

PROGRESSION AND EXAMINATION REGULATIONS

Bachelor of Science in Hospitality Management

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Based on Clause 1.6, Paragraph 1 of the School Regulations, the Board of Trustees issues the following Progression and Examination Regulations.

1 PROGRESSION REGULATIONS

The progression regulations regulate the conditions under which a semester is considered passed and under which conditions the Bachelor of Science in Hospitality Management¹ course of study can be continued.

1.1 GENERAL INFORMATION

- 1) Each semester must be passed to continue to the next semester. Additional conditions such as proof of internships, and language skills may apply.
- 2) A semester is considered passed if a mark of 4.0 is reached in each subject (60% in interdisciplinary competencies) and a minimum of a 4.0 semester average is achieved.
- 3) In semester 1 Food & Beverage Operations, the semester mark consists of the average of the progress reports for the Culinary and Service terms.
- 4) If students do not pass a maximum of 4 subjects (a maximum of 2 each per Culinary and Service terms) with a mark of 4.0 (60% in interdisciplinary competencies) in semester 1 Food & Beverage Operations, there is a one-time opportunity to re-sit an examination in these subjects.
- 5) If students do not pass one or two subjects with a minimum mark of 4.0 (60% in interdisciplinary competencies) in semester 3 Rooms Division Operations, or the SHL taught subjects in semesters 5 Hospitality Business Administration and 6 Hospitality Management but pass the semester with a minimum of 4.0, they have the one-time opportunity to re-sit an examination in these subjects
- 6) All courses given under the authority of HSLU are subject to the progression regulations of HSLU.
- 7) If the students do not achieve the semester average of 4.0 in semester 1 Food & Beverage Operations, finish with an unsatisfactory mark in 5 or more subjects (or below 60% in interdisciplinary competencies) or do not achieve a satisfactory mark in the re-sat examination(s), they have the one-time option of repeating the entire semester. If students complete only one of the two terms (Culinary or Service) with 3 or more subjects with an insufficient mark or do not achieve a sufficient mark in the re-sat examinations, the individual term can be repeated once. For Swiss students, SHL applies in advance to the HFSV member cantons for cantonal contributions for the repeated semesters.

¹ BSc BA, major Hospitality Management

- 8) If the students do not achieve the semester average of 4.0 in semesters 3 Rooms Division Operations, 5 Hospitality Business Administration or 6 Hospitality Management, finish with an unsatisfactory mark in 3 or more subjects (or below 60% in interdisciplinary competencies) or do not achieve a satisfactory mark in the re-sat examination, they have the one-time option of repeating the entire semester. For Swiss students, SHL applies in advance to the HFSV member cantons for cantonal contributions for the repeated semesters.
- 9) If a student repeatedly fails one semester, they will not be able to enter the following semester and therefore will not be able to continue the BSc programme.

1.2 SEMESTER 1 FOOD & BEVERAGE OPERATIONS AND SEMESTER 3 ROOMS DIVISION OPERATIONS

- 1) The internship semesters must be completed and passed following the corresponding semester and before entering the next semester. The requirements for passing an internship semester are set out in the internship regulations.

1.3 SEMESTER 6 HOSPITALITY MANAGEMENT

- 1) Before entering semester 6, students, unless they are exempt from individual internship semesters, must provide evidence of at least 43 weeks of internships in the hotel, restaurant, hospitality management, community catering or catering industry with work certificates.
- 2) The Directorate decides on the recognition of other professional activities such as professional and management experience in the hospitality industry.

1.4 DIPLOMA

- 1) Students who pass semester 6 receive an Advanced Federal Diploma of Higher Education in Hospitality Management. The diploma entitles the holder to use the federally recognised and protected title of «Dipl. Hotelier-Gastronom HF» or «Dipl. Hoteliere-Gastronomin HF».
- 2) Students who pass semester 8 receive the federally recognised and protected title «Bachelor of Science in Business Administration, with a major in Hospitality Management».
- 3) If there are semester 8 examinations to be re-taken, students will receive their diploma only after they have passed the examinations.

2 MARKING

2.1 SEMESTER RESULTS AND MARKING

- 1) The performance during the semesters and the final semester examinations or the diploma examinations are expressed in marks and recorded in the semester reports.
- 2) The marks are calculated to one decimal place and thus listed in the semester reports.
- 3) The marks for interdisciplinary competencies are expressed as percentages (in whole numbers) and listed in the semester reports.
- 4) The semester report is handed out to the students at the end of the semester.
- 5) In Semester 1 Food & Beverage Operations the students additionally receive a progress report after each of the terms Culinary and Service.

2.2 SUBJECT AND SEMESTER MARKS

- 1) The subject mark listed in the semester report or the progress report of semester 1 Food & Beverage Operations for each subject is determined as follows:
 - a) Half of the average of the marks from the mid-term examination, the marks for performance in project and group work and the marks for the practical work assignment in the catering operation count.
 - b) The other half is the mark of the final examination. In subjects in which an oral and a written final examination is taken, the average of these examinations is used as the mark in the final examination.
- 2) The subject mark for interdisciplinary competencies is the percentage average of all examinations.
- 3) The semester mark is the average of all subject marks of a semester. The results of the interdisciplinary competencies are not considered for the calculation of the certificate mark but must be passed with at least 60%.

2.3 ASSESSMENT GUIDELINES

The marks correspond to the following rating:

6.0 = 100% excellent

The performance achieved is excellent, complete and error-free

5.5 = 90% very good

The performance achieved is well above average

5.0 = 80% good

The performance achieved is good; it does not show any significant defects

4.5 = 70% satisfactory

The performance achieved is average, however, errors and defects are present

4.0 = 60% sufficient

The performance achieved is below average, however, the minimum requirements are met

3.9 = 59% unsatisfactory

The performance achieved does not reach the minimum requirements

3.0 = 40% weak

The performance achieved shows numerous mistakes and serious defects

2.0 = 20% very weak

The performance achieved is very weak

1.0 = 0% worthless

The performance achieved is worthless

A numerical mark may be substituted by a «pass» or a «fail» qualification.

3 EXAMINATION REGULATIONS

3.1 EXAMINATION ORGANISATION

- 1) The organisation and implementation of the examinations are the responsibility of the Directorate.
- 2) It appoints the examining lecturers and subject experts.
- 3) Oral examinations are held in the presence of a second subject expert. An examination protocol is kept.

3.2 PARTICIPATION IN THE EXAMINATIONS

- 1) Participation in the mid-term examinations as well as in the semester final examinations and diploma examinations is mandatory.
- 2) Students who, for compelling reasons, are absent from examinations or parts thereof must notify the Directorate in advance whenever possible.

- 3) Reasons that prevent students from taking part in the examination through no fault of their own, such as illness, accident or death in the family, are considered compelling. The compelling reasons must be proven; in the event of illness or accident, a medical certificate must be provided.
- 4) For missed exams, the Directorate arranges dates to retake examinations. The retaken examinations are subject to a fee.
- 5) If examinations are missed due to unexcused absence, they are usually given a mark of 1.0 and cannot be retaken. Upon request, the Directorate may deviate from the standard case in justified cases.

3.3 RE-EXAMINATIONS

- 1) As far as provided for in these promotion and examination regulations, students have the possibility to re-take examinations in individual subjects.
- 2) Passing these retaken examination(s) with a mark of at least 4.0 or 60% each is a prerequisite for continuing the BSc programme. The mark of the retaken examination has no influence on the semester report card.
- 3) The date of the re-examination is determined by the Directorate. The re-taken examination takes place before the start of the following semester on campus.
- 4) Re-examinations are subject to a fee.

3.4 SEMESTER FINAL EXAMINATIONS AND DIPLOMA EXAMINATIONS

The semester final examinations or the Bachelor examinations consist of:

- Semester 1: Written, oral and/or practical examinations
- Semester 3: Written and/or oral examination per subject
- Semester 5: Written and/or oral examination per subject
- Semester 6: a written diploma examination per learning subject, an oral examination in the chosen specialisation subject and a capstone project
- Semester 7: Written and/or oral examination per subject and Bachelor thesis proposal
- Semester 8: Written and/or oral examination per subject and Bachelor thesis

The subjects that are examined by HSLU lecturers are subject to the HSLU examination regulations.

3.5 EXAMINATION FRAUD

- 1) Unfair conduct, attempted cheating or fraud in exams will result in the removal from the exam and the award of a mark of 1.0. The exam cannot be repeated.

- 2) In serious cases, in the case of repeated attempts at cheating or fraud, as well as in the case of fraud in the diploma examinations, the Directorate may order immediate expulsion from the school which can result in the cancellation of residence permits.

3.6 REVIEW OF WRITTEN EXAMINATIONS

- 1) Mid-term examinations are used to assess learning; the results and deficiencies are discussed by the lecturers in class with the students, as an exception, also individually.
- 2) For the final semester examinations and the diploma examinations, access to the corrected examinations is granted within 10 days upon request.

4 APPEALS

Under the Act «Berufsbildung und die Weiterbildung SRL 430», decisions taken in accordance with these examination 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 on the Administration of Justice SRL No. 40.

5 ENTRY INTO FORCE

These progression and examination regulations have been approved by the Board of Trustees on 29 June 2022. They shall enter into force on 30 June 2022. They replace the progression and examination regulations of 12 April 2018 and any amendments made since then.

Progression and Examination Regulations
SHL Schweizerische Hotelfachschule Luzern

Lucerne, 29 June 2022

SHL Schweizerische Hotelfachschule Luzern

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