

# PRACTICAL PLACEMENT EXEMPTION REQUEST

Before you hand in this Practical Placement Exemption Request Form, please be so kind to check whether you meet all the requirements. After having read the requirements, please answer the following questions and tick the appropriate box.

My previous work experience is part of a previously followed educational program

- |  | <b>Yes</b>               | <b>No</b>                |
|--|--------------------------|--------------------------|
| 1. Was your placement part of your previously followed educational program?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Have you received official credits (i.e. ECTS), or a grade for this placement?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Was the placement periods a minimum of 19 weeks in total and at least one period of 12 consecutive weeks at the same company? OR Did you complete the placement periods as part of the Austrian Diplom- und Reifeprüfung? * | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Did the placement take place in a 4- or 5- star level hotel?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. During this time, did you work at least 35 hours per week?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Did your work experience take place in either FB and/or Rooms Division?   | <input type="checkbox"/> | <input type="checkbox"/> |

\* In the case of candidates who obtained the Austrian Diplom- und Reifeprüfung please state in full details the exact durations, properties and nature of the placement periods completed:

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If you have answered all the questions with a 'Yes' you **might** be eligible for an exemption for the course 'Practical Placement' and are allowed to submit your exemption request to the Exam Committee.

You can do so by attaching the following documents to this Practical Placement Exemption Request Form:

- Your Curriculum Vitae;
- Letter(s) of recommendation (including start date, end date, departments worked in, contact details of the person that has written the letter of recommendation, website address of the company, name/title of the person who wrote the letter including a signature and stamp of the hotel)
- Placement contract(s) established by your educational institute
- Evaluation form(s) of previous followed placement, dated, signed and graded by your placement company
- Diploma and grades list of your previously followed educational programme.
- Course Guide/syllabus of the placement

Student Name:

Student Number:

Student Signature:

Date:

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**THIS PAGE TO BE COMPLETED BY EXAM COMMITTEE ONLY**

c.c. Student Affairs – Study Progress Coordinator - Placement Office – Time Table

Office

Name Exam Committee Member:

Signature Exam Committee Member:

Date:

Based upon proven experience inside/outside a Higher Vocational educational institute and after having compared the content in relationship to the Practical Placement given at Hotelschool The Hague, I advise

**Positive - Negative**

With respect to student's request for an exemption.

**Argumentation:**