

Internship and Practical Applications Policy

Policy Code: ACA-009
Version: 3
Person Responsible: Internship and Practical Applications Manager



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Policy Statement

Vatel Bahrain is committed to preparing and empowering the young generation to be successful senior professionals in the hospitality, hotel, and tourism sectors. To achieve this, the institution follows an educational approach of facilitating theoretical courses on campus followed by practical applications and internships with Vatel partners to apply what has been learned in the class practically.

Vatel Bahrain has a strong relationship with hotels and other partners nationally, regionally, and internationally. They are involved in Vatel programmes by offering internships and practical applications opportunities to learners every academic year. This frequent interaction put Vatel learners in direct contact with the hospitality profession to become work-ready graduates.

Application

This policy applies to all learners, the academic team involved in coordinating and managing internships and practical applications, and Vatel partners nationally, regionally, and internationally.

Expectations

- Internship and practical applications are mandatory for undergraduate students. They go hand in hand with the courses according to the Vatel France educational system.
- Practical application is the period spent by learners in hotels every other week during the first part of the academic year as (one week theory- one week practice) or (two weeks theory- two weeks practice). This period is part of the undergraduate programmes only.
- Internship is the 18- 20 weeks period in the undergraduate programmes spent by learners in hotels after completing the theoretical part of their study, except for year 3 of the bachelor's degree in which internship period can be extended to six (06) months.
- In postgraduate programmes, internship is 18- 24 weeks period spent by learners in hotels after completing the theoretical part of their study.
- Vatel Bahrain is responsible for the organization of the practical applications and the internships (domestic and overseas for Foundation, year 1 and 2 learners of the bachelor's degree). The institution is also responsible for the organization of the internships for postgraduate learners.
- As part of enhancing learners' employability skills, year 3 learners are required to find an oversea internship opportunity for themselves. In case they failed to find an internship, the Internship and Practical Applications Manager will step in to support.
- Internships and practical applications take place in partner hotels.

Forms and Other Related Documents

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Practical Applications Awareness Session	 Practical Application Awareness
Internship and Practical Application Distribution Sheet	 Internship and Practical Applications
Practical Application Grading Sheet	 Practical Application Grading Sheet AY20x
Vatel Ambassador Passport- P.A. Attendance Booklet	 Vatel Ambassador Passport- P.A. Attendance
Local Internship Contract Template	 VBH Local Internship Contract Template.pdf
France Internship Contract Template	 France Internship Contract.pdf
Overseas Internship Contract Template	 Overseas Internship Contract Template.pdf
Vatel CV Template	 Vatel CV Template.doc
M0 Internship Initial Meeting Form	 M0 Internship Initial Meeting Form
M1 Internship Initial Meeting Form	 M1 Internship Initial Meeting Form
M2 Internship Initial Meeting Form	 M2 Internship Initial Meeting Form

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M3 Internship Initial Meeting Form	 M3 Internship Initial Meeting Form
M4 and M5 Internship Initial Meeting Form	 M4 and M5 Internship Initial Me
M3 Internship Follow-up Reminder Form	 M3 Internship Follow Up Reminde
M0 Internship Report Guidelines	 M0 Internship Report Guidelines.pdf
M1 Internship Report Guidelines	 M1 Internship Report Guidelines.pdf
M3 Internship Report Guidelines	 M3 Internship Report Guidelines.pdf
Internship Grading Sheet	 Internship Grading Form.xlsx
Practical Applications and Internship History in Hotels- Master Sheet	 PA and Internship History in Hotels- M
Match Learners Preference and Hotels Requirements Sheet	 Match Learners Preference with Hot
MBA Internship Distribution Sheet	 MBA Internship Distribution Sheet.x
MBA Dissertation Examination Board ToR	 MBA Dissertation Examination Board

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MBA Oral Defense Exam Schedule Template	 MBA Oral Defense Exam Schedule Tem
MBA Thesis Supervision Log Template	 MBA Thesis Supervision Log Tem
Individual Progress Monitoring Form	 MBA Individual progress Monitoring

