

Programme Catalogue 2009 – 2011

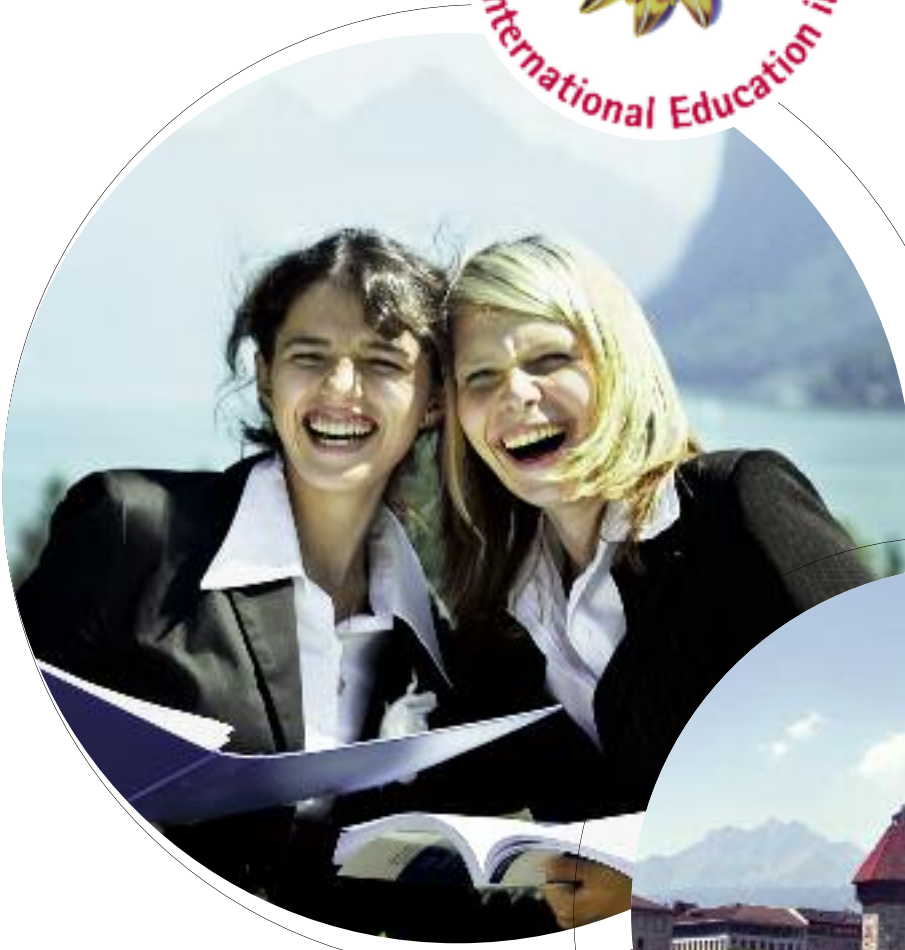


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University Centre

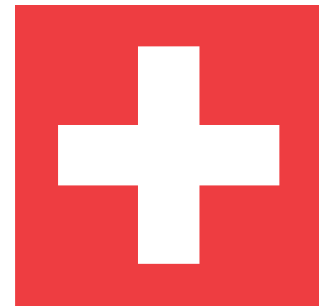
IMI is a University Centre which reflects the situation that its courses are externally validated by Manchester Metropolitan University in United Kingdom. The validation confirms that the structure, depth and quality of the courses are equivalent to those taught in Manchester. The validation includes a quality assurance process instituted by Manchester Metropolitan University and a further assessment is made periodically by the United Kingdom's Quality Assurance Agency. In addition, for many years IMI has used an external examiner system whereby well qualified subject specialists examine examination papers, course work and dissertations to ensure transparency and fairness in the assessment process. These procedures are supported by a well qualified academic staff and academic and support services to create a positive learning environment.

Only the Best for the Best



HOUSE OF SWITZERLAND 2008

Beijing



Lake Lucerne Region

LUZERN 
ГЛЦЕВНЕ
THE CITY. THE LAKE. THE MOUNTAINS.

In 2009, the first **World Tourism Forum Lucerne (WTF)** is under the slogan of tourism in a world of change and challenges. IMI accepts this challenge being the only Hotel Management School to participate not only as a Forum Sponsor but having its students actively involved. IMI students will be part of this exclusive circle of leaders, entrepreneurs and the international business community who shape the future trends and making of the tourism industry. All will take part in networking, exchange experience, continued education and future employability as the essence of WTF in Lucerne.

Selected by Presence Suisse of the Ministry of Foreign Affairs and by Lucerne Tourismus AG, IMI was extremely proud to be the Central Switzerland **hospitality ambassadors during the Olympic Games held in Beijing in 2008**. Luzern – «the City, the Lake and the Mountains» – was showcased as the heartland of the Swiss tourism industry.

The operational management of the food and beverage outlets was under the responsibility of Gamma Catering AG who recruited staff from IMI University Centre. Gamma Catering successfully ran the restaurant at the Swiss Pavilion during the Aichi World Exposition in Japan and will do likewise at the Shanghai 2010 World Expo.

It was a great chance for the students to gain experience while working with experts in international event catering and so, to enhance their career opportunities. Every effort was made to ensure that the House of Switzerland earned a reputation as the premier dining experience in the Olympic village. All partners showcased the high standards which are associated with Switzerland and its hospitality industry.

In 2009 IMI students will be active within other tourism projects in collaboration with Luzern Tourism including operational support during the national tourism day "Ferientage" and the creation of a Luzern cityguide for the iPhone/ iPod.

Quality Assurance



The IMI Certificate, Diploma, and Higher Diplomas are validated by the *Manchester Metropolitan University*, one of the largest and most prestigious universities in the UK. The IMI BA Degrees with Honours are validated and awarded by *Manchester Metropolitan University*.

The IMI - Manchester Metropolitan University relationship received the endorsement of the independent *UK Quality Assurance Agency (QAA)* for Higher Education when in its report, the QAA gave it its highest possible commendation, "broad confidence in the standards of its awards offered in association with the Institute".



IMI has the legal status entitlement of the *Swiss Canton of Luzern* to operate as a private college. The Luzern government, in its most recent quality report described the school as "managed professionally" with "students obtaining good positions after they leave".



IMI is one of the first Swiss colleges to meet the exacting globally recognized standards of *ISO 9001:2000* certification, showing the Institute's commitment to continual quality improvement.



IMI is *EDUQUA* certified for all its programmes. This is the Swiss quality label for further education institutions.



IMI is a member of *VSP, the Federation of Swiss Private Schools*, which has national influence and is *recognised internationally as the representative organisation of quality private schools in Switzerland*.



The "Quality label for Swiss Tourism" programme is supported by all major Swiss tourism associations. Its purpose is to enhance and safeguard the quality of service in Switzerland. The level *QQQ* means that IMI has successfully implemented a comprehensive and internationally recognised Quality Management System.



Recognitions

Industry Recognition and Links

Numerous leading international hotel, restaurant, tourism, entertainment and theme park companies are employing IMI students and graduates worldwide.

Among others, the following groups are recruiting students for internships, and alumni as management trainees or for higher management positions.



IMI is an active member of the *Luzern Tourism Board* actively working to promote Luzern as a student city.



Gordon Ramsay operates a number of prestigious restaurants in the United Kingdom and increasing internationally in Dubai, Prague, Amsterdam, Florida and New York, and holds numerous Michelin stars throughout the group.

Gordon Ramsay proudly sponsors IMI's Graduation Prize "The Gordon Ramsay Scholar Award" for outstanding culinary achievement.

In addition, certain IMI Culinary students have the opportunity to conduct their in-training in a Gordon Ramsay kitchen.



Kuoni, the largest and most well known Swiss tourism enterprise, agrees to give *preferred status to IMI* for the recruitment of students for in-training placements.



IMI is a partner school of ACCOR, one of the largest hotel and tourism groups worldwide with over 4 000 properties on the 5 continents and 170 000 employees.



Certificate, Diploma and Higher Diploma Programs

Requirements for Admission

- 17 years of age
 - High school certificate or equivalent eg GCE O/A Levels
 - Proficiency in English: 500 TOEFL (paper-based), 173 TOEFL (computer-based), 5.0 IELTS, or equivalent
- Applicants who do not have the required English level may join the 4-week Intensive English Certificate (IEC) or the 12-week University English Preparatory Course (UEPC).

For more information, please refer to page 16–17.

Dual IMI Certificate in International Hotel and Tourism Management & MMU Foundation Year in Hotel and Tourism Management Awards

Who is the programme for?

This 5 month programme, which is validated by IMI's UK partner the **Manchester Metropolitan University**, is equivalent to the first year of university and is designed for school leavers who wish to begin their academic and industry career in hospitality and tourism with a good grounding in operational management.

Programme objective and content

The objective of the programme is to give students a sound professional education in the operational management of hospitality and tourism organizations with a particular focus on the management of food and beverages, front office systems and tourism processes. The programme also includes opportunities to acquire fundamental skills in languages, information technology, communication, business planning and self-development.

Dual IMI Diploma in International Hotel and Tourism Management & MMU Certificate HE in Hotel and Tourism Management Awards

Who is the programme for?

This 5 month programme, which is validated by IMI's UK partner the **Manchester Metropolitan University**, is equivalent to the second year of university and is designed for those who, already having qualifications in and/or experience of the fundamental operational aspects of hospitality and tourism management, seek to develop these skills to supervisory management level.

Programme objective and content

The objective of the programme is to develop students' professional understanding of how hospitality and tourism organizations integrate business functions and focuses on specific departmental responsibilities (housekeeping and facilities management) as well as cross-functional management skills (accounting, financial management, marketing and sales, and the uses of e-commerce). The programme also offers opportunities for the learning of foreign languages and core intermediate management skills.

IMI Higher Diplomas & MMU Diploma HE Awards in

- *International Hotel Management*
- *International Tourism Management*
- *International Hotel & Tourism Management*
- *International Hotel & Events Management*
- *International Tourism & Events Management*

Who are these programmes for?

Each of these 5 month programmes, all of which are validated by IMI's UK partner the **Manchester Metropolitan University**, are equivalent to the third year of university and allow either a measure of specialization in either hospitality or tourism management or the opportunity to study both subjects jointly. The courses are designed for those with an interest in rapidly achieving junior management positions and who already have relevant qualifications and/or experience.

Programme objective and content

All three programmes share a common core of higher level management subjects with an emphasis on business development, including enterprise development and appraisal, human resource management and corporate financial planning. Specialisation is possible in tourism and transport, tourism consumer behaviour, food and beverage management and food costing, purchasing, merchandising and control. The programme also offers opportunities for learning and developing foreign language skills as well as higher management skills, for example negotiation and data analysis.

Entry Dates

There are two intakes per year, early in February and August.

Academic Semester costs (Swiss Francs)

Registration fee	CHF	2 800
All-inclusive fee	CHF	25 750

For details on costs, please refer to page 22–23.

Content

Semester 1 / 5 months Certificate

Personal Development Planning I
 Restaurant Service
 Introduction to Beverage Studies
 Rooms Division Management
 Housekeeping Management
 Introduction to the Global Hospitality & Tourism Industry
 Business Language & Culture I
 French or German I

Semester 3 / 5 months Diploma

Personal Development Planning II
 Front Office Skills
 Computer Reservation Systems
 Wine & Beverage Studies
 Culinary Production
 Financial Management I
 Cost Accounting
 Business Language & Culture II
 French or German II

Semester 5 / 5 months Higher Diploma

Personal Development Planning III
 Enterprise Development Project
 Human Resource Management
 Services Marketing
 Financial Management II
 French or German III or Spanish I
 (plus Pathway choice)

Pathway 1: International Hotel Management

Food & Beverage Facilities Management
 Food Costing Purchasing & Merchandising

Pathway 2: International Tourism Management

Tourism Impacts
 Transport & Tourism

Pathway 3: International Hotel & Tourism Management

Tourism Impacts or Transport & Tourism
 Food & Beverage Facilities Management or
 Food Costing, Purchase & Merchandising

Pathway 4: International Hotel & Events Management

Events Operations
 Food & Beverage Facilities Management or
 Food Costing, Purchase & Merchandising

Pathway 5: International Tourism & Events Management

Events Operations
 Tourism Impacts or Transport & Tourism

	Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Semester 6	Semester 7
Entry with high school certificate	IMI Certificate & MMU Foundation Awards	Paid Practical Training	IMI Diploma & MMU Certificate HE Awards	Paid Practical Training (optional)	IMI Higher Diploma & MMU Diploma HE Awards	IMI & MMU BA Degree with Honours	MBA
	1 year						
	2 years						
	2½ years						
	3 years						
	3½ years						

Note

Additional optional Paid Practical Training between semester 5 and 6.

Higher Diploma and Bachelor of Arts Degree with Honours in European Culinary Management

Requirements for Admission

Higher Diploma

- 18 years of age
- Graduates of hotel or recognized culinary or hotel management schools with a strong motivation to specialise in culinary management
- Experienced chefs who wish to acquire a formal managerial education
- High school certificate or equivalent
- Proficiency in English: 500 TOEFL (paper-based), 173 TOEFL (computer-based), 5.0 IELTS, or equivalent
Applicants who do not have the required English level may join the 4-week Intensive English Certificate (IEC) or the 12-week University English Preparatory Course (UEPC).

Bachelor of Arts Degree with Honours

- IMI Higher Diploma in European Culinary Management or equivalent
- Transfers are considered from recognized hotel and tourism schools and universities, for details contact: registration@imi-luzern.com
- Proficiency in English: 525 TOEFL (paper-based), 196 TOEFL (computer-based), 5.5 IELTS or equivalent.

Dual IMI Diploma in European Culinary Management & MMU Diploma HE in European Culinary Management Awards

Who is the programme for?

The **Higher Diploma** is a 5 month specialist programme validated by the **Manchester Metropolitan University** and is equivalent to the third year at university. It is designed for those with prior qualifications in culinary arts or management. It is an ideal programme for qualified chefs to elaborate their knowledge in a European context.

Dual IMI & MMU Bachelor of Arts Degree with Honours in European Culinary Management

The **Bachelor of Arts Degree with Honours** is validated and awarded by the **Manchester Metropolitan University**. It is a six month course and is an extension of the IMI Higher Diploma in European Culinary Management and similar qualifications. In a world where well-rewarded Executive Head Chefs increasingly require sophisticated management skills, it emphasises the importance of administering and integrating the culinary department with service and marketing in the wider restaurant and hotel organisation.

Programme content

Students on the **Higher Diploma** programme study Western Gastronomic Cookery, International Patisserie, Food Costing, Purchasing and Merchandising, Services Marketing, Personal Development Planning and a European Language. The **BA Degree with Honours** extends these studies and includes: Culinary Systems Management, Food and Beverage Themes and Applications, Personal Development Planning (with an emphasis on career development), Strategic International Marketing Management and Research Methods. This last module prepares students for the Dissertation that normally focuses on a culinary management theme.

More extensive details of these exciting courses can be found on a specialised IMI website www.ici-luzern.com

Entry Dates

There are two intakes per year
January and July (BA Degree with Honours) and
February and August (Higher Diploma)

For more information please refer to page 18-24.

Academic Semester costs (Swiss Francs)

	Higher Diploma	BA Honours Degree
Registration fee	CHF 2 800	CHF 2 800
All-inclusive fee	CHF 25 750	CHF 27 100

For details on costs, please refer to page 22-23.



	Semester 1	Semester 2	Semester 3	Semester 4
Entry with Experience or Diploma in Hotel or Culinary Management	IMI Higher Diploma & MMU Diploma HE in European Culinary Management Awards	Paid Practical Training (optional)	Dual IMI & MMU BA Honours Degree in European Culinary Management or International Hotel Management	MBA
	1 year			
	1½ years			
	2 years			



Dual Bachelor of Arts Degree with Honours in International Hotel and/or Tourism and Events Management

Bachelor of Arts Degree with Honours of the Manchester Metropolitan University & IMI University Centre in:

- International Hotel Management
- International Tourism Management
- International Hotel and Tourism Management
- European Culinary Management
- International Hotel and Events Management
- International Tourism and Events Management

Requirements for Admission

- IMI Higher Diploma in Hotel and/or Tourism Management or equivalent
- Transfers are considered from recognised Hotel/Tourism Management schools or universities. For details, please contact the Registrar at registration@imi-luzern.com
- Proficiency in English: 525 TOEFL (paper-based), 196 TOEFL (computer-based), 5.5 IELTS, or equivalent

For more information, please refer to page 16–17.

Who are these programmes for?

Each of these 6 month programmes, which are validated and awarded by the Manchester Metropolitan University, are equivalent to the final year of university study and allow a measure of specialization in either hospitality or tourism management or the opportunity to study both subjects jointly.

The courses are designed for those who have prior qualifications to Higher Diploma level and who intend to make their management careers in the industry and wish to be best placed to achieve rapid promotion.

Programme objective and content

The objective of these programmes is to equip students for the demands of senior management in the tourism, hospitality and corporate event industries.

Students receive individualised attention and the curriculum focuses on the strategic business development of hospitality and tourism organizations, core subjects including international strategy and marketing, international food and beverage concept development, international tourism development, strategies for evaluating management decisions, MICE management, and career planning and development.

Entry Dates

There are two intakes per year, early in January and July

Academic Semester costs (Swiss Francs)

Registration fee	CHF	2 800
All-inclusive fee	CHF	27 100

For details on costs, please refer to page 22–23.

International Hotel Management	International Tourism Management	International Hotel and Tourism Management	International Hotel and Events Management	International Tourism and Events Management	European Culinary Management
Personal Development Planning IV Research Methods International Strategic Marketing Management Dissertation					
Information and Communication Systems		Food & Beverage Themes and Applications	Meetings, Incentive, Convention and Exhibition (MICE) Management		Food & Beverage Themes and Applications
Food & Beverage Themes and Applications	International Tourism Development		Information and Communication Systems	International Tourism Development	Culinary Systems Management



Postgraduate Diploma in International Hospitality Management

Requirements for Admission

- Unrelated Degree, Diploma, or other relevant qualifications or experience
- IMI regards strong motivation and maturity as important as academic qualifications
- Proficiency in English: 525 TOEFL (paper-based), 196 TOEFL (computer-based), 5.5 IELTS, or equivalent
Applicants who do not have the required English level may join the 4-week Intensive English Certificate (IEC) or the 12-week University English Preparatory Course (UEPC).

For more information, please refer to page 16–17.

Who is this programme for?

This 5 month intensive course is designed for students with qualifications and/or experience in other subjects who wish to make their careers in the hospitality industry by following a flexible but intensive period of study.

Programme objective and content

The programme's objective is to equip students with limited or no experience of the hospitality industry with the practical and management skills necessary for entry level positions in the hotel and related industries. The core focus is operational and integrative management with subjects including food and beverage operations, front office management, and the business development of hospitality organizations (including finance, marketing, and human resource management).

Entry Dates

There are two intakes per year, early in February and August

Academic Semester costs (Swiss Francs)

Registration fee	CHF	2 800
All-inclusive fee	CHF	25 600

For details on costs, please refer to page 22–23.

Content

- Personal Development Planning
- Front Office Management
- Services Marketing
- Financial Management
- Business Language and Culture
- Human Resource Management
- Food and Beverage Service
- Language and Culture: French or German

For details on costs, please refer to page 22–23.

	Semester 1	Semester 2	Semester 3
Entry with unrelated Degree, Diploma, other relevant qualifications or experience	Postgraduate Diploma	Paid Practical Training (optional)	MBA
	1 year		
	1½ years		



MBA: Master of Business Administration in International Hospitality Management

Requirements for Admission

- Degree with Honours in Hotel or Tourism Management, or successful completion of the IMI Postgraduate Diploma
- Exceptionally, Degree in other lines may be accepted, if supported with adequate professional experience
- IMI regards strong motivation and maturity as important as academic qualifications
- Proficiency in English: 525 TOEFL (paper-based), 196 TOEFL (computer-based), 5.5 IELTS, or equivalent

Who is this programme for?

This 6 month intensive course is designed for students with qualifications and/or experience in hospitality management who wish to develop their skills and understanding of the industry in preparation for intermediate and middle management positions.

Programme objective and content

The programme's objective is to equip students with the skills necessary for eventual higher level management in the hospitality industry by focusing on those subjects that relate to the internationalisation of hotel and hospitality companies. The core focus is on strategic management with subjects including studying at Master's level, strategic international marketing management, enterprise development, project appraisal and feasibility studies, business cultures in developing new markets (notably Asia).

Entry Dates

There are two intakes per year, early in January and July

Academic semester costs (Swiss Francs)

Registration fee	CHF	2 800
All-inclusive fee		
– Continuation from IMI Postgraduate Diploma or IMI BA Honours Degree	CHF	23 250
– Direct entry	CHF	26 250

For details on costs, please refer to page 22–23.

Content

- Personal Development Planning
- Contemporary Issues in Hospitality Strategy and Marketing
- Human Resource Development and Business Cultures
- Entrepreneurship
- Operations and Events Management
- Economic and Financial Project Appraisal in the Hospitality Industry

Option: Students who wish to undertake Paid Practical Training in Switzerland must also take either German or French language instruction.

	Semester 1	Semester 2	Semester 3
Entry with unrelated Degree, Diploma, other relevant qualifications or experience	Postgraduate Diploma	Paid Practical Training (optional)	MBA
	1 year		
	1½ years		



IMI Foundation English Studies Course (FESC)

Requirements for Admission

- 17 years of age
- High school certificate or equivalent
- English proficiency: Beginners level or A1 (Common European Framework Level) in at least one of the following: grammar, speaking, writing, or reading

Who is this programme for?

The English studies programme is designed principally for students who wish or require improving their professional academic English skills as a bridge to reach the necessary standard to begin their studies at IMI.

Programme objectives and content

This 6 months intensive course is in 3 parts: 12 weeks foundation English studies which focus primarily on conversation and vocabulary. Students who pass the FES examination after 12 weeks of study will receive a certificate awarded by IMI and a statement of results. Successful students will automatically progress to the 8 week University English Preparatory Course (UEPC) and finally, the 4 week Intensive English course.

The classes comprise 20-25 hours of tutor contact per week from Monday to Friday. Excursions and activities may be available as appropriate and necessary. Small group sizes (equivalent to semi-private tuition) ensure individual attention and facilitate student identification of their strengths and weaknesses. Standard school regulations on attendance, professional dress and behaviour apply to all students studying on the pre-session English courses (FESC, UEPC and IEC). These regulations are explained to students during the induction on the first day of the respective programmes and are supported by the student handbook.

Costs

(Swiss Francs)

Registration fee	CHF	2 800
All-inclusive fee	CHF	9 400

For details on costs, please refer to page 22–23.



IMI University English Preparatory Course (UEPC)

Requirements for Admission

- 17 years of age
- High school certificate or equivalent
- English proficiency: 400 TOEFL (paper-based), 97 TOEFL (computer-based), under 4.5 IELTS, or equivalent

Who is this programme for?

This 3 month (12-week) intensive course is designed principally for students who wish to improve their English skills in preparation for sitting the examination of an internationally recognised certifier of English language skills. The programme is in two parts, the first 8 weeks focusing on generic English skills, the second four weeks comprises the IMI Intensive English Certificate with an emphasis on English language skills in business.

Programme objectives and content

The programme's objective is to prepare students for an internationally recognised qualification in English (for

further details please contact the IMI Marketing Department at marketing@imi-luzern.com).

Beside this, students will study relevant *introductory hospitality related subjects*, as well as learning strategies and study techniques.

Finally, *professional excursions* and *guest speakers* will increase students' knowledge of Swiss hotellerie and tourism.

Entry Dates

There are two intakes per year, late in October and early May

Costs

(Swiss Francs)

Registration fee	CHF	1 440
All-inclusive fee	CHF	5 400

For details on costs, please refer to page 22–23.

IMI Intensive English Certificate (IEC)

Requirements for Admission

- 17 years of age
- High school certificate or equivalent
- English proficiency: 500 TOEFL (paper-based), 173 TOEFL (computer-based), 5.0 IELTS, or equivalent

Who is this programme for?

This 1 month (4-week) intensive course is designed principally for students who wish to improve their Business English skills.

Programme objectives and content

The programme's objective is to equip students with the listening, speaking and writing skills necessary for effective understanding and performance in academic and business life as well as everyday situations. The focus is on voca-

bulary, grammar and syntax in the business context.

Small groups ensure individual attention and the opportunity to secure a recognised test score.

Two afternoon excursions per week will allow students to become familiar with the Swiss way of life.

Entry Dates

There are two intakes per year, early in January and July

Costs

(Swiss Francs)

Registration fee	CHF	480
All-inclusive fee	CHF	1 800

For details on costs, please refer to page 22–23.

Admission Procedures

Step 1: Application Form

The completed application form and all required documents must be sent to:

IMI Registrar
Seeacherweg 1
6047 Kastanienbaum
Switzerland
Phone +41 41 349 64 00
Fax +41 41 349 64 60
E-mail registration@imi-luzern.com

The following documents are part of the application:

- Application form
- Five recent photographs (passport size)
- Copy of passport
- Transcript of your previous education
- Work references if available
- TOEFL, IELTS, or equivalent English test results
- Certificate of good health

Students transferring from recognised hotel-tourism management schools must also include official transcripts or records for each semester of the previous course of study.

Step 2: Provisional Letter of Acceptance

If your application is successful, and the requested course is still available, you will be sent the Provisional Letter of Acceptance.

The Registration Fee should then be paid at once:
CHF 2 800

Full bank details are indicated in the letter.

If, for any reason, the above payment cannot be made by the set deadline, please contact the Registrar to request an extension.

If the Registration Fee is not paid on time, the course place will no longer be guaranteed.

Step 3: Letter of Acceptance

This is issued and sent together with general information upon receipt of the payment of the Registration Fee. This letter is necessary to apply for the visa.

Important: At least the first instalment of your school fees must reach the School's account latest 8 weeks before course commencement. IMI is generally fully booked and cannot guarantee the course place any longer if the payments are not received on time.

Visa

In many countries outside Europe, students have to submit an application for an entry visa to Switzerland. This application is done at the nearest Swiss Embassy or Consulate, and may take up to 8 weeks.

The Registrar will inform you about your particular situation. If you are applying through IMI Representatives, they will inform you on the details of the visa application process.

Visa collection at the Swiss Embassy or Consulate: This is done as soon as the visa authorization has been issued by the Swiss Immigration Office. The IMI Registrar will inform you accordingly.

Arrival in Switzerland: Students doing their first year of studies are welcomed at Zurich airport, and driven to IMI free of charge. Check-in at IMI can be done earliest 7 days before course commencement.

Conditions

Cancellations: In the event of withdrawal by registered letter 60 days before course commencement, a refund of 50% of the Registration Fee will be made. There is no refund for withdrawals for any reason after the deadline.

Deferment: An accepted student may defer his place up to one intake and his Registration Fee will be held for confirmation of place. Should such students withdraw later, there is no refund of the Registration Fee.

Course fees

If during semester, a student withdraws for any reason, no refund will be made. There is no refund of any fees in the case of students who are dismissed (academic/disciplinary reasons) from the school.

Advance payment: In some countries, students must pay their full academic semester's fees before the visa can be processed.

Visa refusal: Students whose applications are not accepted or whose visa application is rejected will receive a full refund of the registration fee and course fees paid.

IMI reserves the right to alter fees, dates, curriculum without prior notice.

Calendars 2009B – 2011A

FESC, UEPC, IEC, Certificate, Diploma, Higher Diploma, BA Degree with Honours, Postgraduate Diploma and MBA

All start dates are Mondays unless otherwise stated, and all end dates are Fridays.

Semester	University English preparatory course (from-until)	Intensive English course (from-until)	BA/MBA start	All other courses and Foundation English Studies Course start	End of semester
2009B	26 October – 29 January 10 ¹	6 July – 31 July	6 July	3 August	18 December
2010A	10 May – 30 July	4 January – 29 January	4 January	1 February	18 June
2010B	25 October – 29 January 11 ²	5 July – 30 July	5 July	2 August	17 December
2011A	25 April – 17 June	3 January – 28 January	3 January	27 January	17 June
2011B	24 October – 3 February 12 ³	4 July – 29 July	4 July	28 July	16 December

Notes

¹ Holiday 19 Dec 2009 – 3 Jan 2010 (2 weeks) ² Holiday 18 Dec 2010 – 2 Jan 2011 (2 weeks) ³ Holiday 17 Dec 2011 – 2 Jan 2012 (2 weeks)

Career Services & Paid Practical Training Periods

Career Services

IMI recognise that employability is increasingly important to students, graduates, and the industry alike. The Career Services Department is thus committed to helping you make the right choices and work to your strengths when you make that all important transition from education into industry.

International placements have also become increasingly attractive, to add diversity to the experiential element of your education. Under our Career Services Department, IMI is constantly expanding these opportunities around the globe.

Paid Practical Training Periods

The In-Training department places students in Swiss hotels, restaurants, or other suitable outlets. The services provided are:

CV review – Job interview – Employment contract

As soon as a potential employer (hotel or restaurant) confirms interest, a job interview will be organised. Students will then be given information about the workplace, and will be prepared for the interview. Finally, the employment contract will be signed between the employer, the student and the school.

Salary

By Swiss law, trainees in Switzerland must be paid a *monthly salary of minimum CHF 2 186*. After deductions for rooming, food, government taxes, and insurance, the net monthly salary is CHF 1 000 to 1 400. Salaries abroad vary according to the local market.

Assistance during Paid Practical Training

The IMI Head of In-Training is available for any assistance requested during the paid practical training period.

In-Training Visits

An IMI staff member, or the Head of In-Training visit students during their in-training period.

Assistance for second or third training periods

Students wishing to do more than one training period are encouraged to find their own placement, as part of their Professional Development Planning (PDP). However, the Head of In-Training remains available for administrative matters and may assist students in securing placements.

In-Training Report

The student and his/her employer establish a final in-training report at the end of the employment.



Premises and General Information

Nearest airport Zurich	1 hour
Luzern city center	15 minutes by public transportation (every 20 minutes)
Nearest supermarket Horw	5 minutes by bus

Meals

Breakfast, lunch and dinner are provided from Monday to Friday, and brunch and dinner on weekends. This includes also the mid-term breaks, public holidays, and revision week.

Students may decide to eat in either the self service buffet restaurant, or the contemporary "Swiss Room" restaurant.

Special diets (for religious or health reasons) are catered for. Students may use the students' kitchen if they wish.

Accommodation

While studying at IMI, students can choose to stay in the main campus or in one of IMI's off campus residences located in the city of Lucerne or the local area with a breathtaking view of either Lake Lucerne, the Alps or the City of Lucerne.

Students can select among the following accommodation:

Twin or Single Standard Room

- Room with TV
- Fridge
- Wireless LAN
- Telephone
- Electric kettle (on request)
- Shared bathroom
- Safe

Twin or Single De Luxe Room

- Room with TV
- Fridge
- Telephone
- Wireless LAN
- Electric kettle
- Private bathroom
- Safe

Facilities

- Fast W-LAN (free of charge) anywhere on the campus
- Large Computer and laptop rooms, open 24/7
- Demonstration kitchen
- Restaurants with either full service or self service
- Spacious and well-equipped classrooms
- Self-service laundry
- Front desk training room
- Fidelio Reservations System
- Large specialist library with over 5000 books, journals, and electronic access to online directories and subscribed databases.

Indoor Recreational Facilities

- Table tennis
- Pool table
- Table football
- Fitness room
- Student lounge
- Coffee lounge
- Student kitchen

Excursions, Leisure and Sports

Professional visits and school excursions are organised on a regular basis. The cost is included in the tuition fees. Examples of visits: Zurich – Basel – Hotels – Nestlé Food Museum – Trade Fairs – Vineyards – Airport Catering – Cheese Factory – Tourist Centres.

Leisure

International Nights – Theme Nights – Students Bar – BBQs – Disco – In-House Parties – Students Lounge – Concerts, Pubs, Cinemas in Lucerne.

Sports

A range of sports activities are available on campus or in the local area:

Volleyball – Basketball – Football – Tennis – Golf – Horse riding – Inline skating – Cycling and Mountain-biking – Windsurfing – Sailing – Water-skiing – Swimming – Hiking – Ice Skating – Skiing (skis can be hired)

Support Services and Student Counselling

IMI provides a highly personalised approach to its students who originate from more than 40 countries. Lecturers and management are at students' disposal for coaching and counselling. A Student Counsellor is assisting students to overcome any type of difficulty they may encounter, personal or academic.

Fees

Registration Fee

In addition to course fees, students must pay CHF 2 800. If accepted, this guarantees your place in the school.

Included in the Registration Fee

- Registration documents
- Residence permit
- Compulsory health and accident insurance during the academic semester. Swiss and European applicants who are insured privately will be refunded. For details, please contact the Registrar at registration@imi-luzern.com.
- Core Textbooks
- Teaching materials
- Tie or scarf
- Kitchen uniforms (for European Culinary Management students)
- Kitchen shoes for diploma students
- Federal taxes
- Internet and E-mail
- Wireless LAN
- Student card
- Social assistance from Student Counsellor
- Use of library, gym, and other facilities

The Registration Fee is payable before each academic semester.

Course Fees

The services included in the all-inclusive tuition fees are detailed in this catalogue:

- Tuition
- Accommodation in standard twin room (on or off campus)
- Full board, 7 days a week, including the break-week

Bank address

Credit Suisse
 CH-6403 Küssnacht, Switzerland
 A/C International Hotel Management Institute Switzerland
 (IMI) No 590-688510-91
 Swift code creschz80a
 Iban-Nr CH90 0059 0068 8510 9100 0

Fees are payable 8 weeks before course commencement, especially for the countries requiring visas.

Fees may be paid in full or in instalments. The first instalment must be at least 50% of the total dues and must reach the School's account 8 weeks before course commencement. A yearly bank interest of 10% is charged on the balance of fees, two weeks after course commencement. All dues must reach the School's account latest 8 weeks after course commencement.

	All-inclusive fees (in CHF)	First instalment (in CHF)
Semester 1 (Certificate)	25 750	12 875
Semester 3 (Diploma)	25 750	12 875
Semester 5 (Higher Diploma)	25 750	12 875
Semester 6 (BA Honours Degree)	27 100	13 550
Culinary Management Higher Diploma	25 750	12 875
Culinary Management BA Degree with Honours	27 100	13 550
Postgraduate Diploma	25 600	12 800
MBA (continuation from IMI Postgraduate or from IMI BA Degree with Honours)	23 250	11 625
MBA (direct entry)	26 250	13 125
Foundation English Studies Course (24 weeks)	9 400	–
University English Preparatory Course (12 weeks)	5 400	–
Intensive English Certificate (4 weeks)	1 800	–



Additional charges

Rooming in Standard Twin room is *included* in the fees.

Additional charges per semester for:

Twin with en-suite bathroom	CHF	500
Single (shared bathroom)	CHF	1 125
Single with en-suite bathroom	CHF	1 750

Laptops:

The courses are delivered using a blended learning system. This is a combination of computer based and traditional learning. All students therefore need to have a laptop, either:

- your own laptop, with the following requirements:
Voltage: 220 V
Operating System: Microsoft Windows XP (English Version) or Microsoft Vista (English Version)
Microsoft Office: Word, Excel and Powerpoint (English Version)
or:
- a laptop purchased in Switzerland with the above specifications. Cost starts at approx. CHF 1000.
or:
- a laptop leased from IMI. Cost per academic semester CHF 500 with a returnable deposit of CHF 200.

Reduction of fees

Students preferring to stay outside of the campus will have following fee reductions:

No rooming	CHF	2 500
No food (if residing outside)	CHF	2 250
No rooming and no food	CHF	4 750

Scholarships

Special fees for Swiss applicants and C-Permit holders.

A limited number of scholarships are available for community service. For details, please contact the Registrar at registration@imi-luzern.com

Refund Policy

Students whose applications are not accepted or whose visa application is rejected will receive a full refund of the registration fee or course fees paid.

Registration fee

In the event of withdrawal 60 days before the commencement date of course, a refund of 50% of the registration fee will be made. The notice of withdrawal must be in writing to the school by registered mail. There is no refund for withdrawals for any reason whatsoever after the deadline.

An accepted student may (at the discretion of the school) defer his place up to one intake and his registration fee will be held for confirmation of place. Should such students withdraw later, there is no refund of the registration fee.

Course fee

If during semester, a student withdraws from the school for any reason, no refund will be made. There is no refund of any fees in the case of students who are dismissed (academic/disciplinary reasons) from the school.

The content of this programme catalogue is subject to change without prior notice.



Contact Details

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