

# **INTERNSHIP REGULATIONS**

Bachelor of Science in Hospitality Management

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Based on Clause 1.6, Paragraph 2 of the School Regulations, the Board of Trustees issues the following Internship Regulations.

## 1 GENERAL

- 1) In accordance with Clause 1.3 of the School Regulations, following Semester 1 Food & Beverage Operations and Semester 3 Rooms Division Operations, students complete one internship semester each in the corresponding subject area. The internship semesters form a compulsory part of the programme.
- 2) The internship semesters are governed by Art. 10 of the Ordinance of the Federal Department of Economic Affairs (FDEA) on Minimum Requirements for the Recognition of Courses of Study and Postgraduate Studies at Colleges of Higher Education (MiVo HF), by Chapter 4 of the Framework Curriculum for the HF Hotel and Catering Course of Study on Accompanied Internships and by Clause 1.3 Para. 4 of the School Regulations.
- 3) The internship semesters according to these internship regulations are internships within accordance of Art. 11 of the National Collective Labour Agreement for the Hospitality Industry (L-GAV). An activity in the industry which is described as an internship, but which does not comply with the requirements of these regulations is not an internship in accordance with Art. 11 of the L-GAV. The minimum wages according to Art. 10 L-GAV are applicable for such an activity.
- 4) The school directorate issues internship guidelines (separate document) and other directives which regulate the details of the internship semesters within the framework of these internship regulations.
- 5) The school directorate designates a person who accompanies the students during an internship as the internship supervisor.

## 2 SENSE AND PURPOSE

The purpose of the internship semesters following semesters 1 and 3 are:

- ♣ Implementing taught and assimilated material into practice
- ♣ Training in independent professional work, in dealing with superiors, employees and guests, and in working as part of a team
- ♣ Getting to know the production and work processes in operational practice
- ♣ Recognition of one's own professional and social strengths and areas of development as well as personal professional preferences
- ♣ Implementation of the practical assignments and learning content of the generic competences

### **3 REQUIREMENTS FOR INTERNSHIP COMPANY**

- 1) Any food service establishment, regardless of size or classification, may employ SHL students in their respective field. Students choose their own internship companies. There are no cooperation agreements with companies. To find suitable students for an internship, SHL provides interested employers with an online job exchange.
- 2) The company appoints an internship supervisor who has one of the following qualifications in his/her field:
  - a) Tertiary level qualification (namely higher technical college, professional examination, higher technical examination, or comparable foreign training).
  - b) Training course for vocational trainers or
  - c) at least 3 years of management experience in the corresponding field.
- 3) Internship supervisors in the company support, supervise and encourage interns with suitable measures to achieve the training objectives.

### **4 TIME CONSTRAINTS**

#### **4.1 DURATION AND TIMING**

- 1) The two internship semesters are completed within the framework of a fixed-term and non-terminable employment contract and last at least 43 weeks (divided into two internship semesters).
- 2) At least one internship must be completed in Switzerland.
- 3) An internship semester can be shortened to at least 4 months if it is completed in a seasonal company and the beginning 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.
- 4) The internship semester must be completed after completion of the corresponding semester and before entering the next semester. Before entering the following semester, the internship semester must be successfully passed by submitting all required documents according to the practical assignment.
- 5) Relevant professional activities completed prior to the semester in question do not exempt the student from the corresponding internship semester after the semester, even if they are designated as internships.

#### **4.2 ABSENCES AND TERMINATION**

- 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. SHL must be notified immediately of any such absence.

- 2) If an extension of the internship is not possible for operational or other reasons, the school directorate decides together with the student to what extent a further internship semester can or must be completed.
- 3) If the student discontinues the internship semester in a company before the end of the contract, the student must complete another internship semester. As a rule, the time of the first internship semester is not credited. Exceptions are considered by the school directorate only.

## **5 INTERNSHIP CONTRACT**

### **5.1 CONTRACT APPROVAL**

- 1) A written internship contract must be concluded between the internship company and the SHL student. This contract is specified by SHL and fulfils the conditions of these internship regulations. In-house contracts are only accepted from internship companies abroad or after consultation with the Head of Internships.
- 2) The contract is signed by the internship company and the student and must be submitted to the Head of Internships for confirmation and countersignature before starting the internship. The student must ensure that this is done. This also applies in the case of an extended internship, or a permanent position approved by the Head of Internships.
- 3) Subject to the following provisions, the internship company must pay a training contribution in accordance with point 7.
- 4) The Head of Internships is entitled to refuse a contract with an internship company if it is obvious that the company does not offer any guarantee that the internship semester can be completed in accordance with these regulations and the guidelines.
- 5) At least one internship must be completed in Switzerland.

### **5.2 CONTRACTS WITH ESTABLISHMENTS ABROAD**

Students may complete internship semesters abroad. Unless these internship regulations provide otherwise, the same provisions apply as for internship semesters in Switzerland.

Students who complete their internship abroad are not bound by the SHL internship contract, as the conditions of the L-GAV are not valid abroad.

### 5.3 CONTENT REQUIREMENTS

- 1) The internship contract specifies the contractual agreements (parties, type of internship, duration, salary). The person responsible for the internship in the company must be named.
  - a) The student and the internship company must agree on at least the salary according to Art. 11 L-GAV.
  - b) 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.
- 2) The internship company is obliged to draw up objectives and an internship schedule together with the student. At the same time, the internship company is obliged to carry out an external assessment for the intern. At the same time, the intern completes a self-assessment, which is to be discussed with the person responsible for the internship in the form of a final meeting.
- 3) The Head of Internships issues a model contract, the corresponding instruments for objectives / internship process and external as well as self-assessment.
- 4) The trainee may only be assigned tasks that are related to the training of the respective department.

## 6 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 Switzerland - 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 claim).
  - b) The work permit must be applied for by the internship company at the Office for Migration of the respective canton. For this purpose, the student must provide the employer with the following documents:
    - copy of the internship contract
    - school confirmation of SHL Schweizerische Hotelfachschule Luzern
    - copy of the foreigner's identity card

## 7 TRAINING CONTRIBUTION

- 1) The Swiss internship companies make a one-off contribution of CHF 1,800 (excl. VAT) per student and internship to SHL Schweizerische Hotelfachschule Luzern and thus support the training of qualified young managers.
- 2) The training contribution is invoiced directly to the internship company by SHL and may not be deducted from the student's salary (Art. 11 No. 2 L-GAV).
- 3) If students have applied to the Head of Internships for a permanent position on the basis of several months' work experience in a subject area and the application has been approved, SHL will invoice the students for the training contribution of CHF 1,800 (incl. VAT).
- 4) In the case of internships abroad, the training contribution is not offset.

## 8 ENTRY INTO FORCE

These Internship Regulations were adopted by the Board of Trustees on 29 June 2022. They come into force on 30 June 2022 and replace the internship regulations of 12 April 2018.

Lucerne, 29 June 2022

SHL Schweizerische Hotelfachschule Luzern

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