



FAST TRACK PLACEMENT EXEMPTION REQUEST

This form will be used to review the placement or internship that you completed as part of your previous hospitality-related educational programme. This previous educational programme must have a duration of at least 2 years. Before you hand in this form, kindly check whether you meet all the requirements mentioned. Please answer each question by ticking the appropriate box.

	Yes	No
1. Was your placement part of a previously followed educational programme?	<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. Did you complete a minimum of 16 weeks of placement, of which at least one period consisted of 8 consecutive weeks at the same company?	<input type="checkbox"/>	<input type="checkbox"/>
4. Did the placement take place in a full-service hotel* (or a 4 or 5 star hotel)? <i>*Please consult the "Appendix 1 - Placement Hotel Criteria" form below.</i>	<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 primarily take place in operational departments (F&B, Rooms Division and/or kitchen)?	<input type="checkbox"/>	<input type="checkbox"/>

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

You may do so by attaching the following documents to this Fast Track 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



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- 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:

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:



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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:



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Appendix 1 - Placement Hotel Criteria

All the following characteristics must apply to the hotel during the whole placement period:	All Yes
The hotel provides overnight accommodation in the form of high- end guest rooms with bathrooms and/ or suites and/ or serviced apartments, and/ or villas.	
The hotel has a front office reception area that is open and staffed (at least 16 hours a day).	
Housekeeping is performed and/ or managed by the hotel.	
The hotel has an onsite restaurant (providing Breakfast and/ or Lunch and/ or Diner) that is open on a daily basis.	
The hotel has additional back office departments (such as HR, Finance, Sales & Events, Marketing, Reservations, Revenue Management, Purchasing, Maintenance, Security) that are performed and/ or managed on property level.	

At least a minimum of three of the following characteristics must apply to the hotel during the whole placement period:	At least 3 Yes
Conference and Events (Banquets and/ or Meetings and/ or Wedding office).	
Room Service / In-Room Dining Service.	
Laundry Services.	
Unique amenities (such as Spa and/ or Wellness and/ or Fitness Centre and/ or Yoga Centre).	
Golf Course and/ or Golf Pro Shop.	
Flower Shop and/ or Gift Shop and/ or Self-Service Shop.	
Guest Services departments (such as Concierge and/ or Butler Service and/ or Valet Parking and/ or Shuttle service and/ or Bell service).	
An alternative F&B outlet (such as Trattoria, Lounge Café, Wine Bar, Fine -Dining, Pool Bar, Rooftop Bar).	
Other: this includes guest services and facilities (such as Sport classes, Guided tours, Safaris, Kids Clubs &/ Children's Day Care.	

Please note that the placement hotel also needs to meet the international requirement of the placement for the individual student.