



A practical guide to maximizing your student potential

BULLE UNDERGRADUATE: BBA3 – BBA7

You will have great opportunities whilst studying at Glion to interact with students from around the world, work with faculty with wide ranging professional experience as well as encountering many international companies recruiting for internships or first jobs, whether you are an on or off campus student.

Take advantage of all these opportunities! You have an amazing array of possibilities before you and you build your success on your commitment to actively participate in your learning environment.

The objective of these guidelines is to help you maximize your potential and achieve the academic success you deserve. Please read the guidelines carefully.

Your learning journey will include reaching attainable goals, working harder and smarter, and taking your academic and personal achievement to the next level. Thus, we hope to see strong performance in individual learning, assessments, and subsequent grade outcomes. At GIHE we seek to transform you as learners and promote academic excellence and professionalism through an enriched, rigorous and inter-disciplinary curriculum.

You can look forward to engaging with an intensive and challenging academic program that will push you to learn and redefine your capability and competencies. We are confident that all of you have the capacity and ability to meet our expectations and demands. Our goal

is to ensure that all students become critical thinkers, active problem-solvers, informed readers, diligent researchers, and skilled hospitality professionals. We do all of this to prepare you for the demands of the real-world so you may become proactive citizens, future leaders and give back something positive to the community.

The Glion Staff members and Community are here to support you in achieving your goals and helping you reach your fullest potential. Make sure you know how to get the support you need. We look forward to working with you during your program but especially anticipating your successful graduation!

Note: The information provided in these guidelines may be subject to change. The provision of these guidelines should not be considered as an irrevocable contract between the student and the institution. GIHE reserves the right to change any provision or requirement, including fees, contained in these guidelines at any time with or without notice.

How to be a professional Glioner

“Amateurs hope, professionals work”

GARSON KANIN



01

Moda e Design



What does it take to become a Glion professional?

You have elected to be part of one of the top hospitality schools in the world and our main goal is for you to be fully ready for the professional world at the end of your studies with us. In other words, this means developing yourself as a future professional, equipped to embrace a global career in the world’s premier hospitality and luxury businesses. We have at heart your student success and your in-depth understanding and knowledge of the Hospitality culture.

WE EXPECT YOU TO:



TAKE
RESPONSIBILITY
FOR YOUR
STUDIES



ACT WITH INTEGRITY
WITHIN OUR DIVERSE
COMMUNITY & DURING
YOUR FUTURE CAREERS



GIVE YOUR BEST
AT ALL TIMES

Being a professional starts now, here is how!

01

You only get one chance to make a good first impression!

FOLLOW THE THREE STEPS TO BEING A GLION PROFESSIONAL:



01

LOOK LIKE A PROFESSIONAL

Follow the Glion **professional image guidelines** >. You want to stand out and look the part – so make sure that you dress the part.



02

ACT LIKE A PROFESSIONAL

Follow the Glion **student-faculty >covenant** and know the **Glion code of conduct** >. You want to make sure that you are always behaving like a professional.



03

COMMUNICATE LIKE A PROFESSIONAL

Reflect your professional self in the way you communicate with your faculty members, members of the Glion community, your peers and future recruiters. Our email etiquette policy clearly highlights what is expected of you in terms of communication behavior.

Emails are the official means of communication with students and must be checked regularly. You are responsible to check that your email is functioning and there is no excuse for not doing so. You are not permitted to use the institutional logo in email signatures.

CORRECT COMMUNICATION

All emails should be addressed in a formal style: Use of titles (Dear Mr. ...), no slang, no shorthand (sms writing style), no abbreviations, and use full names.

Subject line must be used: FULL FAMILY NAME
First name (class - semester): ISSUE

For example: SMITH Andrew (H342 – 2022.04): RESIT EXAMS

Only send your request to one person! If you copy several staff members, indicate whom you expect to reply.

Be clear in your requests and read the replies carefully. Always attach the string of communication.



CONSEQUENCES

Incorrect use of email will result in no reply to your question. You should expect faculty and staff members to reply by saying, “Use the correct format for your email.”



Failure to use the subject line correctly will result in a delay in your issue being dealt with.

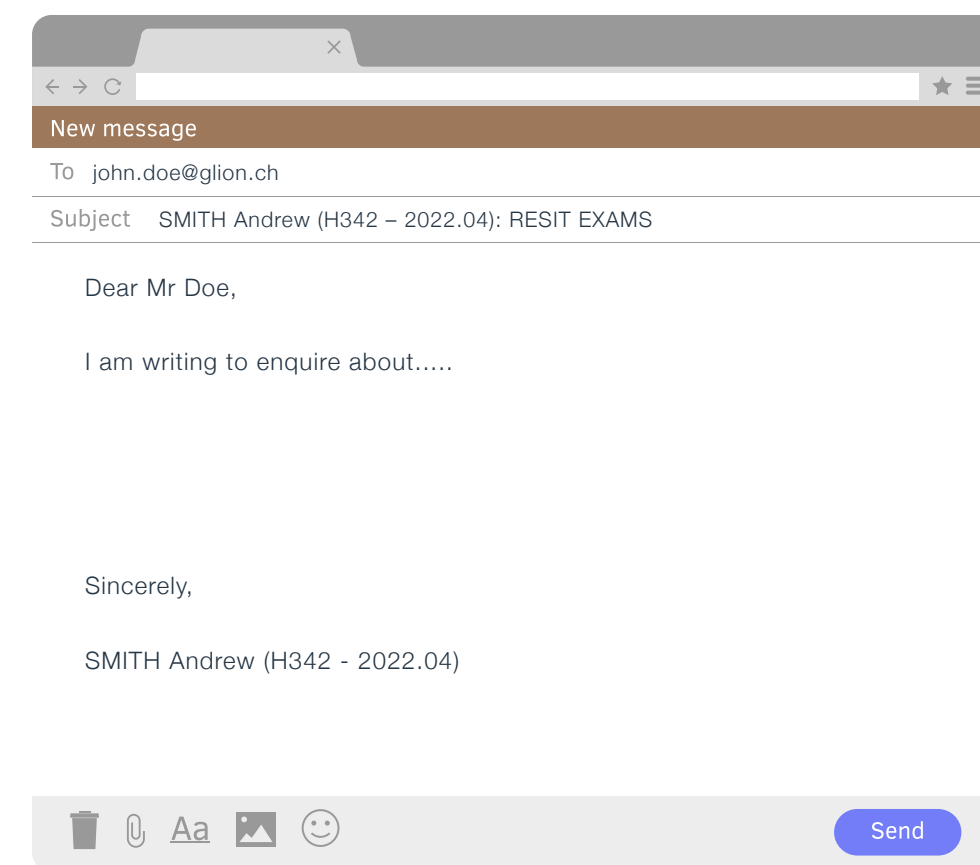


This practice saves duplication of effort and response. Use the right channels for communication as indicated in the [Glion student services and support >](#) document.



This will make your request easier to deal with and be received with a more positive eye.

EXAMPLE:



Your future self – your graduate profile

Glion undergraduates embark on international careers in leading hospitality and luxury companies. At the end of your BBA program with GIHE, we are aiming for you to exhibit the qualities of a global citizen skilled in the arts of hospitality, in other words being a multicultural, versatile and resourceful individual.

The combination of your practical experience, cutting-edge management competencies and a corporate approach should enable you to apply these skills according to their specialization in luxury brand strategy, international hotel development and finance, or international event management industries worldwide.



Who is here to help?

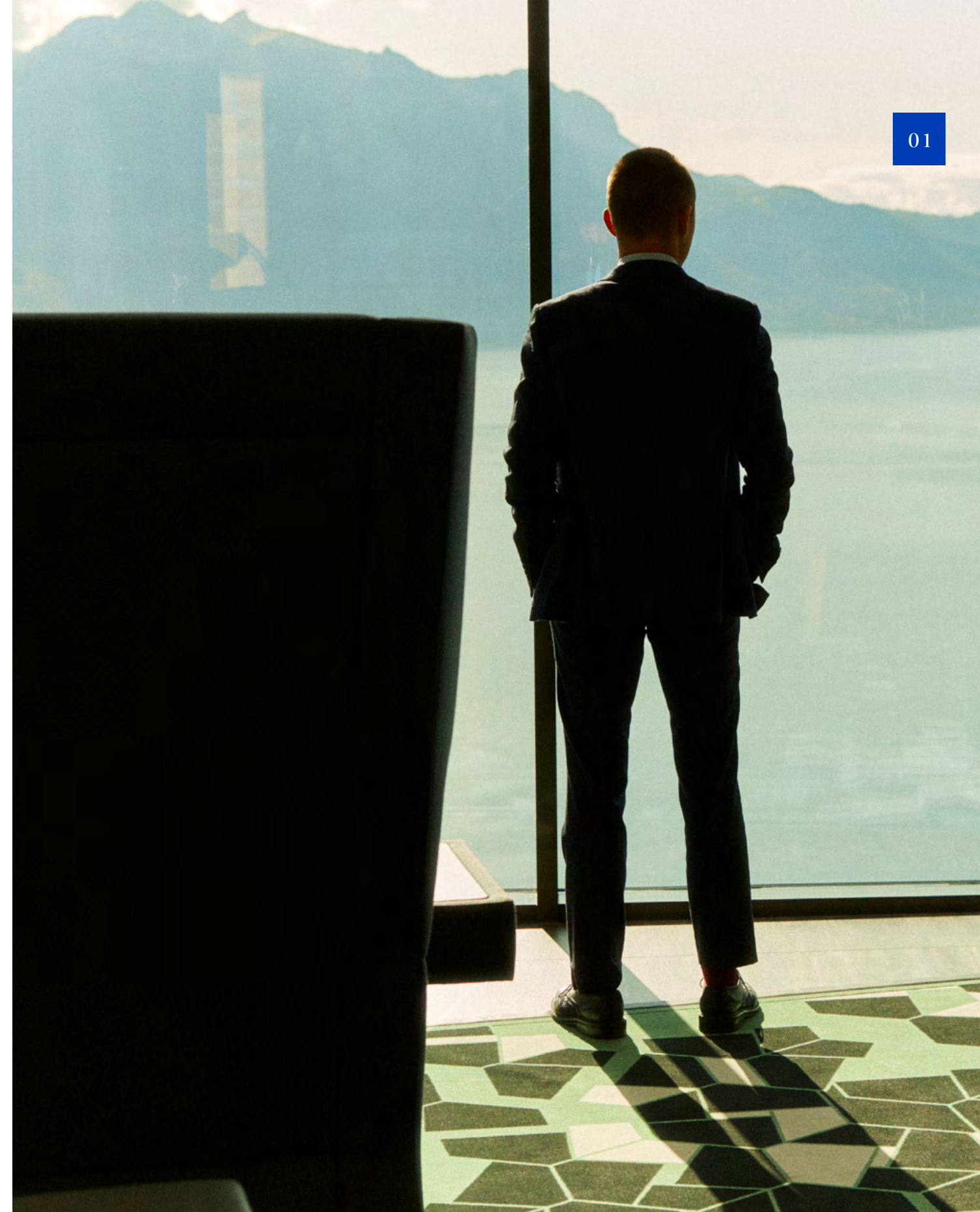
Throughout your entire academic student journey, the Undergraduate program team is here to help, guide and support you. Please don't hesitate to contact us at bulle.undergraduateprogram@glion.edu > and we will endeavor to advise you on your academic program. We will also be pleased to organize face-to-face or online meetings to answer questions or clarify any issues that you may have.

We encourage you to share your academic standing and progress with your family and sponsor. Your friends and family are always a good source of independent help and support – so don't forget to remain in touch with them whilst you are studying in Glion.

We also have a wide range of student support services which you should contact anytime you are seeking advice and guidance.

UNDERGRADUATE PROGRAM TEAM
FOR BBA3, 4, 5, 6 & 7 STUDENTS:

bulle.undergraduateprogram@glion.edu >



How to be a successful Glioner

ADOPT BEST ACADEMIC PRACTICES

“Success is no accident. It is hard work, perseverance, learning, studying, sacrifice & most of all, love of what you are doing or learning to do.”

PELE



Successfull

Perfect grades start with perfect preparation

02

We are sure you have already heard the famous saying from Benjamin Franklin “Failing to prepare is preparing to fail”. You will find here some useful tips for a successful semester.

KNOW YOUR PROGRAM & COURSE EXPECTATIONS

Be strategic. As well as your [academic catalog >](#), there are three key course documents which exist to keep you on track – and these are accessible for each of your courses through your learning management system [Moodle >](#).



YOUR COURSE DESCRIPTOR

Contains details of the course learning outcomes, assessment requirements and recommended reading. Use this to understand what the course is about as a whole.



YOUR SCHEME OF WORK

Provides a lesson-by-lesson overview of the topics you will cover in the course and any activities, readings or homework expected per lesson. Use this to help plan for your lessons and keep your notes in sequential order.



YOUR PROJECT OUTLINE

Specifies the course assessment requirements and gives you the overview of how you will be graded. Use this to know exactly what you need to submit to obtain the best marks possible!

PRE-CLASS PREPARATION & HOMEWORK

The purpose of pre-class preparation activities and/or homework given by your faculty members as part of your course is to have you practice, apply and master material presented in class to reinforce your learning and facilitate mastery of specific skills. It should always be completed on a regular basis so that you don't fall behind as the course progresses in time. It should also be presented in a clear quality format with the aim of using your work as study material for your revision at the end of the semester.



GRADING RUBRICS

Grading rubrics are indicated at the end of each project outline. They clearly indicate the requirements students must meet as well as the grade category associated (from 0 to 100) with the partial or total fulfillment of these requirements. They are here to guide you in clearly outlining what is required for each project in terms of knowledge and understanding, cognitive skills, professional competencies, and transferrable skills. If in doubt, always ask for faculty member for clarification.



ASSESSMENT MAP

The assessment map is a summary of all the assessments students are required to complete during the semester for each course. This is “your assessment deadlines tool” for the whole semester. We recommend you access the map at the beginning of the semester and put reminders on your calendar so that you do not miss any deadlines for graded work you have to submit! You can find the assessment map [here >](#).



ACADEMIC CALENDAR

Your [academic calendar >](#) provides you with important semester start and end dates, as well as other pertinent date information related to your semester of studies. Schedule these dates in your diary.



YOUR SCHEDULE

Your [schedule >](#) details your daily and weekly lessons for each of the courses you are enrolled in – check it regularly as changes may occur due to unforeseen circumstances. Make sure you have your login details for this.

Tips & tricks to get to graduation – studying to the best of your abilities!

02



BE ENGAGED!

Attending class is the minimum required but on top of this, we expect you to be engaged in your classroom physical or online environment. Being active and engaged means being mentally present, listening actively, participating in discussions, answering faculty questions, turning in work on time, and following rules and instructions. [Research >](#) shows that learning improves when students are inquisitive, interested, or inspired. By being one of those engaged students, you will learn more efficiently and deeply, enabling you to apply your new knowledge more effectively! Should you find yourself struggling to attend and engage with your courses and classes immediately talk to your Program Coordinator for their advice.



LEARNING SUPPORT

It may happen that you feel a little lost, demotivated, overwhelmed with the amount of work or that you don't know how to start a project for example. These are perfectly normal feelings but if you are in this situation, do not wait! Contact our learning support center at [learningsupport@glion.edu >](mailto:learningsupport@glion.edu). They are here to help you study to the best of your abilities!

We also recommend you check our learning support pages [here >](#). They are full of great advice!



HOW WE GRADE

Know how your work is marked. The grading matrix uses a range of 0/100 where 100 is exceptional work and 50% is the minimum achievement standard to pass a course. Again, please refer to our grading rubrics to understand exactly what is required of you for each project.



UNDERSTANDING THE PROGRESSION RULES

Knowing what is required to pass your semester and progress in your studies at GIHE is key! Your induction course at the beginning of the semester will clearly outline the progression rules for each semester. Your Program Coordinator will also remind you of these rules during your dedicated MentorMe sessions. Please make sure you attend these and do not miss out on important information for your success! You will also be able to read all about your progression requirements in your [academic rules and regulations >](#).

Your commitment to yourself – Glion Pride

ACADEMIC INTEGRITY

Academic integrity is the commitment to and demonstration of honest and ethical behavior in using information in your studies. At GIHE you will have to use the work of experts (industry professionals, academic researchers) to support your own work. You act with integrity when you acknowledge the contribution of these experts to your work, when you give credit to your sources of information. Acting with integrity enables you to produce trustworthy and valuable academic work. During your studies, you will strengthen your own academic integrity by developing your digital and information literacy skills and by mastering APA referencing style. You will learn to paraphrase and reference original source material in a transparent and ethical way. Weak academic integrity leads to poor quality work and, in some cases, to more serious offences such as plagiarism. “Plagiarism is the act of presenting the words, ideas, or images of another as your own” (APA, n.d.). Plagiarism is taken very seriously at GIHE and can lead to academic sanctions. By developing your academic integrity, you will avoid plagiarism and produce high quality, evidence-based academic work, demonstrating Glion excellence!

WANT TO LEARN MORE ABOUT THIS TOPIC?

[MIT >](#)

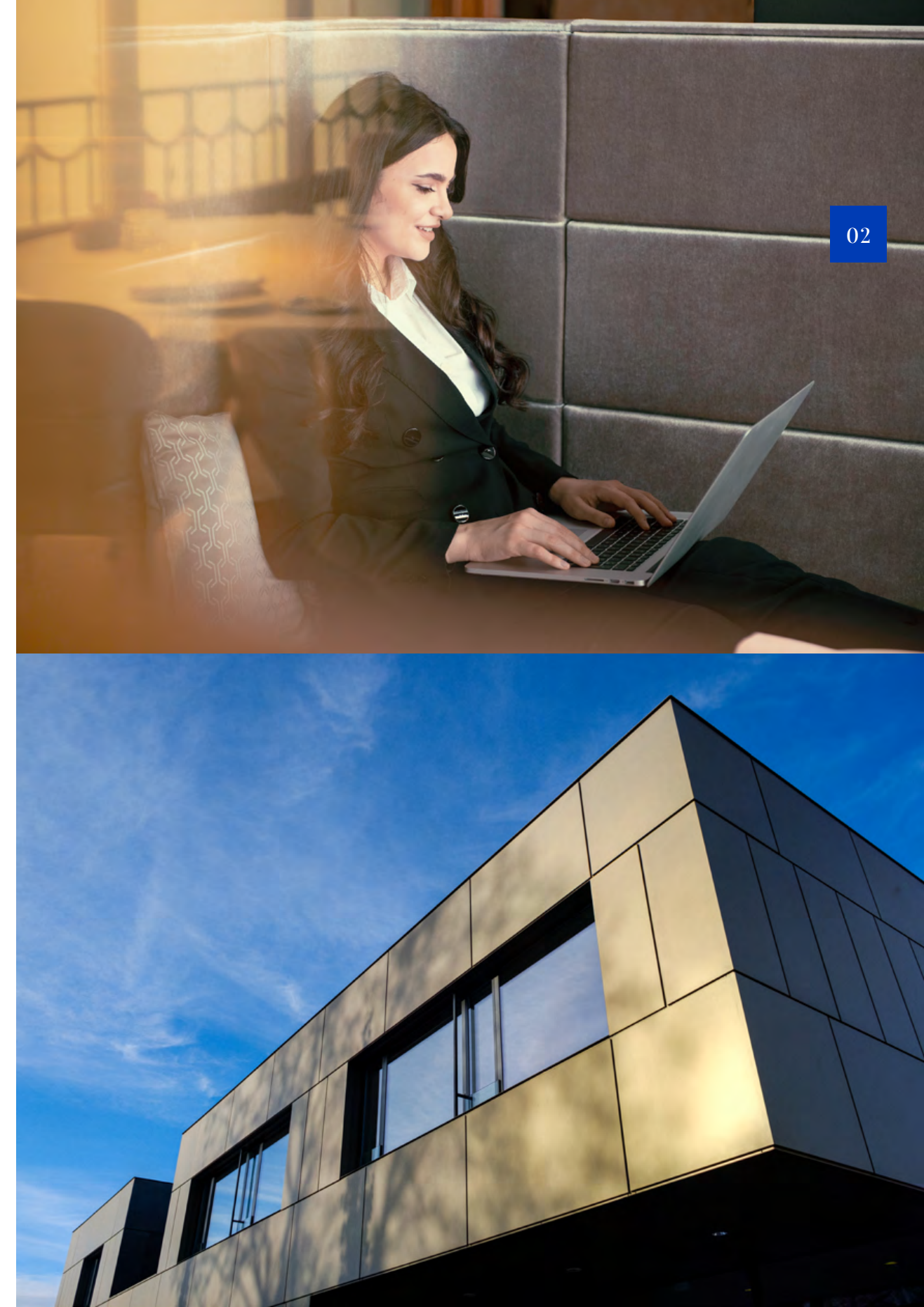
Practical student examples of strong & weak academic integrity.

[UNESCO >](#)

The importance of information literacy for critically aware citizens.

[APA >](#)

The official APA referencing site.





AIM HIGH & KEEP TRACK OF YOUR PERFORMANCE

You may not realize it yet but each grade counts! Your grades will impact your progression, your success, your honors status, your degree release and ultimately your first position in the world of work when your employer may request your academic results! So always make sure to aim for high standards!

GRADE REPORT SHEET & PROGRESSION RESULTS

After the validation of all grades by the Progression or Awards Panel at the end of each semester, you will be emailed a grade report sheet together with a progression results communication. The report will list those courses that contribute to the current semester of study and will show the final grade for each. The result communication will indicate if you have passed the semester or if you need to take some resit exams or if you are required to retake some courses the following semester. It is your responsibility to ensure that each semester grade report sheet is safely kept in your possession. In case of questions regarding progression, you can always contact your program team.

Who is here to help?

UNDERGRADUATE PROGRAM TEAM
FOR BBA3, 4, 5, 6 & 7 STUDENTS:

bulle.undergraduateprogram@glion.edu >

LIBRARY & LEARNING SUPPORT:

library@glion.edu >

learningsupport@glion.edu >

STUDENT REGISTRY SERVICES:

registry.services@glion.edu >



How to be an active & engaged Glioner

*“If you want to go fast, go alone. If you
want to go far, go together”*

AFRICAN PROVERB



03



Collaborating with others to do great things

We actively encourage you to expand your horizons and take part in the many social, cultural, recreational and career development activities regularly occurring. Not only will they enrich your Glion experience, but you will also discover new friends, interests, passions, and talents. Glion is a rich and diverse multicultural environment with much to offer – taking part is a key factor in achieving a rounded educational experience.

Our Student Government Association, and the related student committees, sports and ambassador program, will give you many opportunities to further develop your leadership and teamwork skills, as well as foster a healthy lifestyle. It's important to balance your academic and social life. So, if this does become difficult, make sure that you talk to our learning support manager.



STUDENT GOVERNMENT ASSOCIATION (SGA)

The SGA is a group of students elected by students that work in collaboration with GIHE, under the Student Affairs department's supervision. Its aim is to enhance students' life, organize activities and events, undertake initiatives to enhance the student non-academic experience on campus. Each semester, a Glion student is elected as SGA President and together with his/her team, they put in place their action plans. If you are interested in joining the SGA, developing your leadership skills and being active in the Glion Community, the SGA is the place for you!



GLION COMMITTEES

Under the SGA and Student Affairs' umbrella, various committees are active during the semester. These committees have also been created by students for students. Being part of a committee will also enable you to meet other students and to engage in the Glion Community. There is definitely a committee for you (and if there isn't, you can always enquire about creating a new one!):

- THE ARTS COMMITTEE
- THE CHARITY COMMITTEE
- THE CULINARY COMMITTEE
- THE ENTREPRENEURSHIP COMMITTEE
- THE GLION STUDENT TV COMMITTEE (GSTV)
- THE GRADUATION COMMITTEE (GRADCOM)
- THE GREEN COMMITTEE
- THE MASTERS COMMITTEE
- THE NETWORKING COMMITTEE
- THE SPORTS COMMITTEE
- THE WINE COMMITTEE

committees



Engaging with the community



AMBASSADOR PROGRAM

The Glion Ambassador Program supports students in developing and improving leadership skills and strengthening their future employability. Selected on a semestrial basis the Glion Ambassadors represent the school externally and internally. You'll receive an email informing you of the ambassador recruitment process from student affairs, but if you want to know more already feel free to contact them directly.



ETA SIGMA DELTA SOCIETY

The Eta Sigma Delta Honors Society (ESD) is part of the International Council on Hotel, Restaurant and Institutional Education, USA (ICHRIE) and Glion has one active chapter. Each semester, an exclusive team of students is selected based on their semester 6 average. These top students are here to help and support younger students in their peer-to-peer learning.

UNDERGRADUATE STUDENT ACADEMIC COUNCIL – YOUR CLASS TRUSTEES

The Undergraduate Student Academic Council (USAC) aspires to promote an exemplary level of academic success and participation among the student body. Its mission is to advance academic excellence, foster collaboration, mediate dialogue between faculty and the student body, and improve the learning experience for GIHE students.

USAC EXECUTIVE TEAM

Do you want to be part of the USAC Executive Team? Each semester the Academic Department selects the top students for the following positions: President, Vice-President and Communications Secretary. These 3 members will work closely with the Program Team on initiatives they want to implement.

CLASS TRUSTEES

Under the responsibility of the USAC President and the Academic Department, the class trustees are elected by their peers to represent their class. Their main role is to collect appropriate and valid feedback on their academic courses that is then discussed on a regular basis with their Program Team in order to improve the students' academic experience.

How your voice counts

YOU SAID, WE LISTENED

In the pursuit of excellence, GIHE always aims to improve. To help us to do so, we need you to tell us about your student experience. This is why you will receive a variety of surveys to complete throughout the semester, giving your feedback. We strongly encourage you to fill these surveys in so that we hear your point of view. We regularly inform you of the improvements made following your feedback, so that you know that we have listened to your voice.



Who is here to help?

STUDENT AFFAIRS BULLE CAMPUS:

[studentaffairs.bulle@glion.edu >](mailto:studentaffairs.bulle@glion.edu)

STUDENT COMMITTEES:

[SGA >](#)

[GSTV >](#)

[Graduation Committee >](#)

[Culinary Committee >](#)

[Green Committee >](#)

[Sports Committee >](#)

[Arts Committee >](#)

[Networking Committee >](#)

[Entrepreneurship Committee >](#)

[Charity Committee >](#)

[Wine Committee >](#)

[Masters Committee >](#)

UNDERGRADUATE PROGRAM TEAM
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[bulle.undergraduateprogram@glion.edu >](mailto:bulle.undergraduateprogram@glion.edu)



How to be a consistently confident Glioner

“You should not change yourself, but create yourself.”

PETER DRUCKER





Performance

Build confidence, reduce anxiety



YOUR PERSONAL LEARNING NEEDS

If you have a learning difference that may affect your ability to study and progress, you are advised to inform the Senior Learning Support Manager. Conditions such as dyslexia, ADHD and other learning differences will be accommodated as far as possible by the institution, on submission of a diagnosis report from a healthcare professional.

PERFORM TO THE MAX

Mastering English and other foreign language skills is important for your future. GIHE recognizes that students come to the institution with various levels in English. This is inherent in an international student population given the differences in individual aptitudes and in English language instruction throughout the world. The priority given to English medium education is designed to help you progress successfully in your studies and prepare for your professional careers. Should you find difficulties studying in English at GIHE, please contact learning support department.

A healthy you is a successful you!

YOUR WELL-BEING - TAKING CARE OF YOURSELF

You may not always associate academic success with your wellbeing, but it's important to appreciate that taking care of yourself is part of achieving great results. Play an active role in:



MONITORING YOUR HEALTH PATTERNS

You need to maintain a healthy lifestyle so be aware of how stress, fatigue, lifestyle and other elements may be influencing you and your commitment to studies.



ASSESSING YOUR MOOD

This can easily be affected by other people, workload, events in your life and even by the weather! Consider your mood and the impact it is having on your energy and enthusiasm at regular intervals. This capacity for “emotional intelligence” is highly valued in the workplace, so use your time at GIHE to develop your skills in this area.



MANAGING ANXIETY

It is normal to feel anxious about starting a new chapter in your life, making friends and generally achieving the expectations that you, and maybe your sponsors, set yourself. Knowing what is causing your anxiety and sharing this is a key step to managing it.

Whether you have concerns about your health patterns, mood or anxiety, always know that you can reach out to talk to your Health Advisors.



MIND & BODY WORK TOGETHER

Nearly all students will experience stress, anxiety or mood alteration at some point during their studies. Not only do these feelings impact our mental well-being but they can also lead to physical impacts such as headaches, allergies, muscle tension, high blood pressure etc. If or when you start experiencing these feelings, it is critical that you re-focus on your “study-life balance” and self-care.

HERE IS HOW:



PRIORITIZE
TIME
MANAGEMENT



SET SOME
ACHIEVABLE
GOALS



HAVE A REGULAR
DAILY ROUTINE &
GET GOOD SLEEP



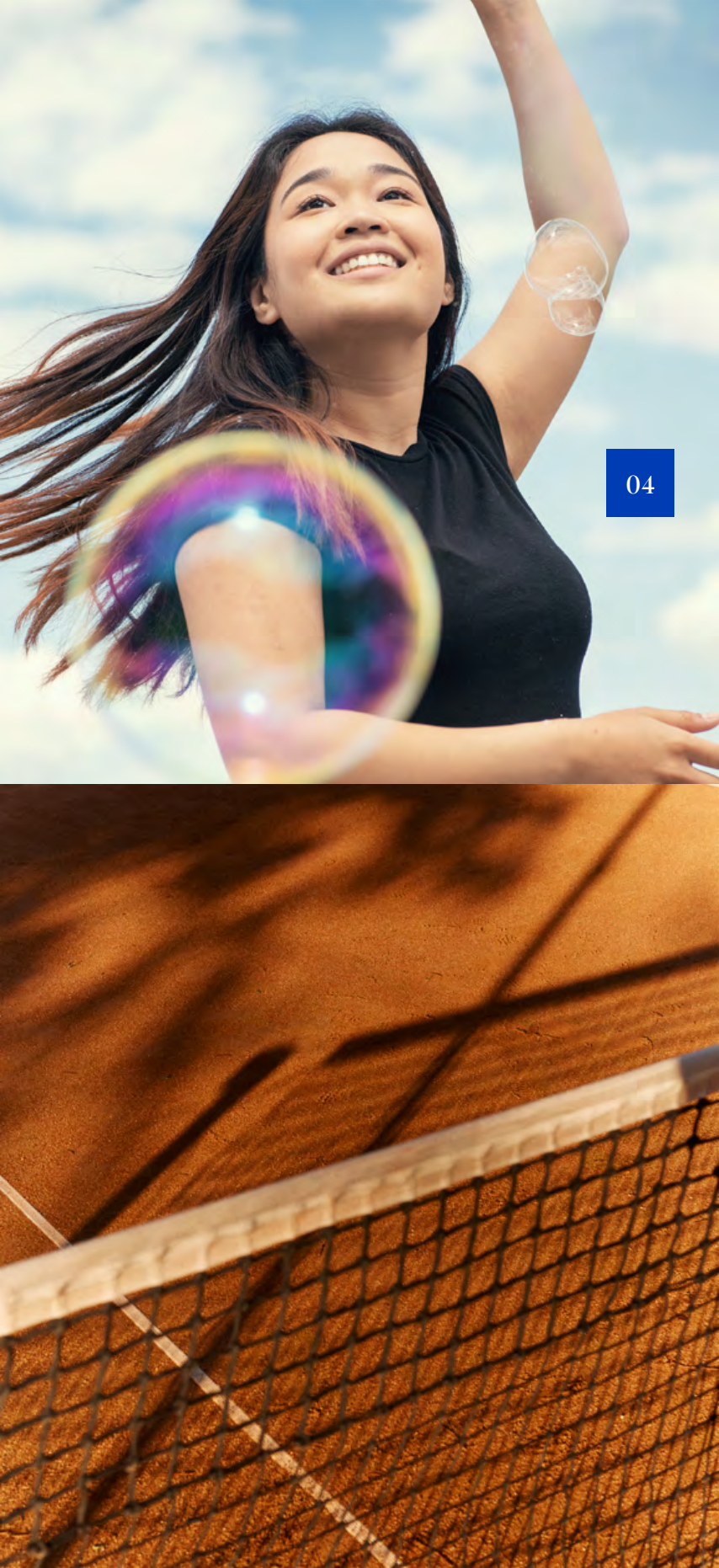
SURROUND
YOURSELF WITH
SUPPORTIVE
PEOPLE



GIVE
YOURSELF A
BREAK FROM
SOCIAL MEDIA



GET EMOTIONAL
SUPPORT FROM
OUR HEALTH
ADVISORS





Sharing is caring

You may feel homesick, lost, or overwhelmed by the adjustments needed for the GIHE environment. You may find that your self-confidence is wavering, or you may feel low, anxious, stressed or have trouble sleeping. You may also experience relationship difficulties, or face crisis situations, or go through harrowing life events, such as the loss of someone close.

In all cases, you may wish to address your issues in a safe, comforting, and non-judgemental environment. The health advisor will treat all information within the strict limits of professional confidentiality. Depending on your needs and wishes, the health advisor may offer one-time help during a single meeting, give relevant information to help solve a problem, organize regular meetings over a period of time, or find adequate internal and/or external resources to help you.

Who is here to help?

HEALTH ADVISOR GLION CAMPUS:
healthadvisor.glion@glion.edu >

HEALTH ADVISOR BULLE CAMPUS:
healthadvisor.bulle@glion.edu >

LEARNING SUPPORT:
learningsupport@glion.edu >



How to be a life-long Glioner

*“Set your goals high & don’t
stop until you get there.”*

BO JACKSON

Network



The power of networking

We look forward to accompanying you on your journey of professional and personal development in our unique environment steeped in the Glion Spirit – this undefinable combination of unity and diversity, tradition, and innovation – that nourishes the accomplishments of “Glioners” worldwide. With the support of the career and internship department, you will learn how to build your professional network, and how to approach recruiters and create connections during recruitment events. You will develop your professional image and reputation to build and secure long lasting professional relationships.

05

TAKE AN ACTIVE ROLE IN NETWORKING THROUGHOUT YOUR DEGREE PROGRAM:



REFLECT ON WHO YOU ARE, WHO YOU WANT TO BE & WHAT YOU ARE PASSIONATE ABOUT:

Networking starts with knowing who your authentic self is. This makes it easier for you to connect with others as you share common interests and / or goals.



USE SOCIAL MEDIA WISELY:

There is power in having a strong, credible professional online profile. Never underestimate the impact social media can have on building your reputation.



STEP OUTSIDE OF YOUR COMFORT ZONE:

Networking does not always come easy. Whilst GIHE provides the opportunities, only you are able to nurture and create your network. Focus on relationship building in a dedicated and disciplined way.



Your employability journey

Feeling the pressure associated with looking for, and securing an internship or job, will be part of your Glion (and future work life) experience. You will need to break your employability journey into manageable steps. GIHE will accompany and support you on this journey, but by actively creating your own journey you are building the lifelong employability skills that lead to a successful career.

Glion will help you learn how to present yourself to recruiters in the best light – and how to negotiate the obstacles and stumbling blocks you may encounter along the way.

TO BE SUCCESSFUL, YOU WILL NEED TO:



BE ACTIVELY ENGAGED

with the tools that we supply you with including the Career and Internship portal (Symplicity).



ATTEND

all workshops and recruitment events and complete all activities that are scheduled or required as part of developing your employability skills set.



REMAIN CONNECTED

with your career advisor and update them regularly on your progress.

Your employability journey also continues long after graduating – so make sure that you register and commit to participating actively in the Glion Alumni when you are invited to do so.

Never stop learning

Each daily interaction you have provides an opportunity to learn. As well as thinking about how your courses are helping you develop knowledge and apply this– remember too those daily conversations with peers, faculty and all those in and out of the Glion community that can trigger ‘ah ha’ moments. If you want to build a successful career, you need to be committed to continual development and that starts as soon as you are a Glion student. Be curious. Stay up to date with industry news, attend networking conferences scheduled by the student networking committee, and pursue activities that will enhance who you are and what you have to offer.

05

MAKE SURE YOU:



COMMIT A PORTION
OF YOUR TIME TO
DEVELOPING & LEARNING
SKILLS OUTSIDE OF THE
CLASSROOM



REMAIN FOCUSED ON
WHERE YOU WANT TO GO &
WHAT AREAS OF YOURSELF
OR SKILL SET YOU STILL
NEED TO DEVELOP TO
ACHIEVE YOUR GOALS

BE PREPARED TO ADJUST
THE PATH YOU NEED TO
FOLLOW TO REACH YOUR
OBJECTIVES



REGULARLY SELF-
REFLECT ON WHAT YOU
HAVE ACHIEVED, & MOST
IMPORTANTLY, BE OPEN
TO NEW EXPERIENCES.

Who is here to help?

CAREER & INTERNSHIP TEAM:

stages@glion.edu >

ALUMNI WEBSITE:

alumni.glion.edu >



A large, faint watermark of the Glion logo is visible in the background of the blue rectangle. It features a white cross at the top, a stylized globe in the center, and a banner at the bottom.

We look forward to accompanying
you on your journey of *professional &
personal development* in our unique
environment steeped in the *Glion Spirit*
– this undefinable combination of unity
& diversity, tradition & innovation –
that nourishes the accomplishments
of “Glioners” worldwide & make them
forever part of the Glion Community.



