

Before starting

The HSD's membership rules require new candidate to be invited. An invitation is extended to a new candidate when at least 3 or 4 current members put forward the name the new candidate school to the board of directors.

Typically, candidates' approach some members and seek support for their candidature. The list of members and contact details are on our website.

It is advisable that a candidate familiarize themselves with the criteria and process hereunder to first perform a self-evaluation before contacting members for support. This initial step will help candidates frame their requests and chances of success.

Preamble

Hotel Schools of Distinction is a network of renowned hotel schools from all over the world, who share a vision about content and quality of hotel education. Therefore, it is quintessential for Hotel Schools of the world to develop and define membership criteria. These criteria serve as a vehicle to identify potential new member schools on the one hand. On the other hand, the same set of criteria will be used to evaluate those schools with a predefined process, which are interested in joining the network.

In this process a school is considered as an institutional unit, which has full control over its programs and program execution, even this takes place in multiple campuses.

Once the authorities on the different campuses can decide independently upon programs and program execution, these campuses will be treated as different schools. As a consequence, each of these branches has to be assessed independently.

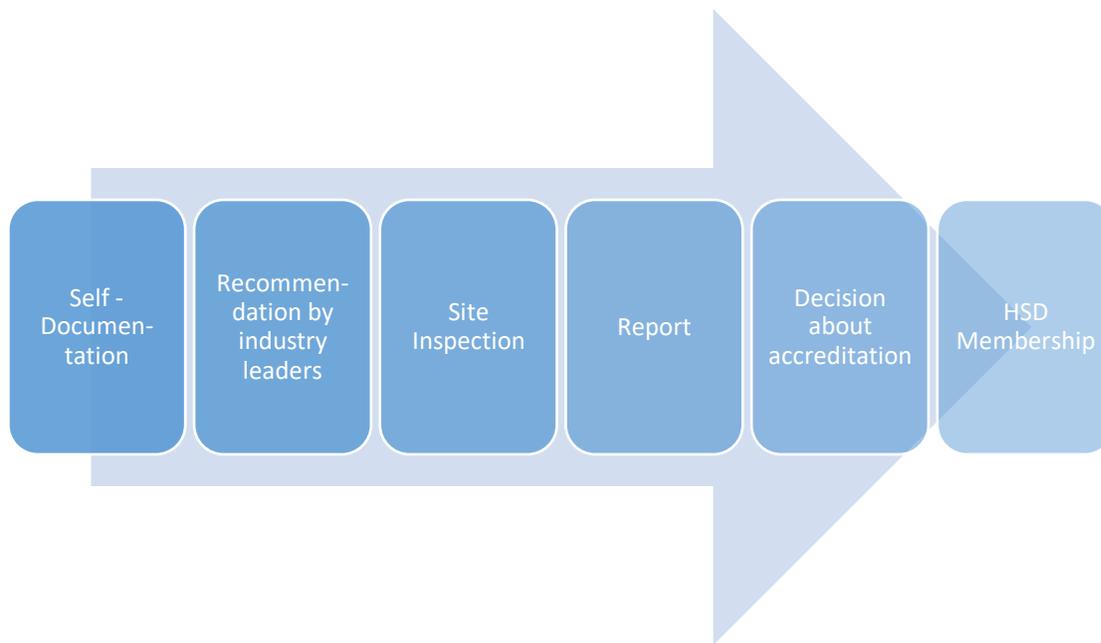
Assessment process

The assessment process takes place under the supervision of the admissions committee of Hotel Schools of Distinction and consists of two parts:

1. Initial Assessment
2. Continuous Assessment

Initial assessment

The initial assessment has to take place before a school becomes a member of HSD. Applicant schools pass a process of five consequent steps:



SELF-DOCUMENTATION

In the self-documentation the applicant school has to document that ...

- *...the school has a dedicated hotel program*
- *...it is offering an accredited bachelor's degree program in hospitality management*
- *...the school is having graduates within the industry for at least 5 years*
- *...the institution itself is accredited by the national authorities as a university*
- *...it is offering a significant portion of the curriculum in the English language*
- *...the school is the leading institute of its region (existing member schools have a right to veto, if the applicant school is operating in their country/state)*
- *...the school is a preferred partner of the hotel industry internationally and/or in its region*
- *...the school is able and willing to contribute actively to HSD*

Within the questionnaire attached you can find the criteria that have to be positively evaluated in order to make a membership at HSD possible.

RECOMMENDATION BY INDUSTRY LEADERS

After having evaluated the applicant school's paperwork positively, HSD is asking at least two industry representatives from the region about the school's reputation.

SITE INSPECTION

Once this process has been finalized as well, a group of two HSD representatives accompanied by one industry representative from the country/state where the school is operating, visits the applicant school in order to proof the quality of the school.

ACCREDITATION AS AN HSD SCHOOL

Based on all three results, HSD members decide about the application unanimously.

The process will be documented in an accreditation protocol, which will be brought to the school's attention, regardless whether the decision is positive or negative. In case of a negative assessment the school might get a one-year probation period in order to improve and take necessary action as indicated in the protocol.

After a positive vote of the site inspection team the school gets an accreditation by HSD.

MEMBERSHIP

Once the school got the certificate as an HSD accredited institution it automatically becomes a member of HSD.

Continuous Assessment (Reaccreditation)

Every 3 years the assessment process takes place again on the basis of self-evaluation. Member schools report about changes at their institutions in comparison to their last accreditation. Besides that, the contribution of the school to the development and the quality of HSD will be taken into consideration.

Once there are major changes like

- changes in the accreditation of the programs
- changes in the status of accreditation of the school
- changes in ownership
- changes of leadership, after every 4 years by a panel
- any other important issue that effects the quality of the programs and/or the reputation of the school,

a site visit from at least two people from the membership committee can be carried out.

The process will be documented in an accreditation protocol, which will be brought to the school's attention. In case a member school fails the re-accreditation, a period of one year is given in order to improve and take necessary action as indicated.

After one year a re-accreditation takes place again. If the school fails again, membership will be terminated.

Extraordinary termination of membership

In case of a membership institution harms the reputation of HSD, its membership can be terminated by a majority of 2/3 at the HSD General Assembly after the school had the chance to defend itself.

In that case the accreditation will be terminated as well.

Accreditation Fees

In order to cover the costs of these processes the following fees will be charged:

Application fee for new members:* 500 US\$ (only for 1st branch of a school)

Initiation Fee:** 50 % of the regular membership fee

*Charged before the application process has been started by HSD.

**Charged before the site inspection takes place.

Both fees are non-refundable.

Membership fees

The membership fee derives from the number of hospitality students within a school :

In US-\$

Number of students	Annual membership fee in US-\$
up to 200	4000
201-500	5000
500-800	6000
801-1100	7000
More than 1100	8000