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Work experience requirements (pre-study experience)

To be admitted to the "Bachelor of Science HES-SO in Tourism", applicants holding a

- Baccalaureate recognised by the Swiss Confederation,
- a baccalaureate in a field of specialization other than communications and information
- a foreign certificate which is equivalent to a Baccalaureate recognised by the Swiss Confederation or
- a Federal Vocational Baccalaureate with a Federal VET diploma in an unrelated profession

need to have at least a year's work experience to acquire practical and theoretical knowledge in a profession related to the degree course.¹

Pre-study jobs in the following fields of activity (non-exhaustive list) can be considered as "related to the degree course". Considering the large variety of positions covered by the activities in this list, detailed job descriptions will be decisive for the analysis of the application:

Positions in the following sectors are validated:

Administrations or **after-sales services** of tourism companies:

Tourism service providers (leisure industry, leisure tourism, business tourism):

- Hospitality sector: hotels, real estate agents, catering businesses.
- Leisure and recreation: indoor and outdoor sports activities, cultural activities, health and wellness activities, events, media events, ...
- MICE: conference centres, management training centres, trade fair and exhibition centres, ...
- Transport: airlines, bus companies, trains, cableways, ...

Tourism intermediaries (leisure industry, leisure tourism, business tourism):

- **Outgoing Tourism:** travel agents, tour operators, PCO, ...
- **Incoming tourism:** tourist offices, destination management companies, tourism marketing organisations, ...

Administrations or **after-sales services** of service providers indirectly related to the tourism industry:

- Government bodies
- Banks
- Insurance companies
- Trust companies
- Consultancy companies
- Sales companies
- Marketing companies
- Other companies by decision of the management
- Social or medical institutions
- NGO
- Other companies (subject to approval by the board of directors)

¹ Admission directives for the Bachelor's degree courses Business Administration, Tourism, Business Information Technology and Information Science of the field of study Business, Management & Services of the HES-SO and the relevant implementing provisions.

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It is recommended that applicants who are **in doubt about the recognition of their work experience** ask the admissions office for a non-binding statement before they start their job in order to avoid a non-recognition of work experiences that don't meet the school's legal admission requirements.

Part-time jobs of less than 80% and language study programmes without a parallel professional activity of at least 80% will not be recognised.

Recognition of work experience

For their work experience to be recognised, applicants need to send **all relevant documents** (work contract, work certificate, job description, etc.) to the admissions office **proving the completion of at least one year's experience in the world of work**.

The following requirements must be met in particular:

- a) Work experience must be acquired after the completion of a diploma equivalent to the officially recognised Swiss Bacculaureate.
- b) Work experience must be **at least 12 months**.

subject to change without notice