



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



**Diploma
in
Hospitality Management
or
Tourism Management
2021/2022**

Contact:
Institute of Tourism and Hotel Management
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5071 Siezenheim, Salzburg
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www.ith-salzburg.at

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 1st of October until the 31st 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			
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

Schedule

Classes take place from Monday thru Friday, starting at 07:45 am and can last until 05:45 or 08:15 pm (depending on your schedule, sometimes also earlier). Lunch break is one hour.

Workshops take place on Friday afternoons and Saturday mornings.

Certificates

At the end of each semester the student has to undergo an assessment.

Students who have successfully passed both semesters and who have successfully compiled a professional Business Plan take part in the final exams. The final exam is an oral diploma exam conducted by a commission of three examiners.

Successful participants are awarded with 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.

Please be aware, that this is not a degree program.

Industrial Placement

After completion of the course students have the opportunity to undergo a 3 months industrial placement to gain additional practical knowledge and gain more insight into the Austrian tourism and hospitality industry.

General requirements

- GCE - A' Levels or equivalent, which enables enrollment at a university (specific requirements for Austria have to be met)
- 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, IELTS, 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 courses in Austria at his/her own expense.
- Age limit for scholarship applicants: 35 years

Specific requirements are listed on the application form.

German as a competitive advantage

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

Accommodation

ITH students are accommodated in Kavalierhaus (www.kavalierhaus.at). Kavalierhaus is located next to the Institute in the midst of the gardens of the castle of Klessheim. Students share double rooms, computers are available both in Kavalierhaus and in the school.

Scholarships

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 (Ethiopia, Uganda, Burkina Faso, Mozambique, Bhutan, Palestinian Territories, Georgia, Armenia):

It covers

- Tuition fee
- Accommodation
- Flight costs
- Health insurance
- Meals from Monday - Sunday
- Pocket money of approx. € 205 per month

Not included:

- Expenses for the Visa (for residence permit and Visa D)
- Transportation costs to and from airport
- Trip to Berlin: In March an optional excursion to the ITB Berlin, the world's largest Tourism Fair is organized by the Institute. It is highly recommended to participate, as ITB is the meeting point of worldwide Tourism Industry. Approximate cost: Euro 290.-
- Personal Expenses: Kindly bear in mind that you are going to need some money for your personal expenditure and entertainment while here in Salzburg.
- Deposit: For accommodation and appliances in the Kavalierhaus a down payment of Euro 200.- has to be made. It will be refunded at the end of the course.

Scholarship for developing countries:

It covers

- Tuition fee
- Health insurance
- Meals from Monday - Friday
- Pocket money of approx. € 205 per month

Not included:

- Accommodation fee (€ 1.644,00)
- Food: You have to cover the costs of food during the weekends and holidays by yourself.
- Travel expenses - from your country to Salzburg and back home

- Expenses for the Visa (for residence permit and Visa D)
- Trip to Berlin: In March an optional excursion to the ITB Berlin, the world's largest Tourism Fair is organized by the Institute. It is highly recommended to participate, as ITB is the meeting point of worldwide Tourism Industry. Approximate costs: Euro 290.-
- Personal Expenses: Kindly bear in mind that you are going to need some money for your personal expenditure and entertainment while here in Salzburg.
- Deposit: For accommodation and appliances in the Kavalierhaus a deposit of Euro 200,- will be charged on arrival. It will be refunded at the end of the course.

In order to apply for a scholarship the **application has to be sent directly to the Institute via postal service**. Please be aware that the embassy is not obligated to forward your application to us. The application has to be received by the ITH office latest by **01st of March 2021**.

Residence Permit Requirements

After being admitted to the Institute, students have to apply for a residence permit called "Aufenthaltstitel Schüler" at the Austrian Embassy in their home countries. 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
- ◆ a copy of the criminal record
- ◆ 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 until the end of the Visa D)

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

Please also note, that depending on what country you are from, it can occur, that you need to travel to an Austrian Embassy outside your home country, hence additional travel costs might arise. See list of embassies for detailed information:

Nation	Austrian Embassy in	E-mail
Armenia Uzbekistan	Moscow, Russia	moskau-ka@bmeia.gv.at
Kazakhstan Kirgisistan Tadschikistan Turkmenistan	Nur-Sultan, Kazachstan	nur-sultan-ob@bmeia.gv.at
Bhutan Bangladesh Maldives Nepal India Sri Lanka	New Delhi, India	new-delhi-ob@bmeia.gv.at



China Mongolia	Peking, China	peking-ob@bmeia.gv.at
Dschibuti Ethiopia Kongo Südsudan Uganda	Addis Ababa	addis-abeba-ob@bmeia.gv.at
Burkina Faso Gambia Guinea Liberia Senegal Sierra Leone	Dakar, Senegal	dakar-ob@bmeia.gv.at
Ägypten Eritrea	Kairo, Ägypten	kairo-ob@bmeia.gv.at
Barbados, Dominica, St Vincent and the Grenadines, Grenada	Venezuela	caracas-ob@bmeia.gv.at
Brasilien	Brasilia	brasilia-ob@bmeia.gv.at
Georgia	Baku, Azerbaijan	baku-ob@bmeia.gv.at
Iran	Teheran	teheran-ob@bmeia.gv.at
Indonesia	Jakarta, Indonesia	jakarta-ob@bmeia.gv.at
Burundi Congo Republic Kenya Komoren Malawi Seychellen Somalia Ruanda Tanzania Zambia	Nairobi, Kenya	nairobi-ob@bmeia.gv.at
Lesotho	South Africa	pretoria-ob@bmeia.gv.at
Mozambique		
Namibia		
Zimbabwe		
Belize, Guatemala, Nicaragua	Mexico	mexiko-ob@bmeia.gv.at
Nigeria	Abuja	abuja-ob@bmeia.gv.at
Ghana		
Togo		
Cameroon		
Pakistan	Islamabad	islamabad-ob@bmeia.gv.at
Kiribati	Canberra, Australia	canberra-ob@bmeia.gv.at
Solomon Islands		
Samoa		
Vanuatu		
Philippines	Manila	manila-ob@bmeia.gv.at



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Vietnam	Hanoi	hanoi-ob@bmeia.gv.at
Cambodia Myanmar Thailand	Bangkok	bangkok-ob@bmeia.gv.at
South Korea	Seoul, Korea	seoul-ob@bmeia.gv.at
Syria	Damascus, Syria	damaskus-ob@bmeia.gv.at