

DIPLOMA IN HOSPITALITY MANAGEMENT (DHM)



Program Overview

- ASEAN Certified Diploma (level 4)
- 33 weeks - 495 hours
- 26 modules - ASEAN and EHL Hospitality Business School (Switzerland)

Management

Finance & HR

Technologies

Sales & Marketing

Entrepreneurship

Operations

Projects

Serious Game

Program Details & Logistics

- Location: École d'Hôtellerie et de Tourisme Paul Dubrulle, in Siem Reap.
- Duration: 10 months part-time, 15 hours/week, Monday to Friday.
- Study Method: Hybrid (Interactive online and on school campus), own laptop/tablet required.
- Small classroom setting (max 20 participants).
- Dress Code: Professional attire
- In case of course cancellation due to an exceptional event (i.e., professor unable to come due to sudden illness), the course may either be postponed, or a replacement trainer may take over the course

Punctuality & Absence

Regular attendance and active participation (100%) is mandatory for the entire duration of the program and is one of the requirements leading to the award of the diploma. Attendance will be recorded.

Requests for authorized absences (full or partial) must be in writing and pre-approved by the Director of Education before the module. Unless absences are justified and pre-approved by the Director of Education the module is not validated and the student will not be allowed to sit the exam. In case of emergencies, the Director of Education must be notified immediately, including giving the reason for absence. Failure to do so may result in program failure.

- One non-authorized absence of one full day per module will automatically constitute a 20% deduction in the final grade of the particular module.
- Two non-authorized absences of two full days per module will automatically constitute a 40% deduction in the final grade of the particular module.

Course Assessment & Grades

Each module is subject to an assessment which may include one or several oral and/or written exams, which are individual and/or in groups (assessments may be subject to modification).

- The passing grade for each module is 60.
- If overall average is over 60, two modules may score b/w 50 and 60.
- A retake exam can be given for failed modules that do not require a group project, and must be completed within the set deadline.
- In case of two failures for the same module, the module will not be validated and the student will not obtain the Diploma. In such cases a transcript will be issued upon request.
- At the end of each module, students complete an anonymous evaluation of the trainer and program.

Students may be expelled from the program for the following reasons:

- Nine non-authorized absences across the program is also grounds for expulsion from the entire program.
- Students do not comply with the provisions of the present regulations.

(In case of expulsion from the program, students will have no right to any reimbursement)



Admission Requirements

Candidates may be admitted in the program under the following requirements:

- EHT Paul Dubrulle Graduate or
- Industry professionals with a minimum of 3 years work experience and relevant certificates
- Successful completion of the diploma entry exam
- Professional working proficiency in the English language

Document requirements

- Completed application form, copy of residential book or birth certificate, copy of ID card, copy of highest certificate, copy of vaccination card, CV, and four 4x6 cm photos.
- Submit documents to: Education Office, Tel: 063 963 672 or M: 095 219 994, info@ecolepauldubrulle.

Program Fee & Payment Terms

Program nominal tuition fee: US\$ 1,500, but this academic year the program is sponsored 40%.
After discount **US\$ 900** for this academic year 2024 only.

The program fee includes all elements of registration and enrolment; including e-books and materials, access to library, accident insurance, and study kit (re-fillable water bottle, USB with e-materials, school T-shirt).

Payment options: One-time payment. All fees paid are non-refundable.

Types of payment: By cash or by Bank transfer to:

Bank Name: Account Name: Account No (USD): Swift Code:

Bank Address:

Account Name: Bank Name: Account Nr (USD): Swift Code:

BRED BANK (Cambodia) PLC

FORMATION ET PROGRES CAMBODGE

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BREDKHP2

Unit No 5 and No 6 of Building Sayon Square, Sangkat Sala Kamreuk, Krong Siem Reap.

Formation et Progrès Cambodge ABA Bank

000-154-450

ABAAKHPP

No.01-04, Tep Vong (St.), Mondul 2 Village, Sangkat Svay Dangcum, Siem Reap, Cambodia

Bank Address:

The candidate is formally enrolled in the program upon settlement of enrolment fees set within the deadline