

# Rules & Regulations

Executive Master of Business Administration HES-SO

DRAFT

## **PREAMBLE**

Based on specified Bylaws, Conventions and Directives, the Ecole hoteliere de Lausanne enacts:

### **Section 1: General Provisions**

#### **Art. 1: Scope of Application**

<sup>1</sup>These Rules & Regulations outline the terms and the conditions for the Executive Master of Business Administration HES-SO.

<sup>2</sup>All designations of persons, statutes and functions apply to men and women equally.

#### **Art. 2: The Program's Objectives**

<sup>1</sup>The objectives of the program are to engender:

- a) the ability to integrate and apply current knowledge about service contexts and organizations in order to enhance prior business experience and knowledge;
- b) a conceptual understanding of both theory and practice that enables the student to evaluate the relevance of published research to new situations and extrapolate from existing research and scholarship to identify innovative approaches to practice;
- c) the ability to acquire, synthesize and analyze data and information, and to apply these tools and techniques creatively in applied service and hospitality research and projects;
- d) strategic thinking, and transferable managerial skills by critically evaluating theories, frameworks, tasks and roles in international contexts;
- e) originality by accomplishing projects, while working autonomously, and within resource constraints;
- f) effective and professional communication both orally and in writing, using a range of communication and media tools;
- g) expansion of professional and personal growth and life-long learning skills, by cultivating cultural sensitivity, self-awareness, self-reflection, at both individual and team level where appropriate.

#### **Art. 3: Degree**

<sup>1</sup>The program prepares students to obtain the following degree "Executive Master of Business Administration HES-SO".

### **Section 2: Admission and Enrollment to the Program**

#### **Art. 4: Credentials Required**

<sup>1</sup>Applicants shall normally possess:

- a) A Bachelor's Degree qualification
- b) Relevant professional experience of a minimum of ten years, 4 of which must include managerial experience
- c) For non-native English: Min100 TOEFL iBT or 7.0 IELTS; Cambridge ( $\geq$ C1), Pearson ( $\geq$ 65) test result must have been awarded no more than two years prior to the proposed date of enrolment; Or completed a Bachelor and/or a Master degree in English;

<sup>2</sup>Applicants who do not hold a Bachelor Degree can exceptionally be admitted by portfolio, based on sound prior professional industry experience of a minimum of ten years, including at least five years of managerial experience.

#### **Art. 5: Enrollment**

<sup>1</sup> Considered as an EMBA student are all those who have enrolled at EHL in view of obtaining an EMBA-diploma.

<sup>2</sup> Enrollment takes effect as of the beginning of the program. With their enrollment, students of the EMBA program are subject to the Program Rules and the Student Directives as the other students on and off campus.

<sup>3</sup> EHL may in no case be held liable for the harm, in particular financial or academic, caused by the transmission of false, incomplete or inaccurate information or that sent after expiry of the given deadline. In such a case, EHL reserves the right to cancel the registration to the EMBA Program.

#### **Art. 6: Obtaining the EMBA Degree and Credits**

<sup>1</sup> Students must complete the 60 European Credit Transfer System (ECTS) units of the program to obtain the EMBA.

<sup>2</sup> In order to graduate the student must obtain a passing grade (4.0 or higher) for each of the modules of the program.

<sup>3</sup> The designated number of credits is granted for each module successfully completed. Credits are recorded according to the regulations governing the ECTS.

<sup>4</sup> No prior credits can be transferred in the EMBA Program. The credits must be obtained under the EMBA program.

### **Section 3: Organization and Duration of Studies**

#### **Art. 7: Duration of Studies**

<sup>1</sup> The program duration approximately 18 months.

<sup>2</sup> The maximum length of studies cannot exceed 36 months.

<sup>3</sup> The maximum duration of studies includes periods of interruption stated in Art. 14.

#### **Art. 8: Characteristics of Studies**

<sup>1</sup> The EMBA program is a part-time study program.

<sup>2</sup> Modules in the program may take various forms which will be specified in the module descriptions for the program. A module is a combination of course unit(s) fulfilling specific learning objectives.

<sup>3</sup> Students must complete courses and modules following the required sequence of the EMBA. Exceptions can only be made if a written request is submitted to the Program Direction and validated in advance of the course or module in question.

#### **Art. 9: Module Description**

<sup>1</sup> Modules and course units' descriptions define the objectives, learning outcomes, content, methodology, units, activities, attendance rules, conditions, methods of assessment and examinations. These are subject to changes (including references, case studies, or faculty member in charge of the course).

<sup>2</sup> Modules and course units' descriptions are placed at the students' disposal prior to the academic semester.

#### **Art. 10: Language Used in Teaching**

<sup>1</sup> The language used in teaching and support is English.

#### **Art. 11: Registration for Modules**

<sup>1</sup> At the beginning of the academic year, students are registered for all the modules within the program's academic calendar.

<sup>2</sup> In the case of core modules, timely registration for the specific location of the module will be required. The deadline for registration for electives will be communicated in a timely manner after the program start.

## **Section 4: Obligations Linked to Studies**

### **Art. 12: Attendance**

- <sup>1</sup> Attendance is strongly encouraged for all modules and obligatory where stated as such in the course unit description.
- <sup>2</sup> Attendance at Connect Sessions is mandatory. Students must attend the full duration of the Connect Session. Failure to attend the session (whether entirely or partially) may be subject to a grade penalty.

### **Art. 13: Tuition Fees and Other Expenses**

- <sup>1</sup> Students have the obligation to pay the tuition fees and other expenses linked to the various services provided by EHL according to the procedures and deadlines set by EHL.
- <sup>2</sup> The tuition fees and other expenses are subject to modification.
- <sup>3</sup> Failure to pay fees can result in temporary suspension from the program.

### **Art. 14: Interruption of Studies**

- <sup>1</sup> A student who plans to take a leave of absence should send a written and motivated request to the Program Direction who will define the conditions for resuming their studies in agreement with the student and according to the present Rules & Regulations.
- <sup>2</sup> Unless the request has been validated by the Program Direction, any absence, non-submittal or non-participation where required per the course unit description will be considered as unjustified
- <sup>3</sup> A student coming back from a leave of absence will receive acknowledgement of prior performance for the module(s) and course(s) that he was taking before the interruption.
- <sup>4</sup> A student who interrupted his studies and has not obtained the necessary ECTS credits to complete the EMBA degree within the maximum duration of studies (36 months) will face a definitive failure and will be exmatriculated.
- <sup>5</sup> A student who deferred his studies and has not obtained the necessary credits to complete the EMBA Degree within the maximum duration of studies, as defined in Art. 8, will be in definitive failure and will be removed from registrar.

### **Art. 15: Exmatriculation**

- <sup>1</sup> Students are exmatriculated when:
  - a) They obtain the EMBA diploma;
  - b) They are excluded from the program due to a definitive failure;
  - c) They are excluded following disciplinary action;
  - d) They abandon/withdraw from the EMBA program;
  - e) They have not paid the tuition fees and contributions to study costs before the graduation date.
  - f) A student who deferred his studies and has not obtained the necessary credits to complete the EMBA Degree within the maximum duration of studies, will be in definitive failure and exmatriculated.

### **Art. 16: Duties and Sanctions**

- <sup>1</sup> Students must respect the Swiss law and EHL's rules and regulations and conform to the directives and procedures that relate to them.
- <sup>2</sup> Should these laws, rules and regulations, directives and procedures be contravened, whether inside or outside EHL, students will incur sanctions which may go as far as exclusion from the EMBA program and permanent expulsion from EHL.
- <sup>3</sup> Before pronouncing a sanction, students have the right to be heard.
- <sup>4</sup> The EHL Disciplinary Commission is competent in these matters. The rules of Chapter 6 of the Student Directives of the Ecole hôtelière de Lausanne are applicable

## **Section 5: Evaluations, Examinations and Promotions**

### **Art. 17: Methods of Assessment**

- <sup>1</sup> The methods of assessment, particularly their form and number (examination, continuous control, seminar work, etc.), are detailed in the course units descriptions.
- <sup>2</sup> Students will be informed beforehand of any additional requirements to complete the assessment.

### **Art. 18: The Module Assessment Scale**

- <sup>1</sup> Grades for assessments are reported on a scale from 1.0 to 6.0 (1.0 being the minimum grade possible and 6.0 the maximum).
- <sup>2</sup> The final grade of a module is the arithmetic mean of grades of the course units that compose the module, weighted by the ECTS credits value of each course unit.
- <sup>3</sup> The grades are rounded to the nearest 0.1.
- <sup>4</sup> A passing grade for each of the modules of the program is 4.0 or higher. The passing grade for the module is a weighted average of all courses within the module.
- <sup>5</sup> Certain courses may be graded on a Pass/Fail basis

### **Art. 19: Validation of a Module by Retakes**

- <sup>1</sup> If a student fails to pass a module upon the completion of all courses in the module, he must retake all examinations for all failed courses in the failed module. Re-examination grades are substituted for original course grades, whether they are higher or lower.
- <sup>2</sup> In order to prepare for the retake assessment, the student who failed a module is entitled to register, as last attempt to pass, for all failed courses in the failed module.
- <sup>3</sup> Students are responsible to register for any of the required courses to obtain the EMBA Degree, during the maximum allowed period as specified in Art. 7.
- <sup>4</sup> Specific dates for the retake assessment will be communicated to the student, usually four weeks in advance.
- <sup>5</sup> In case a module includes courses which are evaluated on a Pass/Fail basis, all courses must be awarded a Pass. In the event of a Fail earned during a retake assessment of one or more courses, the module results in definitive failure.
- <sup>6</sup> Failing a module after a last attempt to pass one or more courses will result in a definitive failure and the student will be removed from registrar from the program.

### **Art. 20: Consultation of Final Assessments**

- <sup>1</sup> Students have the right to consult their final assessments during the specific consultation period organized by EHL.
- <sup>2</sup> The student is not authorized to consult any assessments other than their own.

### **Art. 21: Absence from Assessments**

- <sup>1</sup> Attendance at assessments is obligatory. Any non-submittal of or non-participation in an assessment for valid reasons (see Art. 23) must be duly explained, with supporting documentary evidence, to the Program Director.
- <sup>2</sup> An unjustified absence at a final assessment will be sanctioned by a grade of 1.0 (designated by N). The module is then considered as failed.
- <sup>3</sup> An unjustified absence at an intermediary assessment will be sanctioned by a grade of 1.0.
- <sup>4</sup> In the case of a justified non-submittal or non-participation from a final assessment, the module is incomplete (noted as Y). The student must take the final assessment at a later date. This will be considered as a first or same attempt.
- <sup>5</sup> In the case of a justified absence from an intermediate evaluation, the weight of the grade will be transferred to that of the final evaluation.

<sup>6</sup> In the case of an unjustified absence from an evaluation during the retake session, the module is failed (noted as N). In this case the provisions stipulated in Article 19.3 apply.

<sup>7</sup> In the case of a justified absence from an evaluation during the retake session, the module is incomplete (noted as Y). The students will be invited to complete the retake exams for this module at the next exams session. In this case the provisions stipulated in Article 19.1 apply.

#### **Art. 22: Valid Reasons for Absence**

<sup>1</sup> Are considered valid reasons for absence; illness or accident, the death of a parent, spouse, partner, siblings, brother or sister, child or a grand-parent, military or civil service or civil protection or court order.

<sup>2</sup> Students must justify an absence at an evaluation by presenting a written request as well as supporting documents, in particular medical certificates or any other official document from relevant authorities within the next 48 hours, to the Direction of the EMBA program. The Director of the EMBA program accepts or refuses, in writing, the request.

<sup>3</sup> For any justified absence, EHL reserves the right to submit the case to EHL's medical advisor.

#### **Art. 23: Fraud**

<sup>1</sup> Suspected fraud or suspected attempted fraud must be reported to the Disciplinary Commission immediately through Student Affairs. The Commission shall determine the consequence.

<sup>2</sup> Any fraud or attempted fraud in a final evaluation, especially in the case of plagiarism or cheating, leads to a module grade of 1.0 (designated by T). The module is failed. Article 21 shall apply, in addition to other disciplinary actions the Disciplinary Commission decides to take

<sup>3</sup> At a grade of 1.0, in accordance with paragraph 2, the module is not passed. Provisions of Article 19 then apply.

<sup>4</sup> Fraud or attempted fraud may also lead to the cancellation of enrolled passed courses, modules or final course assessments, the refusal of the granting of the Degree, or even cancellation of a Degree.

<sup>5</sup> The observation of fraud or attempted fraud must be communicated, via official channels, to the Direction of the Learning department and the Disciplinary Commission, which will decide upon the penalty.

#### **Art. 24: Definitive Failure and Exclusion from the Program**

<sup>1</sup> Students who, following the retake assessment, still do not meet the requirements to obtain the credits will be attributed a definitive failure, and excluded from the program.

<sup>2</sup> Students who have been expelled, for disciplinary reasons and/or following a definitive failure, from the EMBA program shall not be accepted for a period of five years.

#### **Art. 25: Appeal**

<sup>1</sup> Methods of complaint and appeal are governed by the Rules & Regulations on complaints and appeals procedures of the Ecole hôtelière de Lausanne dated September 1, 2017.

### **Section 6: Final Provisions**

#### **Art. 26: Changes to Rules & Regulations**

<sup>1</sup> EHL reserves the right to make any modifications, suppressions or additions it judges to be necessary in relation to the legal provisions in force and the training conditions in the industry at any time.

#### **Art. 27: Changes to and Discontinuation of the Program**

<sup>1</sup> EHL, through the HES-SO, reserves the right at all times to cancel the program.

<sup>2</sup> The Board of Directors of EHL SA ratifies the cancellation of the program.

<sup>3</sup> EHL reserves the right at all times to modify the program.

<sup>4</sup> EHL takes all necessary action to ensure that enrolled students, according to art. 5 of the present Rules & Regulations, can complete their studies with no prejudice.

- <sup>5</sup> Students that are in the process of admission will be informed of any changes in or the cancellation of the program.
- <sup>6</sup> Should EHL cancel the program, no compensation or reimbursement will be paid by the School other than to refund amounts held for future studies.
- <sup>7</sup> No compensation or refund is due by EHL in the event of the discontinuation of the program, except any tuition and mandatory fees paid in advance by those students in the process of being admitted.

**Art. 28: Provisions for the General Organization of EHL**

- <sup>8</sup> The Management of EHL issues the necessary directives.

**Art. 29: Place of jurisdiction**

- <sup>9</sup> Any litigation will be submitted to Swiss law and the place of jurisdiction is Lausanne.

**Art. 30: Effective Date**

- <sup>10</sup> These Rules & Regulations shall come into force on September 2021 (TBD).

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