



ECOLE HOTELIERE  
**LAUSANNE**

— *Since 1893* —

A MEMBER OF EHL GROUP

# Rules & Regulations

Executive Master of Business Administration HES-SO  
in Hospitality Administration

**(EMBA-HA)**

Valid as of 1<sup>st</sup> September 2017

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## **PREAMBLE**

Based on

the Bylaws of the Fondation de l'Ecole hôtelière de Lausanne dated September December 10, 2014,

the Rules and Regulations of the Fondation de l'Ecole hôtelière de Lausanne dated September 4, 2013,

the Bylaws of EHL Haute Ecole, dated August 28, 2014,

the Convention of association between the University of Applied Sciences and Arts of Western Switzerland and the Ecole hôtelière de Lausanne dated June 24, 2013, received signed on May 13, 2014, (date of signature),

the Directives of the Swiss Conference of Cantonal Ministers of Education on the implementation of the Bologna Declaration in the Universities of Applied Sciences and the Teacher Training Colleges dated December 5, 2002,

the Framework Directives of the University of Applied Sciences and Arts of Western Switzerland on Continuing Education dated May 19, 2006 (May 9, 2008),

the Rules and Regulations of the complaints and appeals procedures dated the Ecole hôtelière de Lausanne dated September 1<sup>st</sup>, 2017,

The Ecole hôtelière 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 in Hospitality Administration Program (EMBA-HA).

<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 hospitality 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 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 in Hospitality Administration".

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

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

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

- a) possess the Bachelor's Degree qualification, or
- b) possess other qualifications deemed, by the Program Director (or nominee) to be equivalent to (a) above; and
- c) possess relevant full-time professional experience of a minimum of three years; and
- d) be able to demonstrate a minimum level of TOEFL of 100 or IELTS of 7 (for applicants whose native language is not English); and
- e) provide a GMAT or GRE score

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

<sup>1</sup> Considered as an EMBA-HA 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-HA program are subject to the same rules and directives as the other students on the campus.

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

- <sup>1</sup> Students must complete the 64 European Credit Transfer System (ECTS) units of the program to obtain the EMBA-HA.
- <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.

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

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

- <sup>1</sup> The program duration is an academic year.
- <sup>2</sup> The maximum length of studies cannot exceed 24 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-HA program is a full-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.

#### **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.
- <sup>2</sup> Modules and course units' descriptions are placed at the students' disposal prior to the beginning of the course.

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

- <sup>1</sup> The language used in teaching 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.

### **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.

#### **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.

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

- <sup>1</sup> A student who plans to interrupt his studies with the intent to continue them later on should send a written and motivated request to the Program Director and the Direction of the Learning department.
- <sup>2</sup> Unless the request has been validated by the Program Director and the Direction of the Learning department, any absence to an assessment will be considered as an unjustified absence.
- <sup>3</sup> A student coming back from an interruption of studies will be registered automatically to all the interrupted modules in their entirety.
- <sup>4</sup> A student who interrupted his studies and has not obtained the necessary ECTS credits to complete the EMBA-HA degree within the maximum duration of studies (24 months) will face a definitive failure and will be exmatriculated.

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

- <sup>1</sup> Students are exmatriculated when:
  - a) They obtain the EMBA-HA 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-HA program;
  - e) They have not paid the tuition fees and contributions to study costs before the graduation date.

#### **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.

### **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.

### **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 or she is entitled, one time, to request re-examination 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> Specific dates for the retakes will be communicated to the student, usually four weeks in advance.
- <sup>3</sup> Failure to pass a module after re-examinations will result in a definitive failure.

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

- <sup>1</sup> Students have the right to consult their final evaluations, organized by the Academic Administration, during the specified consultation period organized by the Academic Administration by using the designated platform. The student is not authorized to consult any evaluations other than their own.

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

- <sup>1</sup> Attendance at assessments is obligatory. Any absence for valid reasons (see Art. 22) must be duly explained, with supporting documentary evidence, to the Director of the EMBA-HA program.
- <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 absence from a final evaluation, the module is incomplete (noted as Y). Students can take the final exam for this module at the next retake session. This exam will be considered as a first attempt to pass. The module interim grades are included in the calculation of the new course average obtained after the retake session.
- <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 a final evaluation during the retake session, the module is failed (noted as N). The student will have to repeat the incomplete module in its entirety at the next opportunity. In this case the provisions stipulated in Article 19 apply.
- <sup>7</sup> In the case of a justified absence from a final evaluation during the retake session, the module is incomplete (noted as Y). The student will have to repeat the incomplete module in its entirety at the next opportunity. In this case the provisions stipulated in Article 19 apply.

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

- <sup>1</sup> Are considered valid reasons for absence; illness or accident, the death of a parent, brother or sister, child or a grand-parent, military or civil service or civil protection.
- <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, to the Director of the EMBA-HA program and concerned professor no later than 48 hours after the relevant events have occurred. The Director of the EMBA-HA program accepts or refuses, in writing, the request.

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

- <sup>1</sup> Any fraud or attempted fraud in an interim evaluation, especially in the case of plagiarism or cheating, leads to a grade of 1.0 for the evaluation.
- <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).
- <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 an examination session, 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.

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

<sup>1</sup> Students may file a complaint against a decision with regard to results, their final evaluations, a failure in a module or a decision by the Disciplinary Commission.

<sup>2</sup> Methods of complaint and appeal are governed by the Rules and Regulations on complaints and appeals procedures of the Ecole hôtelière de Lausanne dated September 1<sup>st</sup>, 2017.

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

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

<sup>1</sup> EHL reserves the right at all times, to make the necessary changes, suppressions and additions to the present Rules & Regulations in accordance with the legal provisions in force and the conditions of training in the hospitality industry.

#### **Art. 27: Changes to and Cancellation 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.

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

<sup>1</sup> The Management of EHL issues the necessary directives.

#### **Art. 29: Place of jurisdiction**

<sup>1</sup> Any litigation will be submitted to Swiss law and the place of jurisdiction is Lausanne.

#### **Art. 30: Effective Date**

<sup>1</sup> These Rules & Regulations shall come into force on September 1<sup>st</sup>, 2017. They replace the version that came into force on September 1<sup>st</sup>, 2016.

ECOLE HOTELIERE DE LAUSANNE



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Lausanne, 1<sup>st</sup> September 2017