

SCHOOL REGULATIONS

Bachelor of Science in Hospitality Management

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1 THE BSC PROGRAMME

1) The Bachelor of Science in Hospitality Management¹ (BSc programme) accredited by the Swiss federal government and in compliance with the Bologna Declaration, is delivered in cooperation with and awarded by the Lucerne University of Applied Science and Arts. The Bachelor of Science in Hospitality Management programme leads to the federally recognised and legally protected title: Bachelor of Science in Business Administration, major Hospitality Management.

1.1 LEGAL PRINCIPLES

The school rules are based on the following legal requirements:

- Bundesgesetz über die Berufsbildung (BBG) vom 13. Dezember 2002 (SR 412.10)
- [Federal Act on Vocational and Professional Education and Training (VPETA) of 13 December 2002 (SR 412.10).]
- Verordnung über die Berufsbildung (BBV) vom 19. November 2003 (SR 412.101)
- [Ordinance on Vocational and Professional Education and Training (VPETO) of 19 November 2003 (SR 412.101)]
- Verordnung des Eidgenössischen Volkswirtschaftsdepartements (EVD) über Mindestvorschriften für die Anerkennung von Bildungsgängen und Nachdiplomstudien der höheren Fachschulen (MiVo HF) vom 11. September 2017 (SR 412.101.61)
- [Ordinance of the Federal Department of Economic Affairs (FDEA) of 11 September 2017 on minimum requirements for the recognition of PET courses and postgraduate studies (MiVo HF) (SR 412.101.61)]
- Gesetz des Kantons Luzern über die Berufsbildung und die Weiterbildung (SRL 430) vom 12. September 2005 und der dazugehörenden Verordnungen
- [Law of the Canton of Lucerne on Vocational and Professional Education and Training and Continuing Education and Training (SRL 430) of 12 September 2005 and the associated ordinances.]
- Rahmenlehrplan für den Bildungsgang HF Hotellerie und Gastronomie: dipl. Hotelier-Gastronom HF, dipl. Hoteliere-Gastronomin HF vom 6. Juli 2021.
- [Framework Curriculum for the HF Hotel and Gastronomy Course: Dipl. Hotelier-Gastronom HF, Dipl. Hoteliere-Gastronomin HF of 6 July 2021.]

¹ BSc BA, major Hospitality Management

1.2 STATE ACCREDITATION, QUALITY CERTIFICATION AND MEMBERSHIPS

The programmes at SHL Schweizerische Hotelfachschule Luzern are:

- State recognised in accordance with the Federal Vocational Training Act. SHL is subject to supervision by the federal government and the canton of Lucerne
- EduQua certified. EduQua is the Swiss quality certificate for continuing education institutions, awarded by the State Secretariat for Economic Affairs (SECO), the State Secretariat for Education, Research and Innovation (SERI) and the Swiss Association for Association for Continuing Education (SVEB)
- The lecturers at SHL have a university degree, a higher professional degree or an equivalent qualification in the fields in which they teach. They also have vocational pedagogical and didactic training in form of a HF lecturer diploma.

SHL Schweizerische Hotelfachschule Luzern is a member of the following institutions:

- Conference of Colleges of Higher Education
- Partial Conference of Colleges of Higher Education, Area 2, Tourism, Hotel Industry, Facility Management
- Edusuisse
- Odec, Swiss Association of Graduates of Colleges of Higher Professional Education
- IG HBB, Interest Group Higher Vocational Education Central Switzerland
- TFL Tourismus Forum Luzern
- Wirtschaftsförderung Luzern
- Schweiz Tourismus

1.3 BSC PROGRAMME STRUCTURE

- 1) The BSc programme develops comprehensive business management, entrepreneurial and interdisciplinary skills for demanding management tasks in the hotel and gastronomy industry.
- 2) It consists of 6 in-school semesters and two accompanied internship semesters.
- 3) The school semesters at SHL are:

Semester 1 Food and Beverage Operations	20 weeks
Semester 3 Rooms Division Operations	20 weeks
Semester 5 Hospitality Business Administration	20 weeks
Semester 6 Hospitality Management	20 weeks
Semester 7 International Business Management	20 weeks
Semester 8 Global Leadership	20 weeks

The semesters are to be completed in this order.

4) The two internship semesters are an integral part of the BSc programme:

Semester 2 Food & Beverage Industry Internship	24 weeks
Semester 4 Rooms Division Industry Internship	24 weeks

The internship semesters are to be completed following the corresponding semester.

5) SHL advises and supports students in searching for suitable SHL approved locations for internships.

1.4 SCHOOL ORGANISATION

- 1) SHL Schweizerische Hotelfachschule Luzern is a foundation and is strategically managed by the Board of Trustees.
- 2) The operational management of SHL Schweizerische Hotelfachschule Luzern is transferred to the Directorate. The Directorate decides on all questions of the school operation, as far as the responsibility is not expressly delegated to another body. The Directorate is responsible for all admission and progression decisions as well as disciplinary measures.
- 3) The Diploma Examination Board appointed by the Board of Trustees supervises the execution of diploma examinations.

1.5 COURSE SUBJECTS

- 1) The course subjects, their content and the number of lessons are determined by the management at the beginning of each school year according to specifications of the national curriculum framework.

1.6 PROGRESSION AND INTERNSHIP REGULATIONS

- 1) The progression and examination regulations issued separately by the Board of Trustees shall regulate in detail, taking into account the following provisions: the conditions under which a semester is passed and the cases in which subsequent examinations for the subsequent passing of a semester are possible. They regulate the conditions for graduation, the examinations and the marking.
- 2) The internship regulations issued separately by the Board of Trustees regulate the internship semesters in detail, taking into account the further provisions.

2 ADMISSION TO THE BSC PROGRAMME

2.1 ADMISSION REQUIREMENTS

- 1) Age:
 - a) 18 years

- 2) Academic Requirements:
 - a) High school diploma or equivalent
 - b) The Directorate decides on the admission of holders of qualification obtained abroad.

- 3) Language Requirements:
 - a) English language certificates with the following minimum requirements (one of the following):
 - IELTS 7.0
 - TOEFL (iBT) minimum 94 points
 - University of Cambridge English Certificate, minimum score 180
 - Alternatively, proof of attendance at a school with English as the main language of instruction may be submitted. The decision on recognition is made by the Directorate.

 - b) For entry into semester 6, proof of knowledge of a second foreign language at Common European Framework of Reference for Languages level A2 is required by means of a recognised certificate or SHL internal language test. Students with a mother tongue other than German or English may submit an application to the Directorate for recognition of their language competence. The decision on recognition is made by the Directorate.

- 4) The Directorate decides on any exceptions to admission requirements listed above.

2.2 ACCEPTANCE TO THE BSC PROGRAMME

- 1) Places in the programme are limited. The Directorate determines the further criteria for admission, makes the appropriate selection and decision. Admission may be subject to conditions.

3 CREDIT FOR EDUCATIONAL ACHIEVEMENTS ACQUIRED ELSEWHERE

For the exemption of school semesters, modules or internships following recognition of educational achievements acquired elsewhere, the following requirements apply:

3.1 EXEMPTION FROM SCHOOL SEMESTERS AND SPECIALISED INTERNSHIPS

- 1) Students who have completed basic training in the hospitality industry with a Federal Certificate of Proficiency (EFZ) may be excused in part from either semester 1 or 3 and from the following specialised internship:

- a) EFZ chefs and EFZ dietary chefs from the culinary arts term of semester 1 and from the specialised F&B internship
 - b) Restaurant specialists EFZ from the service term of semester 1 and from the specialised F&B internship
 - c) Hotel clerks HGT (Hotel-Gastro-Tourism) EFZ from semester 3 and from the Rooms Division internship
 - d) Hotel communication specialists EFZ from semester 3 and from the specialised Rooms Division internship
 - e) Hotel specialists EFZ from one of the internships, depending on previous professional experience
 - f) System catering specialists EFZ from the specialised F&B internship
- 2) Exemptions for transfer students, for other professional hospitality qualifications and for foreign vocational and professional hospitality qualifications are considered individually.
 - 3) Any exemptions from a semester and/or internship is decided by the Directorate.
 - 4) Exemption is possible from maximum one school semester and one internship.
 - 5) Exemption from school semesters and/or internships must be applied for in writing (enclosing the certificate of proficiency) when registering for the programme.
 - 6) If students wish to cancel the exemption from a semester, they must apply in writing 3 months before the beginning of the semester and give reasons for the cancellation of the exemption. The Directorate decides and at the same time specifies whether the exemption from the corresponding internship is also cancelled.

3.2 EXEMPTIONS FROM SUBJECTS

3.2.1 Exemption from a single subject

- 1) In exception, students may be excused from a particular subject during a semester. Requests must be submitted in writing no later than the first week of the semester, stating the reasons to the Directorate.
- 2) Students must sit the mid-term and final semester examinations in the subject in which they are excused from classes; the grades count towards the semester marks. The following provisions on exemption in the subjects German and IT remain reserved.
- 3) Exemption from a subject does not entitle the student to any reduction of the tuition fees in any case.

3.2.2 Exemption from the subject «German»

- 1) Students who can prove that they have advanced knowledge of German (at least a level B2 of the European Language Reference Framework) can be exempt from German lessons and examinations in all semesters.
- 2) Recognised foreign language certificates at levels B2, C1 and C2 are considered as proof. These must be enclosed with the application for exemption.
- 3) For students who cannot provide this proof, but who nevertheless have a good knowledge of German, the school organises an internal examination. The Directorate makes the final decision on whether the student passes this examination.
- 4) If students are exempt, they are exempt from lessons and examinations in all semesters. The subject German is not taken into account for the report mark. The dispensation is noted in the semester report.

3.2.3 Exemption from the subject «IT»

- 1) Students who can prove that they have advanced knowledge in IT can be exempt from IT lessons and examinations in semester 3 Rooms Divisions Operation. The SIZ Certificate Level II as well as the EFZ Computer Scientist and EFZ Mediamatiker are considered as proof.
- 2) For students who cannot provide this proof but still have good IT skills, the school organises an in-house examination. The Directorate makes the final decision on whether the student passes this examination.
- 3) If students are exempt, they are exempt from lessons and examinations in semester 3 Rooms Divisions Operation. The IT subject is not taken into account for the progress report mark. The exemption is noted in the semester report.

4 ATTENDANCE IN LESSONS AND EXAMINATIONS

Attendance in lessons is compulsory, unless an exemption has been approved by Directorate.

4.1 PROCEDURE FOR ABSENCES

- 1) Students who have compelling reasons not to participate in lessons are to submit a justified request at the earliest possible date. Decisions are made by the Directorate.
- 2) Unforeseeable absences such as sickness or accidents must be submitted online through MS Teams before the start of lessons (07:30 - 07:50). All absences are stored on the list of absences accessible to all lecturers. The Directorate is automatically notified and approves or rejects the absence. All lecturers have access to the list and can therefore check which students have registered an absence and whether it has been approved or rejected before your lessons. In case of health-related absence a medical certificate must be provided later.

- 3) If, due to excused absence students are not able to attend scheduled examinations, a date to take the missed examination will be given.

4.2 UNEXCUSED ABSENCES

- 1) In the case of unexcused absences, the Directorate will take disciplinary measures in accordance with Clause 9 of these school regulations.
- 2) If examinations are missed due to unexcused absences, they will normally be graded 1.0 and cannot be made up. Upon request, the Directorate may deviate from this rule in justified cases.

4.3 MANDATORY ABSENCES

- 1) In the case of health reasons, the Directorate and lecturers have the possibility to send students home from the school and examinations at any time.
- 2) If there is a medically attested illness, the recommendation of a doctor is to be followed.

4.4 PUNCTUALITY

- 1) Lessons at SHL begin punctually and according to the class schedule, unless otherwise arranged by the lecturer. Arrival after classes have commenced will be listed as an absence.

5 WITHDRAWAL, SEMESTER POSTPONEMENT, TERMINATION

5.1 REGISTRATION FOR THE BSC PROGRAMME

- 1) Students apply by completing the online application form.
- 2) Students who fulfil the admission requirements will be invited to complete an online aptitude test and a personal interview to complete the admission process.
- 3) Admission to the BSc programme requires written confirmation. The written confirmation records the dates on which the individual school semesters are completed. After returning signed copies of the study contract and General Terms and Conditions (GTC), and the semester fee down payment, students are deemed to be enrolled.

5.2 WITHDRAWAL OR TERMINATION OF STUDIES

- 1) If students withdraw from the BSc degree programme up to three months before the start of the semester for which they were enrolled, the semester fees already paid will be refunded. If the withdrawal takes place less than three months before the start of the semester, the full tuition and accommodation fees remain owed without entitlement to a refund.

- 2) If a semester is terminated prematurely, the semester fees are forfeited; there is no entitlement to a refund.
- 3) The withdrawal formalities must be in writing.

5.3 POSTPONEMENT OF A SEMESTER

- 1) If students wish to postpone a semester for which they are enrolled, they must request this in writing at least three months before the start of the semester, stating the reasons. The school administration will take the postponement requests into account as far as possible.
- 2) If the semester is postponed up to three months before the start of the semester, the semester fee will be refunded or credited to the postponed semester. If the semester is postponed less than three months before the start of the semester, the full tuition and accommodation fees remain due without entitlement to a refund.
- 3) If students do not meet the requirements for entry into a semester on time, the Directorate reserves the right to unilaterally postpone a semester.

6 FEE REGULATIONS

- 1) The fee regulations at SHL Schweizerische Hotelfachschule Luzern define important financial aspects governing the student's time at SHL. It should be read in conjunction with the General Terms and Conditions (GTC), the School Regulations and the Provisional Letter of Acceptance. The information contained within this policy forms part of the contract between the student and SHL. This policy is reviewed annually and may be revised for the new cohort of students. If any change is made, which relates to existing students, such change will be made and notified to the student in accordance with the GTC.
- 2) An overview of the current fees, listed in CHF, can be found in the fee structure on our website. The current tuition fees (registration fee, semester fees and other costs) are published at least six months before the start of the school year. The tuition fees of the school year in which the semester is completed apply.
- 3) As depicted in the fee structure, SHL operates with both mandatory and optional fees.

6.1 APPLICATION FEE

- 1) The application fee covers the administrative expenses of reviewing the application documents, online aptitude testing and conducting the final admission's interview.
- 2) The application fee will be charged when completing the online application process and is not refundable or transferable to another application.

6.2 TUITION FEE

- 1) The tuition fee covers all mandatory subjects and programme related excursions, as well as the use of all technical facilities.
- 2) The tuition fee is not equivalent to the value of a certain number of classes or school days and remains payable, even if the student should fail to attend classes. A reduction in fees will not be granted in the event of absence or cancellation of classes.
- 3) Students from cantons that are not members of the «Interkantonale Fachschulvereinbarung HFSV» or who in accordance with this agreement are not entitled to reduced fees, will be considered as international students in terms of the semester fees (see Fee Structure).
- 4) The tuition fee for international students without residence in Switzerland under civil law are subject to the regulations of cantonal law and may also vary and the terms of payment described in this chapter apply.

6.3 LEARNING RESOURCES FEE

- 1) The learning resources and campus fee covers school material, the required professional uniforms, excursions and optional courses within the programme framework, as well as the use of facilities and services on the SHL campus.
- 2) The fee is only applicable in semesters where the student attends classes at SHL. A reduction in fees in the event of other absences is not applicable.

6.4 FOOD AND BEVERAGE FEE

- 1) The Food & Beverage fee covers the cost for on-campus catering and is charged per semester. Including meals Monday to Friday during all on-campus semesters. Missed meals will not be refunded.

6.5 ACCOMMODATION FEE

- 1) The Accommodation fee covers the cost of accommodation at the SHL campus and the guaranteed presence of a supervisory staff. On-campus accommodation is recommended for all students during semesters 1 & 3. Room bookings are handled by SHL and take into consideration room category requests. The costs will be charged via the semester invoice. If students prefer off-campus accommodations, they need to inform SHL 6 months before the beginning of the next semester. A reduction in fees will not be granted in the event of any absence.

6.6 INSURANCES AND PERMIT

- 1) The Insurances & Permit fee includes the mandatory Swiss health insurance, liability insurance and residence permit for foreign students as applicable to SHL students.

6.7 REFUND OF FEES

- 1) A refund of fees upon termination of the contractual relationship with SHL is granted depending on the time at which notice of termination is served.

Refund of fees	More than 3 months before semester start	Less than 3 months before semester start	Semester start or later
Application	No refund	No refund	No refund
Tuition	100% refund	No refund	No refund
Learning resources & campus	Refund, less expenditures	Refund, less expenditures	No refund
Food & Beverage	100% refund	No refund	No refund
Accommodation	Accommodation cancellation is free of charge if done more than 90 days before departure.	If accommodation is cancelled less than 90 days before departure, up to* 30 nights are due.	From accommodation check-in, up to 30 nights are due.
Insurances & permit	Refund, less expenditures	Refund, less expenditures	No refund

(*subject to the condition that the room cannot be resold within this period to mitigate damages)

- 2) The withdrawal periods do not apply to departure due to failure to achieve promotion to the next semester. In this case there will not be a general notice period of three months following the start of the degree programme. SHL will provide reimbursement of the fees for the following semester after deducting any expenditures already incurred.
- 3) All fees are payable upon discontinuation of the programme without notification to SHL or insofar as SHL serves immediate notice of termination for cause.

6.8 PARTIAL PAYMENTS

- 1) Payment of the fees in instalments may be agreed upon with SHL. Special conditions may apply. All instalment payments must be paid by the beginning of each semester.

6.9 MATURITY, TERMS OF PAYMENT AND INVOICING

The Terms of Payment and Invoicing is based on the principles in this chapter.

6.9.1 Upon Application

- 1) The SHL application fee is payable upon application and is non-refundable.

6.9.2 Before Starting the Programme

- 1) All semester fees are payable in advance and will be invoiced in two instalments. The first instalment covers 40% of the total semester fees and should be settled within 30 days to guarantee the student's place. The second instalment covers the remaining 60% and is payable 3 months prior to the start of the semester. In the event of last-minute acceptance, students are required to pay the total semester fee.
- 2) In the event of late payment, dunning charges will be added.
- 3) Adherence to the payment period is central to complete the admission process. This applies to international students to ensure that the visa and residence permit can be obtained before the start of the programme.

6.9.3 During the Programme

- 1) The semester fees are payable in advance and will be invoiced in full 6 months prior to the start of the new semester. The invoices must be settled within 90 days.
- 2) In the event of late payment, dunning charges will be added.
- 3) Until payment of outstanding fees SHL may deny all services, apart from in cases based upon partial payment contracts.

6.9.4 Default

- 1) Outstanding fees must be paid punctually. As a rule, the payment period is 90 days.
- 2) A collection agency is commissioned if the dunning procedure fails. SHL is entitled to charge default interest of 5% p.a. on late payments.
- 3) SHL is entitled to discontinue all services if payments are outstanding. Students will not be admitted to any examinations until all fees owed have been paid in full. The degree will not be awarded until all outstanding payments are settled.
- 4) SHL is entitled to expel a student when payments remain outstanding after the conclusion of the dunning procedure and will serve notice of termination to the contract for good cause. Even in the case of immediate notice of contract termination, the debtor remains obliged to satisfy all financial commitments toward SHL and to compensate SHL for any damages incurred.

6.10 STUDY DISCOUNT FOR MEMBERS OF HOTEL & GASTRO UNION

- 1) A discount of CHF 200 per semester is granted for members of the Hotel & Gastro Union, the founder of SHL. The prerequisite is a personal membership of at least two years prior to

the start of the semester. The tuition discount is paid in cash in the first week of each semester.

7 SEMESTER DATES, GENERAL INFORMATION

7.1 SEMESTER DATES

- 1) The exact semester dates are published on the website (shl.ch) at least three months before the start of the school year.

7.2 FOOD & BEVERAGE

- 1) SHL offers the following Catering model:
Monday - Thursday: breakfast, lunch and dinner,
Friday: Breakfast and lunch
- 2) There is no right to reimbursement for meals not taken.

7.3 DRESS CODE

- 1) The training objectives of SHL include professional and customer-oriented behaviour. SHL therefore attaches great importance to cultivated appearance.

Ladies have the following options:

trouser or skirt suit with a plain blouse or a dress/skirt/formal trousers and plain blouse with a blazer.

Gentlemen have the following options:

trouser suit with plain shirt or formal trousers with a plain shirt and a blazer. Tie is optional.

- 2) In semester 1 the corresponding professional dress of the kitchen and service regulations apply.

8 INSURANCE REGULATIONS

- 1) The student, or the legal guardian, is required to conclude obligatory and voluntary insurance policies.
- 2) SHL Schweizerische Hotelfachschule Luzern will provide foreign students without valid proof of insurance with insurance coverage.

8.1 HEALTH AND ACCIDENT INSURANCE

- 1) Health insurance is mandatory for all students residing in Switzerland.

8.1.1 Students from Switzerland and EU/EFTA countries

- 1) Students from Switzerland and EU/EFTA countries must provide proof of a recognised accident and health insurance policy when starting their courses. The local government district of Lucerne reviews whether insurance policies submitted by EU/EFTA citizens are recognised in Switzerland. SHL will conclude a suitable policy if this is not the case.

8.1.2 International students

- 1) SHL will organise the necessary health insurance for international students. The cost of the insurance is part of the mandatory fees.

Insurance company: SWICA Gesundheitsorganisation

8.1.2.1 Coverage

- 1) Student care from SWICA with annual deductible of CHF 300 for outpatient and inpatient treatment, no deductible for the cost of service that exceeds the annual deductible, no medical exam necessary when taking out insurance.

8.1.2.2 Special items

- 1) Worldwide insurance cover for emergency treatment abroad at up to twice the rate for Switzerland and health advice by phone 24/7.

8.1.2.3 Insurance premiums

- 1) The premiums for the insurance policies, policy excesses and medication or medical services not covered under the terms of the policy will be charged additionally.

8.1.2.4 Proof of insurance

- 1) Students for whom SHL organises health insurance will receive an insurance card and an insurance holder number upon arrival in Switzerland.

8.1.3 Company and Professional Liability Insurance

- 1) SHL has a collective insurance policy for all employees and students. It covers all cases of damage that may occur during the programme. A case of damage is only covered insofar as it occurs within the scope of the curriculum or during an activity conducted on the request of SHL (temporary external work, organised excursions, sporting events, etc.). Damage suffered during free time is not covered.

Insurance company: AXA

8.1.3.1 Coverage

- 1) Maximum coverage of CHF 10'000'000 for each event of personal and material damage.

8.1.3.2 Special items

- 1) Deductible of CHF 500 for personal injury and property damage.

8.1.4 Private Liability Insurance

- 1) All SHL students are required to have the necessary private liability insurance upon starting the programme.

8.1.4.1 Students from Switzerland and EU/EFTA countries

- 1) Students must arrange a private liability insurance policy to cover damage occurring outside of teaching periods or events conducted on the request of SHL. The school rejects any liability of any kind for lost or stolen valuables. Students must prove the conclusion of a suitable insurance policy at the start of the programme.

8.1.4.2 International students

- 1) International students will be automatically insured by SHL. The cost of the insurance is part of the mandatory fees.

Insurance company: Helvetia

8.1.4.3 Coverage

- 1) Maximum coverage of CHF 5'000'000 for personal and material damage.

8.1.4.4 Special items

- 1) Deductible of CHF 200 for tenant damages and for other claims the deductible is CHF 0.

8.2 END OF INSURANCE COVERAGE

- 1) Please be aware that the insurance policies arranged by SHL no longer apply after the completion of the programme. SHL discards any liability or recourse of any kind from the date of the student's departure.

9 DISCIPLINARY PROCEDURES

- 1) By registering, students commit themselves to following the school rules and regulations as well as to the regulations and directives of the school Directorate, lecturers and experts in the interest of all to ensure an orderly, efficient school operation.
- 2) In the event of violations of SHL school rules, regulations or instructions issued by the Directorate, lecturers or experts such as improper, uncooperative or illegal conduct inside and outside the school and during external internships as well as in case of damage to the reputation of SHL, the following disciplinary measures can be taken:
 - a) oral or written warning
 - b) expulsion from school, with or without prior warning

10 EQUALITY

- 1) SHL is an equal opportunity institution which respects all genders and religious beliefs.

10.1 VIOLENCE & HARASSMENT

- 1) Any form of physical or psychological violence or sexual harassment will not be tolerated. No type of weapon should be kept on the SHL campus.

10.2 SUBSTANCE ABUSE

- 1) In general, alcohol consumption is permitted with discretion. Specialised beverage classes and the practical oriented classes during lunch service are excepted, as the consumption of alcohol is related to the hotel management education and under the supervision of the responsible lecturers. Aperitives and events organised by SHL are also excepted.
- 2) Lecturers have the right to exclude students who are intoxicated and not able to pay appropriate attention in classes. Swiss statutory laws, and the common standards of acceptable behaviour apply outside of teaching hours.
- 3) Possession, consumption and dealing of controlled substances are prohibited under Swiss law and constitute grounds for immediate expulsion from the school. Any paid and/or unpaid passing on of drugs will be reported to the police. International students should note that legal proceedings may lead to deportation from Switzerland.

11 APPEALS

- 1) Under the Act Berufsbildung und die Weiterbildung SRL 430, decisions taken in accordance with these disciplinary regulations may be appealed in writing, stating reasons, within 20 days to the Department of Education and Culture of the Canton of Lucerne. The procedure is governed by the provisions of the Act Verwaltungsrechtspflege SRL No. 40.

12 DATA PROTECTION AND PRIVACY

Data protection and privacy based on Article 13 of the Swiss Federal Constitution and the data protection law Provisions of the Federal Government (Data Protection Act, DSG) every person is entitled to protection of their privacy and protection against abuse of their personal data. The SHL Schweizerische Hotelfachschule Luzern complies with these regulations. Personal data will be kept treated confidentially and neither sold to third parties nor passed on. The students are therefore advised to always contact SHL directly. If personal matters are to be represented by a third party, a written authorisation must be sent to the school.

Photographs and digital recordings may be taken at school events. The required authorization is deemed granted upon participation without contradiction in specific instances. The free use of such material for public reporting on the event and the school is granted.

13 COPYRIGHT

- 1) The copyrights for the work produced by students during their programme at SHL are transferred to SHL.
- 2) Course material and other forms of intellectual property are given to students exclusively for training and exercises and must not be copied or used in any way other than the originally intended purpose without authorization.

14 SAFETY AND SECURITY

- 1) For security reasons, SHL operates a CCTV system in the campuses. Any images are treated confidentially and only analysed for security reasons.
- 2) In the event of an alarm, students should follow the instructions of SHL staff and exit the campus building by the shortest emergency route and assemble at the designated point as indicated on the emergency plan in each room. All SHL Campus buildings have an automatic and manual fire alarm system, as well as fire extinguishers. Sanctions will be imposed in the event of damage to, or obstruction of, the security facilities or if the alarm is triggered without reason.
- 3) Die SHL hat ein ausgebildetes Betriebssanitäter-Team, welche in der Lage sind, im Fall einer Notfallsituation unverzüglich Erste Hilfe zu leisten.

15 ENTRY INTO FORCE

These school regulations have been approved by the Board of Trustees on 29 June 2022. It shall enter into force on 30 June 2022. It replaces the school rules of 12 April 2018 and any amendments or additions made since then.

Lucerne, 29 June 2022

SHL Schweizerische Hotelfachschule Luzern

Urs Masshardt
Chairman Board of Trustees

Christa Augsburg
Director