Study Regulations

for the course of studies leading to the

Advanced Federal Diploma of Higher Education in Hospitality Management

(dipl. Hotelier-Gastronom HF / dipl. Hoteliere-Gastronomin HF)

valid from 01.01.2022/v08.2025

College of Higher Education (HF)

EHL SSTH Swiss School of Tourism and Hospitality AG

Table of contents

1   Aim and Purpose

These study regulations describe the HF course of study and contain all the requirements relating to admission, teaching, examinations, and graduation. In addition, it regulates the final qualification procedure and contains the instructions for appeal.

The following EHL SSTH documents are components of the Study Regulations:
- Curriculum [1]
- Internship Regulations [2]
- Campus Directives [3]
- EHL Guide for Professional Appearance [4]
- various internal processes (see cross-references and/or footnotes), which govern individual provisions of these regulations in more detail.

SSTH Swiss School of Tourism and Hospitality AG (hereinafter referred to as EHL SSTH) expects students to adhere to the applicable values, framework, and rules of EHL SSTH during their study period.

Students are aware that if they violate these regulations, they will face disciplinary consequences, up to and including expulsion from the program, depending on the severity. They will be a positive role model and adhere to the following points.

1.1   Vision and values

EHL SSTH is a community where students can learn, develop, and experience the heart of hospitality. Family, respect, learning, excellence, and innovation are the EHL Group's corporate values that guide students and employees in their daily studies and work.

As ambassadors of EHL SSTH, students ensure that their behavior and dress always meet professional standards. The "EHL Guide for Professional Appearance" sets out the standards for external appearance on campus.

Students attend classes according to the curriculum and schedule. This also includes field trips and other official school events. Punctuality and reliability (appointments, agreements, requirements) are a matter of course at EHL SSTH.

In addition to the professional training, self-responsibility for one's own learning and the development of emotional competence within the framework of "Affective Hospitality" are focal points during the study period. By behaving in a respectful, helpful and reflective manner, students and staff alike benefit from an appreciative and familiar learning and working atmosphere.

1.2   Safe-space policy

Neither bullying nor sexual harassment will be tolerated. In case of problems, students should inform the Program Manager or a faculty or staff member they trust for support and help.

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[1] see Moodle: Course: HFe Resources | LMS - Practical Arts
[2] See myEHL: Rules & Regulations
[3] See myEHL: Rules & Regulations
[4] See myEHL: Rules & Regulations

2   HF Program Structure

2.1   State recognition and quality assurance

The College of Higher Education (HF) is a department of EHL SSTH. The HF course of studies, which is offered in German and English, is recognized by the State Secretariat for Education, Research, and Innovation (SERI)[5], and is awarded a federally recognized diploma. The diploma entitles the holder to use the legally protected title «dipl. Hotelier-Gastronom HF/dipl. Hoteliere-Gastronomin HF» (translated as «Advanced Federal Diploma of Higher Education in Hospitality Management»).

EHL SSTH is a member of the Tourism, Hospitality, Catering and Facility Management Division of the Swiss Conference of Colleges of Higher Education.

EHL SSTH is also guided by THE-ICE's «Standards of Excellence» (Home - THE-ICE).

2.2   Admission requirements

The HF admission requirements to EHL SSTH, as well as the procedures for special exceptions "sur dossier", are set out in the HF Admissions Concept[6].

2.3   HF program overview

The HF program provides professional skills in the hotel and catering industry with the aim of enabling graduates to master demanding leadership and management tasks.

The EHL SSTH HF program consists of four compulsory school semesters of 18 weeks each (900 learning hours per semester), plus two six-month specialized internships[7] , in all totaling 5'400 learning hours[8] and is offered as a full-time program.

Each school semester ends with competency-based profile examinations.

Students go through the HF training at EHL SSTH as follows:

1. Semester - School semester
2. Semester - School semester
3. Semester - Internship semester
4. Semester - School semester
5. Semester - Internship semester
6. Semester – School semester and final qualification procedures

Promotion conditions for the school semesters, as well as rules for the final qualification procedures, are regulated in the Examination and Promotion section (pp. 16/pp. 20).

2.4   Forms of learning

The school's educational components are taught or acquired in different forms of teaching and learning. Blended Learning teaching model forms the basis of the didactic concept. Students work out the basics of the learning content at their own pace before the classroom sessions. The classroom sessions with the lecturers serve to discuss, deepen and apply the learning content.

EHL SSTH distinguishes between the following forms of learning:

Accompanied Learning:

-   **Classroom Learning (CL)**
    Accompanied classroom learning is a live, interactive exchange between students and teachers in either onsite or online classrooms in the form of theory lessons, practical training, specialty seminars, and excursions. They serve to apply, practice and deepen the acquired theoretical basics.

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[5] The educational course in English was recognized on 05.01.2022
[6] See myEHL: Rules & Regulations
[7] See myEHL: Rules & Regulations
[8] See Moodle: Course: HFe Resources | LMS - Practical Arts

- **Self-Study (SSTU)**
  Accompanied self-study is learning asynchronously in the online classroom format with material provided by the teacher. This serves to acquire foundational understanding of a topic before the onsite classroom sessions, and are designated as lessons in the weekly schedule, but not held at specific times.

- **Self-guided Learning (sL)**
  students work on specific assignments and/or defined learning objectives mostly independent of the teacher and outside of the classroom. The result of the assignments or the achievement of the learning objectives are controlled and assessed by the teacher (e.g., project work).

Unaccompanied Learning:

- **Unaccompanied Learning (uL)**
  Unaccompanied learning is individual self-study without supervision and assessment. The time is used to deepen understanding according to personal interest and needs in preparation for exams and competency assessments.

2.5 Internships

The regulations on internships are set out in the Internship Regulations HF[9]. Internship semesters must be completed and passed before entering the subsequent school semester.

2.6 Practical assignments

Students participate in at least two practical assignments of school-organized events during the school semesters. These assignments support the theory-practice transfer and are usually not financially compensated. They are considered part of the school-based training.

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[9] See myEHL: Rules & Regulations

2.7 Areas of Professional Competencies (HKB)

2.7.1 Overview

The basis for the HF educational program at EHL SSTH is the Swiss federal government's Curricula Framework (RLP)[10] for the hotel and gastronomy sectors.

The five areas of professional competencies covered in the curricula framework (RLP) lead to the ability to master tasks and activities in a professional, self-initiated, goal-oriented, and flexible manner.

The RLP defines the following five areas of professional competence:

- HKB 1: Develop and plan hotel and gastronomy concepts
- HKB 2: Assume leadership tasks and management responsibilities
- HKB 3: Prepare and perform hotel and catering services
- HKB 4: Work and collaborate in a professional manner
- HKB 5: Contribute to the development of the company and the development of oneself.

Each HKB summarizes different professional competencies needed in hospitality. These general competencies are specified further into specific performance targets.

2.7.2 Roles

Based on these professional competencies, EHL SSTH have developed four Role Profiles of graduate attributes our students should possess. Each of the four school-based semesters focus on one of these profiles, while still linking to the others:

Semester 1: Role **Host**
The Host designs special guest experiences with sensitivity to emotions and needs.

Semester 2: Role **Communicator**
The Communicator communicates and acts responsibly and respectfully in a diverse and multicultural environment.

Semester 4: Role **Entrepreneur**
The Entrepreneur finds sustainable solutions through entrepreneurial thinking, collaborative and proactive action.

Semester 6: Role **Networker**
The Networker uses partnerships and networks for co-creative collaboration.

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[10] see SBFI: Rahmenlehrplan Hotellerie-Gastronomie

Overview of the EHL SSTH role profiles with the areas of professional competencies according to the framework curriculum (RLP):

Sem.	Role	Professional competencies	
1	Host	2.2	Define and adapt the organization of the operation
		2.4	Make the financial planning of the operation and ensure its achievement
		3.2	**Planning, supervising, and participating in the provision of services in the catering area**
		4.3	Marketing development and implementation; ensure proper communication
		5.2	Reflect on and develop personal role as a professional
2	Communicator	1.2	Analyze the stakeholders of the hotel and catering business in terms of their interests and services
		2.2	**Define and adapt the organization of the operation**
		2.4	Make the financial planning of the operation and ensure its achievement
		2.5	Planning and monitoring the management of the infrastructure
		3.1	**In the accommodation sector, plan, supervise and participate in the provision of services**
		3.2	Planning , supervising, and participating in the provision of services in the catering area
		4.2	Ensuring proper accounting
		4.3	**Marketing development and implementation; ensure proper communication**
		5.2	Reflect on and develop personal role as a professional
4	Entrepreneur	1.1	Analyze the environment of the hotel and catering business regarding the economic, social, political, technological, ecological, and legal framework conditions
		1.2	Analyze the stakeholders of the hotel and catering business in terms of their interests and services
		1.3	**Develop hotel and gastronomy concepts and derive opportunities from them**
		2.1	Contribute to the basic values and strategic goals of the company
		2.4	**Make the financial planning of the operation and ensure the achievement**
		2.6	Create concepts for marketing the business and ensure their implementation
		3.1	Plan, supervise and participate in the provision of services in the accommodation sector
		3.3	**Planning, supervising, and participating in the provision of services in other business areas**
		4.1	Be actively involved in recruiting and managing employees
		4.3	**Marketing development and implementation; ensure proper communication**
		5.1	Develop an information concept of the business environment and perceiving change
		5.2	**Reflect on and develop personal role as a professional**

Sem.	Role	Professional competencies		
6	**Networker**	1.1	Analyze the environment of the hotel and catering business regarding the economic, social, political, technological, ecological, and legal framework conditions	
		1.2	Analyze the stakeholders of the hotel and catering business in terms of their interests and services	
		1.3	**Develop hotel and gastronomy concepts and derive opportunities from them**	
		2.2	Define and adapt the organization of the operation	
		2.3	**Determine and implement leadership and cooperation with employees**	
		2.4	Prepare the financial planning of the operation and ensure the achievement	
		2.6	Create concepts for marketing the business and ensure their implementation	
		3.3	**Planning, supervising, and participating in the provision of services in other business areas**	
		4.3	**Marketing development and implementation; ensure proper communication**	
		5.1	Develop an information concept of the business environment and perceiving change	
		5.2	**Reflect on and develop personal role as a professional**	

2.7.3 Distribution of Subjects

Semester 1   Host

Subjects	Areas of competence according to RLP				
	HKB 1	HKB 2	HKB 3	HKB 4	HKB 5
Graded					
Beverage Management			X		
Culinary Practice			X		
Culinary Theory			X		
Food Safety Management		X	X		
Information and Communication Technology I		X		X	
Service Practice			X		
Service Theory			X		
Passed/Failed					
Affective Hospitality I					X
German I			X		
Learning Portfolio I				X	X

Semester 2   Communicator

Subjects	Areas of competence according to RLP				
	HKB 1	HKB 2	HKB 3	HKB 4	HKB 5
Graded					
Applied Mathematics in Hospitality		X			
Business Communication				X	
Communication and Culture				X	
F&B Control			X		
Facility Management		X			
Finance Management I				X	
Hospitality Sales and Marketing I	X			X	
Information and Communication Technology II		X		X	
Project Management		X			
Rooms Division Management			X		
Rooms Division Operations			X		
Statistics	X				
Passed/Failed					
Affective Hospitality II					X
German II			X		
Internship Preparation and Coaching					X
Learning Portfolio II				X	X

Semester 3   Internship 1

Tasks	Areas of competence according to RLP				
	HKB 1	HKB 2	HKB 3	HKB 4	HKB 5
Passed/Failed					
Learning Portfolio III					X
Target Agreements			X		
Interim Evaluation					X
Final Assessment					X

Semester 4   Entrepreneur

Subjects	Areas of competence according to RLP				
	HKB 1	HKB 2	HKB 3	HKB 4	HKB 5
Graded					
Concept Week	X		X		
Digital Marketing				X	X
Economics and Law	X				X
Entrepreneurship and Innovation	X				X
Finance Management II		X			
Hospitality Sales and Marketing II	X	X			
Human Resources and Talent Management				X	
International Hotel Management	X				
Strategic Management	X	X			
Sustainability Management			X		
Passed/Failed					
Affective Hospitality III					X
German III				X	
Learning Portfolio IV				X	X

Semester 5   Internship 2

Tasks	Areas of competence according to RLP				
	HKB 1	HKB 2	HKB 3	HKB 4	HKB 5
Passed/Failed					
Learning Portfolio V					X
Target Agreements		X	X	X	
Interim Evaluation					X
Final Assessment					X

Semester 6   Networker

Subjects	Areas of competence according to RLP				
	HKB 1	HKB 2	HKB 3	HKB 4	HKB 5
Graded					
Applied Management and Leadership	X				
Employee Experience Design		X			
Finance Management III		X			
Hospitality Experience Design	X				
Leadership and Networking	X	X			X
Specialization Culinary Arts			X		
Specialization Spa Management			X		
Specialization Sustainable Management			X		
Organizational and Quality Management		X	X		
Revenue Management				X	
Tourism Management	X		X		
Passed/Failed					
Affective Hospitality IV					X

Final Qualification Procedures (QP)

Subjects	Areas of competence according to RLP				
	HKB 1	HKB 2	HKB 3	HKB 4	HKB 5
Graded					
Business Plan	X				
Assessment Portfolio					X

3   Foreign Languages

3.1   Objectives

Graduates of the HF English Division should have competence in three different languages.

As English is the language of instruction, they must have at least a B2 level in order to start the program, and generally already speak at least one other language (i.e., mother-tongue).

As an additional foreign language, German is mandatory for all English division students unless dispensed according to chapter 5.2.

The proof of competence in German for dispensation is possible with an external certificate or with a language exam organized by EHL SSTH.

 The following external certificates are recognized:

- Goethe Certificate A1 or TELC Certificate A1 (only valid for entry into the 4th semester)
- Goethe certificate A2 or TELC certificate A2

Costs for external certificates and language exams are covered by the students.

Students whose native language is German can apply for dispensation, and if granted, the proof of conversational competence in German at level A2 is not required.

3.2   Gradual proof of competence in German

As described in the Distribution of Subjects, the German course is a pass/fail promotion dependent upon class work during the semester. However, during the course of studies, students in the HF English division must also demonstrate proficiency in German at the following two levels and times in order to proceed with the HF program:

1.   At the end of semester 2, with a German exam organized by EHL SSTH at level A1/2, or with an external certificate of at least level A1 of the European Language Reference Framework that will be validated by EHL SSTH.

      Students who do not pass the language exam or cannot present an external certificate may enter semester 3 internship but must provide proof of achieving this level in order to enter semester 4. This is possible through taking a remake exam by the school or providing the external certificate. Without proof of competence at the required level, the 4th semester cannot be attended.

2.   At the end of semester 4, a language exam organized by EHL SSTH at level A2 conversational, or an external certificate at level A2 of the European Language Reference Framework must be submitted.

      Students who do not pass the language exam or cannot present an external certificate may enter semester 5 internship but must provide proof of achieving this level in order to enter semester 6. This is possible through taking a remake exam by the school or providing the external certificate. Without proof of competence at the required level, the 6th semester cannot be attended.

4   Absences

4.1   Rules

Class attendance is compulsory unless dispensation has been approved by the Head of Higher Education. Classes must be attended regularly and punctually.

Every unattended classroom lesson is counted as an absence. No distinction is made between excused and unexcused absences. Events with third parties (e.g., guest lectures, special or project events) are also obligatory and must be attended.

Late arrival to a lesson that has already started will be recorded as an absence.

In the case of unforeseeable absences due to illness, accident, delays, etc., the lecturers must be notified before class begins. In case of longer absences due to illness, Student Services must be informed additionally.

4.2   Consequences

Absences are controlled in all courses (see pp. 9) and the total percentage are shown on the semester report with the following remarks:

Absences	Note in the certificate
0 – 5 %	regular class attendance
5 – 10 %	frequent absences
10 – 15 %	very frequent absences
> 15 %	no admission to the semester qualifications exams

If students have more than 15 % total absences based on the attendance of total lessons in the semester (Total Classroom Lessons), they are not admitted to the semester profile examinations; the grade 1.0 is entered as the profile examination grade. Absences refer to all absences from classes, regardless of the reason, including doctor's appointments, illness, interviews, or other personal matters.

In cases of hardship (e.g. prolonged sickness), the Program Manager will decide on exceptions to this absence regulation. Students must be able to document all absences and justify them in writing.

Students are responsible to check the status of their absences on their own.

4.3   Absences during exams

Examinations and assignments within the courses

In principle, all students must complete all examinations, unless they are completely exempt from the course. Assignments must be handed in on time.

A grade of 1.0 will be assigned for exams not taken or assignments not turned in on time until an appropriate make-up exam is taken, or a new assignment is turned in on time[11].

Semester profile exams

If it is not possible to take part in a profile examination or parts thereof, the grade 1.0 or, in the case of partial examinations, the score 0 will be set. This also applies to assignments that are not handed in on time.

A profile examination or parts thereof can only be made up if a special request has been submitted from the student and approved of by the Head of Higher Education. If the request is not approved, the grade 1.0, or the score 0, will remain for partial examinations or assignments not handed in on time.

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[11] See Moodle: All courses | LMS - Practical Arts

A profile examination or parts thereof can only be made up if there is a proof of important reasons (illness, accident or death in the family). The Program Manager decides on the basis of a justified written request whether a profile examination or parts thereof can be made up.

In case of illness or an accident, the Student Service must be notified immediately (081 255 17 04) and a medical certificate must be submitted. Illness or accident claimed later will not be accepted as a reason for excuse.

In case of late arrival at the examination location, the entitlement to an unreduced examination time or for a new examination date depends on the reason for the delay. In the case of late arrival for an unjustified reason (e.g. oversleeping), only the remaining examination time will be granted. A partial evaluation is carried out, i.e. parts of the examination that have not been carried out are not evaluated, the total score remains unchanged. If the candidate does not appear at all for the examination for an unjustified reason, there is no possibility to make up the profile examination or parts of it.

Costs for profile re-examinations, or portions thereof, may be charged to students.

Final qualification procedures

The rule for absences in profile examinations applies in the same way to examinations of the final qualification procedures (e.g., Business Plan and Assessment Portfolio).

4.4 Interruption of training

If there is an important reason (e.g. illness, pregnancy, military service), a written request for a break in training can be submitted to the school management.

An interruption in training is possible for a maximum of two semesters. Grades and marks from semesters completed before the interruption remain valid. If the interruption takes place during an ongoing school semester, the work performed in this semester (papers, grades, predicates) will not be recognized.

The continuation of the HF training is only possible at the beginning of a semester and must be applied for to the school management at least three months before re-entry.

Provisions regarding a possible interruption of the internship are laid down in the internship regulations[12].

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[12] See myEHL: Rules & Regulations

5   Dispensations

5.1   Policy

Upon request, students may be dispensed from a semester of internship or from certain courses based on special prior knowledge.

The application for dispensation from an internship semester must be submitted in writing to the Program Manager before the start of the HF training program, along with the relevant work certificates[13]. The RLP allows for internship dispensation only for hospitality-related apprenticeships.

There is no entitlement to a reduction in semester fees based on a dispensation.

5.2   Dispensations in individual subjects

Request for dispensation from individual courses must be submitted no later than the second week of the semester[14].

Students may be excused from classes and examinations or only from classes (partial dispensation) in a course based on demonstrated competencies.

Students must discuss their request with the subject teacher by the end of the first week of school. If the teacher feels there are grounds for dispense, the student must retrieve the form from Student Services for the teacher fill out and submit to the Head of Higher Education for final approval.

Subjects in which students are exempt from classes and examinations are not calculated in the profile preliminary grade of the respective semester and are noted as "dispensed" in the semester report.

Students who are exempted from classes but not from assessments (partially exempted) must take part in the regular assessments during the semester; their grades decide on the continuation of the exemption. If they cannot show adequate competence during each assessment, they are no longer dispensed. The course grade is calculated and counts in the calculation of the profile preliminary grade.

Regardless of full or partial dispensation in a course, all students must take the full semester profile examinations covering every course.

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[13] See myEHL: Rules & Regulations
[14] see Moodle: All courses | LMS - Practical Arts

6 Examination Regulations

During the HF program, the expected professional competencies are regularly reviewed and assessed, both formative and summative.

Profile examinations and the final qualifications are designed to be networked and interdisciplinary across all courses.

6.1 Grading

Student performance is based on regular assessments each semester:

a. through summative exams and assignments during the semester.

b. through formative feedback, making learning progress or deficits transparent.

c. through cross-linked profile examinations at the end of the semester that are oriented towards practical competencies and covering all courses in the semester.

d. through the review of the internship target agreements and the interim report, as well as the final internship evaluation.

All unauthorized aids, plagiarism, or other forms of dishonesty are strictly prohibited. In such cases, students will be excluded from the assessment and a grade of 1 will be given, with no opportunity for remake allowed.

In the case of examinations with fixed partial examinations (e.g. profile examinations), students who use unauthorized aids, plagiarism or other dishonesty will be excluded from the partial examination and the entire partial examination will be graded with 0 points. In this case, it is not possible to repeat the partial examination.

6.2 Grading scale

Grading scale descriptions:

Note	Score	Result
6.0	**Excellent** Exemplary performance	**Passed**
5.5	**Very good** Beyond expected performance	**Passed**
5.0	**Good** Demonstrates good understanding and competence	**Passed**
4.5	**Satisfactory** Shows some weakness of understanding and competence.	**Passed**
4.0	**Sufficient** Barely meets the minimum requirement of understanding and competence	**Passed**
3.9 - 3.5	**Insufficient** Has not achieved the minimum understanding and competence	**Failed**
3.0	**Weak** Performance has demonstrated inability of understanding and skills	**Failed**
2.0	**Very weak** Complete lack of understanding	**Failed**
1.0	**Nugatory** Non-compliance or not assessed	**Failed**

Summative assessments

Summative (graded) assessments (calculated as 1/10 grades) are given in courses that are using a grading scale during each of the school semesters.

At least three summative assessments must be given for each course by the end of the semester. Summative assessments may be given through:

☐ Project work
☐ Oral exams
☐ Written exams
☐ Practical exams

Formative assessments in German

Formative assessments are used during the German course to allow students to gauge their competence level. Whether the student is given a Pass or Fail is determined by the quality of their semester work as determined by the instructor. In the transcript, the course is noted as «Passed», «Failed» or «Dispensed» and is thus not part of the profile preliminary grade; the course is however promotionally relevant.

German competency will be tested and evaluated in all semester profile exams at the level of completed instruction.

Examinations and grading in dispensed courses

Students with a partial dispensation in a course must take part in the regular assessments during the semester; assessed assignments must also be submitted on time. The respective assessment results decide on the continuation of the partial dispensation; to continue in the partial dispensation, a 5.0 minimum grade is necessary for each assessment.

Students with full dispensation in a course do not take part in the summative assessments but do take part in the complete profile examinations at the end of the semester, thereby demonstrating their professional competence in a dispensed course as well.

Make-up exams

Make-up exams[15] are used to replace a grade of 1.0 if an exam was missed during the semester or an assignment was not turned in on time.

For make-up examinations or for the submission of a new assignment, students must submit a written, justified request to the Program Manager. The request must be submitted within 3 days of the missed examination or missed submission deadline. Absences due to illness must be documented with a doctor's certificate.

Approved make-up examinations take place outside of regular school hours (normally Saturday morning). For small assessments like quizzes which take less than 15 minutes, the instructor may organize the make-up quiz during the week. If the request is not granted, the grade 1.0 remains.

Subject grades

The average of the semester assessments of a subject forms the subject grade. It is shown on the certificate in half and whole grades.

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[15] See Moodle: All courses | LMS - Practical Arts

Pass/Fail subjects

Certain courses are assessed with "passed" or "failed". These subjects are also calculated in the semester promotion (see p. 20), but they are not used in the calculation of the profile preliminary grade.

Profile preliminary grade (Profile pre-grade)

The average of all subject grades each semester forms the profile pre-grade. It is shown on the certificate in 1/10 grades.

Profile exams / Profile exam grading

At the end of each semester, a set of cross-subject profile examinations are used to determine whether the professional competencies (HK) required up to that point have been achieved.

Admission to the profile exam is only possible if the conditions for conditional pass, chapter 7.3, points a. and b. (see p. 20) are fulfilled, and the total number of absences is < 15%.

EHL Passugg reserves the right to refuse admission to the profile examination if payment of the semester invoice is outstanding.

The profile examinations consist of interlinked partial examinations which are carried out practically, in writing and/or orally. The partial examinations are oriented towards practical skills and can be weighted differently. Points are awarded for the performance in the partial examinations, and the total number of points is used to calculate the profile examination grade (mathematically 1/10 grade).

Profile examinations are not discussed with students and are not returned. The view is possible only in an insufficient profile examination. Profile examinations remain in the EHL SSTH archives until the end of the training, or the appeal period has expired (see chapter 11).

Profile grade

The profile grade is the average of the profile exam grade and the profile pre-grade (mathematically 1/10 grades).

Four different profile grades are determined during the HF training:

1st semester: Profile Grade Host
2nd semester: Profile Grade Communicator
4th semester: Profile Grade Entrepreneur
6th semester: Profile Grade Networker

Subject retests / Subject retest grading

Subject retests make it possible to pass a semester retrospectively. They are only possible in subjects that received a failed subject grade. They cover the entire semester material of the failed subject and can be carried out practically, in writing and/or orally. Registration for the subject retests must be submitted in writing to the STS by the official end of the semester (May 30 or December 30) at the latest.

Retests can be taken only once per subject and must be completed no later than the first week of the next academic semester, later semesters are not allowed. The dates are published by Student Services[16].

A subject retest is considered to have been passed if at least the grade 4.0 (mathematical 1/10 grade) has been achieved. In this case, the unsatisfactory learning field grade is replaced with the grade 4.0, even if a higher grade was achieved in the learning field re-examination.

If the subject retest grade is lower than 4.0, the previous subject grade will not be replaced.

For a subject that has been completed with the grade "not passed", the same conditions apply as for graded subjects in order to receive the grade "passed". "Passed" corresponds to the grade 4.0.

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[16] See myEHL: Student Services

QP-Grade Profiles

The QP-Grade Profiles (calculated to 1/10 grade) is calculated from the average of all semester profile grades. The profile grades are weighted equally.

QP-Grade Assessment Portfolio

The grading of the Assessment Portfolio takes place within the framework of the final qualification procedures (QP). The grade (mathematically 1/10 grade) is calculated from the following partial grades:

50 % written work
50 % oral defense

QP-Grade Business Plan

The Business Plan is evaluated as part of the final qualification procedures. The grade (mathematically 1/10 grade) is calculated from the following partial grades:

60 % written work
40 % presentation and defense of the business plan

Diploma grade

The Diploma grade (mathematical 1/10 grade) is composed of the following subgrades, weighted 1/3 each:

a. QP-Grade Profiles
b. QP-Grade Assessment Portfolio
c. QP-Grade Business Plan

7   Promotion Regulations

7.1   Policy

The promotion regulations describe the school semester results, how school semesters are passed, or conditions to be met in order to be passed. Internship semester promotion regulations are covered under Internship Regulations HF.

School semester results are distinguished as follows:

Promoted   The semester has been passed and the student is allowed to enter the next semester.
Entry into the following school semester is subject to proof of passed internship semesters[17] and required language proficiency (see p. 12).

Conditional Pass   Students who are conditionally passed must complete the requirements for promotion by the end of the first week of the next school semester.

Fail   The semester has not been passed, entry into the following school semester is not possible.

7.2   Promotion conditions

Promoted is when:

a.   a semester profile pre-grade of at least 4.0 has been achieved,

b.   with not more than one individual subject grade below a 4.0 or Fail over all semesters,

c.   and the semester profile exam grade of at least 4.0 has been achieved.

7.3   Conditional pass

A conditional pass is given when:

a.   a semester profile pre-grade of at least 4.0 has been achieved,

b.   with not more than two individual subject grades below a 4.0 or Fail over all semesters,

c.   and the semester profile exam grade of at least 4.0 has been achieved.

In this case, for subjects graded below 4.0 or with a Fail, there is a one-time possibility of subsequently fulfilling the promotion with a subject retest as described in chapter 6.2.

Students who are conditionally passed must take the subject retest no later than the first week of the following school semester. If the subject retest is not sufficient to achieve a minimum grade of 4.0 or a Pass, the student is not promoted to the following semester and must repeat the failed semester.

Conditional pass is not possible in the 6th semester. At the end of the 6th semester course work, the promotion requirements must be met (max. 1 failed subject grade or pass/fail grade from a previous or the 6th semester) in order to be admitted to the profile examination and the further QV (Business Plan and Assessment Portfolio).

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[17] See myEHL: Rules & Regulations

7.4   Fail

If the requirements for promotion or conditional pass are not met, the student is considered to have failed the semester and is definitely not promoted.

If a student fails a semester, entry into the following school semester is not possible and the student must repeat the semester. A semester can be repeated only once.

If a repeat-semester is failed, continuation of the HF program at EHL SSTH is no longer possible.

If the final semester (Networker) is failed and must be repeated, the final qualification procedures (QP) grades for the Business Plan and Assessment Portfolio are not valid and must also be repeated.

The Business Plan must be repeated with a new project, and the areas to be covered in the Assessment Portfolio must be approved by the Program Manager.

8   Final Qualification Procedures (QP)

8.1   Policies

In the final qualification procedures of the HF program are designed to cover operational business skills and management competencies of the hospitality industry, as well as general basic competencies required for professional activities.

Evidence of the ability to reflect in depth on one's own professional agency and leadership responsibilities is also to be provided.

8.2   Composition of the final QP

The final qualification procedure is made up of the following QP grades, which are weighted equally:

a.   QP-Grade Profiles

b.   QP-Grade Assessment Portfolio

c.   QP-Grade Business Plan

The average of the three QP grades gives the **Diploma Grade,** mathematically calculated in 1/10 grades.

8.3   Passing of the final QP and award of Diploma

The final qualification procedure is passed if each of the three QP grades are completed with at least the grade 4.0 (mathematically 1/10 grade).

An insufficient grade in the Assessment Portfolio or an insufficient grade in the Business Plan can only be replaced by sufficient grades in the next, duly conducted, final qualification procedure. An examination fee will be charged for this (see fee regulations Rules & Regulations).

A sufficient QP-Grade Assessment Portfolio or a sufficient QP-Grade Business Plan can only be achieved retrospectively with new work in these learning fields. Only one repetition is possible.
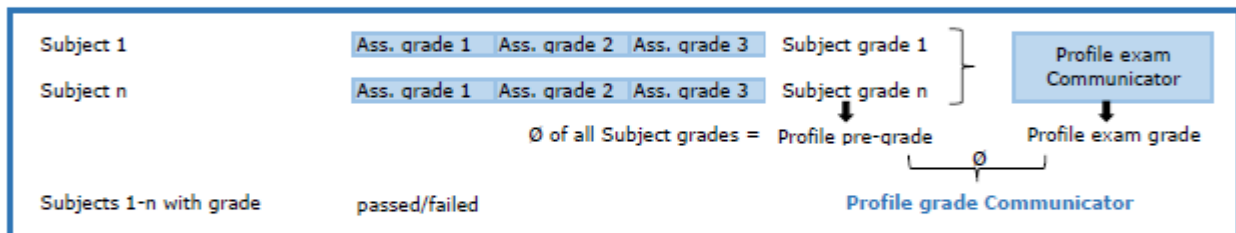
The Diploma «dipl. Hotelier-Gastronom HF / dipl. Hoteliere-Gastronomin HF» (Advanced Federal Diploma of Higher Education in Hospitality Management) is awarded when the final qualification procedures have been passed.
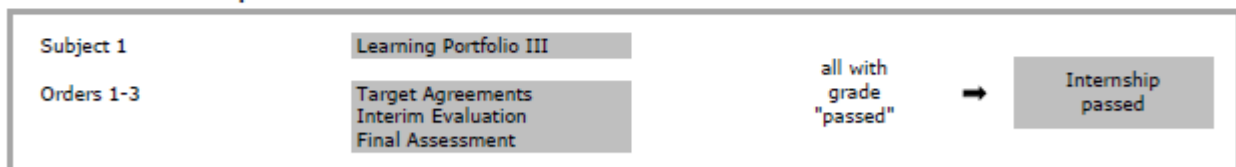
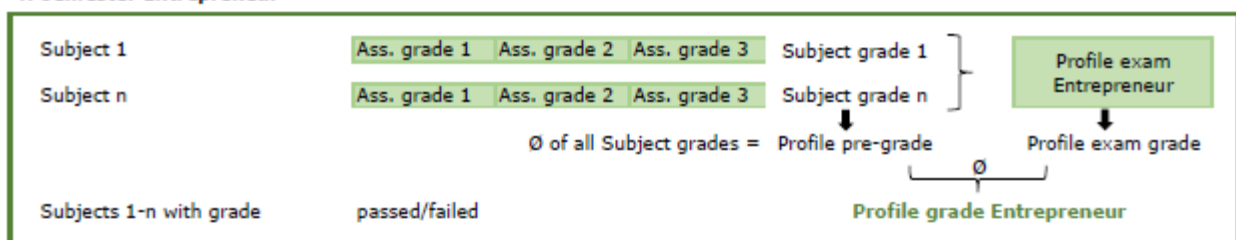# 9 Diagram of the HF course of study at EHL SSTH

1. Semester Host

| Subject 1 | Ass. grade 1 | Ass. grade 2 | Ass. grade 3 | Subject grade 1 | Profile exam Host |
| Subject n | Ass. grade 1 | Ass. grade 2 | Ass. grade 3 | Subject grade n | |

Ø of all Subject grades = Profile pre-grade → Profile exam grade → Ø

Subjects 1-n with grade   passed/failed

Profile grade Host
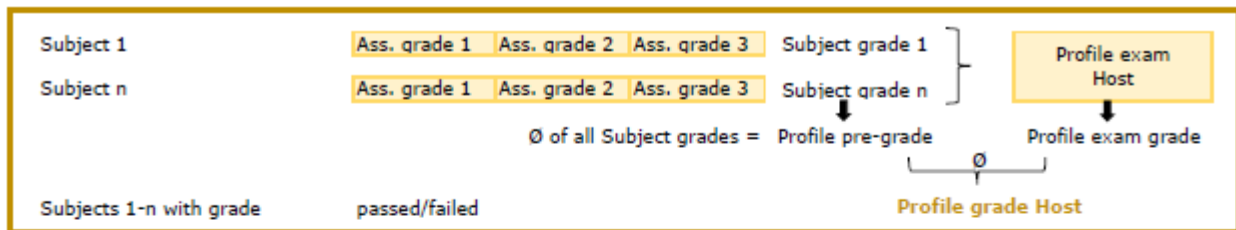
2. Semester Communicator

| Subject 1 | Ass. grade 1 | Ass. grade 2 | Ass. grade 3 | Subject grade 1 | Profile exam Communicator |
| Subject n | Ass. grade 1 | Ass. grade 2 | Ass. grade 3 | Subject grade n | |

Ø of all Subject grades = Profile pre-grade → Profile exam grade → Ø

Subjects 1-n with grade   passed/failed

Profile grade Communicator

3. Semester Internship 1

| Subject 1 | Learning Portfolio III | | |
| Orders 1-3 | Target Agreements / Interim Evaluation / Final Assessment | all with grade "passed" → | Internship passed |

4. Semester Entrepreneur

| Subject 1 | Ass. grade 1 | Ass. grade 2 | Ass. grade 3 | Subject grade 1 | Profile exam Entrepreneur |
| Subject n | Ass. grade 1 | Ass. grade 2 | Ass. grade 3 | Subject grade n | |

Ø of all Subject grades = Profile pre-grade → Profile exam grade → Ø

Subjects 1-n with grade   passed/failed

Profile grade Entrepreneur

5. Semester Internship 2

| Subject 1 | Learning Portfolio V | | |
| Orders 1-3 | Target Agreements / Interim Evaluation / Final Assessment | all with grade "passed" → | Internship passed |

6. Semester Networker

| Subject 1 | Ass. grade 1 | Ass. grade 2 | Ass. grade 3 | Subject grade 1 | Profile exam Entrepreneur |
| Subject n | Ass. grade 1 | Ass. grade 2 | Ass. grade 3 | Subject grade n | |

Ø of all Subject grades = Profile pre-grade → Profile exam grade → Ø

Subject with grade   passed/failed

Profile grade Networker

Abschliessendes Qualifikationsverfahren

Profile grade Host
Profile grade Communicator
Profile grade Entrepreneur   Ø   **QP-Grade Profiles**
Profile grade Networker

Subject Business Plan   **QP-Grade Business Plan**
Subject Assessment Portfolio   **QP-Grade Assessment Portfolio**

Ø → **Diploma grade**
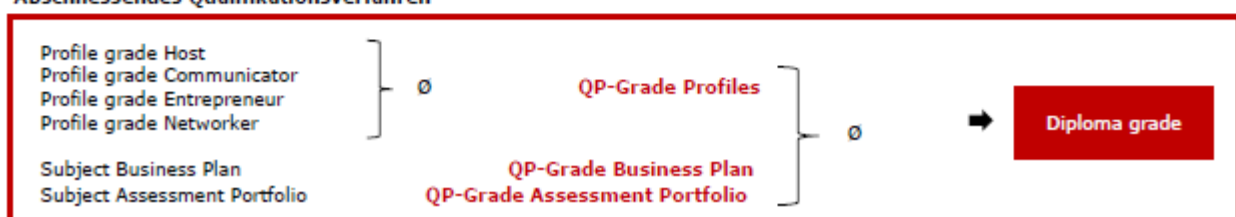
10 Copyrights

The copyrights to the student's works created during the HF training at EHL SSTH are transferred to EHL SSTH.

Study materials and other forms of intellectual property are provided to students for learning and practice purposes only and may not be copied or otherwise used by them against the intent of the original provision without permission.

11 Legal authorization

11.1 General

Art. 50 para. 2 of the Vocational Training and Further Education Act (BwBG), forms the basis for appeals against decisions under these examination and promotion regulations.

The appeal must be made in writing and must state the grounds on which it is based. The contested decision and the evidence, if in the hands of the complainant, must be enclosed. Complaints via e-mail will not be accepted.

11.2 Responsibilities

Decisions by the Program Manager (failure to pass a semester, failure to pass an internship, etc.) may be appealed in writing to the Examination Board[18] within ten days of notification.

Decisions regarding non-admission to or failure to pass the final qualification procedures (non-awarding of diploma) can be appealed within 10 days of notification by filing an administrative complaint with the Department of Education, Culture and Environmental Protection of the Canton of Graubünden (contact the "Rechdienst" person listed in Kontaktpersonen - Über uns).

12 Entry into force

These Study, Examination and Promotion Regulations have been approved by the EHL SSTH Executive Board on 02.12.2021.

It comes into force as of 01.08.2025 at EHL SSTH for the educational program «dipl. Hotelier-Gastronom HF, dipl. Hoteliere-Gastronomin HF» (Advanced Federal Diploma of Higher Education in Hospitality Management).

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[18] See Moodle: Course: HFe Resources | LMS - Practical Arts

Glossary

Summative assessment	Grades achieved in summative assessments within a subject during the semester which are averaged together for the subject grade. mathematical 1/10 grade
Formative assessment	Assessments used to give feedback to student comprehension and competence that do not count for subject grades.
Subject grade	Ø of summative assessments per subject.
Profile pre-grade	Ø of all subject grades of a semester. mathematical 1/10 grade
Profile exams	Competence-based examinations covering all subjects of a semester.
Profile exam grade	Result of the profile exams. mathematical 1/10 grade
Profile grade	Ø from profile pre-grade and profile exam grade. mathematical 1/10 grade
Subject retest exam	Enables the student to retest for a failed subject grade if conditionally passed. Covers the complete material of a subject through practical, written, or oral examinations
Subject retest grade	Examination result of a subject retest; can replace an unsatisfactory subject grade with a maximum grade of 4.0. mathematical 1/10 grade
QP-Grade Profiles	Ø of all four profile grades mathematical 1/10 grade
QP-Grade Business Plan	60 % written work 40 % Presentation mathematical 1/10 grade
QP-Grade Assessment Portfolio	70 % written work 30 % oral defense mathematical 1/10 grade
Diploma grade	Ø of the three QP grades, weighted equally: mathematical 1/10 grade