examinations that must be retaken on an exceptional basis are subject to a fee.
- 5) If exams are missed due to unexcused absence, they will generally be graded with a mark of 1.0 and cannot be rescheduled. Upon request, the Directorate may deviate from this regulation in justified cases.

3.3 AIDS

- 1) The permitted aids will be announced to students by the responsible lecturers or experts before the examination.
- 2) The use of unauthorised aids is considered as examination fraud.

3.4 RESIT EXAMINATIONS

- 1) As far as these Promotion and Examination Regulations provide, students can take a re-examination in individual subjects.
- 2) Passing these resit examinations with a grade of at least 4.0 (for interdisciplinary skills with at least «achieved») is a prerequisite for continuing the programme. The grade for the resit examination(s) has no influence on the semester certificate.
- 3) Resit examinations must be taken within two years.
- 4) The date of the resit examination is set by the Directorate.
- 5) Resit examinations are subject to a fee.

3.5 FINAL EXAMINATIONS AND DIPLOMA EXAMINATIONS

The final examinations and diploma examinations consist of

- Semester 1: written, oral and/or practical examinations
- Semester 3: written and/or oral examination per subject
- Semester 5: written and/or oral examination per subject
- Semester 6.1: one written diploma examination per subject, one oral examination in the chosen specialisation field and a diploma thesis

3.6 EXAMINATION MISCONDUCT

- 1) Dishonest behaviour, attempted cheating or cheating in examinations will result in expulsion from the examination and a grade of 1.0. The examination cannot be retaken.
- 2) In serious cases, repeated attempts at cheating as well as cheating in diploma examinations, the Directorate may decide to expel the student from the school with immediate effect.

3.7 ACCESS TO WRITTEN EXAMINATIONS

- 1) Midterm examinations during the semester serve to monitor learning progress; the results and any shortcomings are discussed by the lecturers with the students in class, or in exceptional cases individually.
- 2) For the final examinations and the diploma examinations, access to the examinations will be granted upon request within 10 days.

4 APPEALS

Appeals against decisions made in accordance with these Progression and Examination Regulations may be lodged in writing, stating the reasons, within 20 days to the Department of Education and Culture of the Canton of Lucerne in accordance with the Law on Vocational Education and Training (SRL 430). The procedure is governed by the provisions of the Law on Administrative Justice (SRL No. 40).

5 ENTRY INTO FORCE

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

Lucerne, 13 August 2025

SHL Schweizerische Hotelfachschule Luzern

Esther Lüscher
Chairwoman Board of Trustees

Christa Augsburger
Director