

INTERNSHIP REGULATIONS

Dipl. Hoteliere-Gastronomin HF

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TABLE OF CONTENTS

1	General information	1
2	Sense and purpose	1
3	Requirements for internship companies	2
4	Time specifications	2
4.1	Duration and timing	2
4.2	Absences and cancellation	3
5	Content requirements	3
5.1	Semester 2 Internship F&B Operations	3
5.2	Semester 4 Internship Rooms Division Operations.....	3
5.3	Management activity	4
6	Internship contract Management Contract	4
6.1	Approval of the contract	4
6.2	Contracts with companies abroad	5
6.3	Content requirements.....	5
7	Work permit	5
8	Training contribution	6
9	Entry into force	6

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 and gain at least 6 months of management experience following semester 5 Hospitality Business Administration. The internship semesters are an obligatory part of the HF programme, while the obligatory management experience is a speciality of SHL.
- 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). 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 without relevant professional experience in the hotel and gastronomy industry in Switzerland of at least 6 months must complete at least one internship 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 or management activity, an exit interview is held with the person responsible for the internship at the company. The date for the exit interview must be recorded in advance and set in writing within the internship contract.
- 5) Upon completion of the specialised internship and the management activity, 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 and the management activity 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 management 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 semesters or management activities.
- 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

5.3 MANAGEMENT ACTIVITY

SHL students gain management experience in various positions: They lead employees, manage a project, are responsible for a department, pursue a specialisation in a field or launch their own start-up. Employment takes place within the hotel and gastronomy industry and can only be transferred to another industry if the student has already completed a number of months of professional experience.

- Operational Assistant
- Chef de Service/Deputy Restaurant Manager
- Assistant Front Office Manager/Deputy Front Office Manager
- Management Trainee Finance
- Management Trainee HR
- Management Trainee Marketing/Sales
- Event/Seminar/Banquet Assistant
- Founding your own start-up within the hotel and gastronomy industry, tourism
- etc.

6 INTERNSHIP CONTRACT | MANAGEMENT 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.
- 5) Management activities after semester 5 Hospitality Business Administration are not subject to the standardised internship contract. The company's internal contracts must be applied.

6.2 CONTRACTS WITH COMPANIES ABROAD

- 1) Students with relevant professional experience in the hotel and gastronomy industry in Switzerland of at least 6 months can complete internship semesters abroad. Unless otherwise stipulated in these Internship Regulations, the same provisions apply as for internship semesters 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 the 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) Management activities after semester 5 Hospitality Business Administration are exempt from the training contribution obligation.
- 5) 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 on 17 June 2025. They enter into force on 25 August 2025 and replace all previously adopted Internship Regulations.

Lucerne, 17 June 2025

SHL Schweizerische Hotelfachschule Luzern

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