



**TOURISM SCHOOLS
SALZBURG**
INSTITUTE OF TOURISM &
HOTEL MANAGEMENT



Diploma in Hospitality Management or Tourism Management

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Institute of Tourism and Hotel Management
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Content

ITH is intended for people who have already gained professional experience in tourism, and who now wish to acquire sound know-how in Management, Sustainable Tourism Development and the use of new technology.

The course is conducted in 2 Semesters, 4 months each, from October until end of May of every year.

The course consists of two parts: The **General Module** plus one **Specialized Module**

Tourism and Hospitality Management Modules

		Lessons per week Term 1	Lessons per week Term 2
General Module in Management			
Financial & Management Accounting		2	2
Economics		1	1
Entrepreneurship		2	2
General Management & Human Resources		2	2
Internet Marketing & e-Business		2	2
Regional Aspects & Sustainable Development		2	2
German		3	3
PC-Applications		3	3
Cultural Aspects		2	2
	Total	19	19
Additional Special Module (Eligible)			
Hospitality Management			
Front Office Management		1	1
Housekeeping Management		1	1
Hotel Marketing & Sales		3	2
F & B Management & Controlling		2	2
Bar Operations & Function Management		2	2
Restaurant Management		2	2
Culinary Arts		2	2
Kitchen Organization & Hygiene		1	1
Workshops		2	2
	Total	16	15

Tourism Management			
Destination Management		2	2
Tourism Management		1	1
Tourism Marketing		3	2
Incoming Business Organization		2	2
Ticketing & Counter Work		2	2
Travel Agency Management		3	3
Workshops		2	2
	Total	15	14

Certificates

At the end of each semester the student has to undergo an assessment. Students who have successfully passed both semesters may take part in the final exams, which consist of the composition of a Business Plan. Additionally an oral diploma exam will be conducted.

Successful participants are awarded a Diploma in Hospitality Management/Tourism Management from our Institution. This diploma is acknowledged by the Austrian Ministry of Education as well as numerous international universities.

Industrial Placement

After completion of the course the students have the opportunity to undergo a 3 months industrial placement to stabilize their theoretical knowledge and gain insight into an Austrian tourism enterprise. This practical training is based on availability of practical location and is subject to the Austrian law.

General requirements

- GCE-A' Levels or equivalent, which enables enrollment at a university
- At least 1 year experience in the hotel or tourism industry
- All courses are conducted in English language, so an excellent command of English is absolutely necessary. An internationally recognized certificate proving the knowledge of English (TOEFL, Cambridge or equivalent) is required.
If the student's English language skills are not sufficient the Institute may decide whether he/she has to participate in extra English language course in Austria at his/her own expenses.

Age limit for scholarship applicant: 35 years

Specific requirements can be found on the application form.

German as a competitive advantage

During the course students also learn German. Germany is still the world's main outgoing tourism market; the ability to speak German is thus a competitive advantage.

Accommodation

ITH students are accommodated in Kavalierhaus (www.kavalierhaus.at). It is located next to the Institute in the middle of the Garden of the Castle of Klessheim.

Students share double rooms, computers are available both in Kavalierhaus and in the school.

Scholarship

The Austrian Development Agency offers scholarships to students from Developing Countries every year. Please be aware that scholarships are not automatic, they are competitive and are awarded after a careful selection process by the Austrian Development Agency and the Institute of Tourism and Hotel Management. There are two kinds of scholarships:

Scholarship for ADC's priority countries:

It covers tuition fee, accommodation, flight costs, health insurance, meals from Monday - Sunday plus a pocket money of approx. € 205 per month.

Scholarship for developing countries:

It covers tuition fee, health insurance, meals from Monday - Friday plus a pocket money of approx. € 205 per month.

Not included: transportation costs, accommodation (€ 1976), meals during the weekends and holidays.

In order to apply for a scholarship the **application has to be sent directly to the Institute**. Please be aware that the embassy is not obligated to receive your application and forward it to us. They may do so at their own discretion, but not a must. The application has to be received by the ITH office latest by **1st of May 2016**.

Residence Permit Requirements

After being accepted at the Institute students may apply for a residence permit called "Aufenthaltstitel Schüler". It is valid for 8 months.

The applicant has to provide the following certified documents:

- ◆ a fully completed visa application form
- ◆ confirmation of registration (settlement with health insurance company, confirmation of accommodation)
- ◆ birth certificate
- ◆ document proving your permanent residence in your home country
- ◆ an extract of criminal records
- ◆ a copy of financial resources for one academic year (or scholarship confirmation)
- ◆ a copy of your passport (valid for at least three months after the end of the course)
- ◆ passport photographs
- ◆ travel insurance (from your travelling date till the last day of September)

Please note that required documents are subject to change - specific information can be obtained at the Austrian Embassies.