



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

## **57<sup>th</sup> Diploma Course**

### **in Hospitality Management or Tourism Management with the electives Entrepreneurship or Teacher Training**



**2022/2023**

Institute of Tourism and Hotel Management  
c/o Landesberufsschulheim Obertrum  
Mattigtalstraße 8/ Haus B2  
5162 Obertrum/See  
Austria

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www.ith-salzburg.at

The diploma program of the Institute of Tourism and Hotel Management in Salzburg, Austria is intended to provide modern tourism and hospitality knowledge for developing countries based on the principles of sustainability. Graduates should be able to help the tourism industry in their home countries to attract national and international guests and to create a stable income for people on all qualification levels.

Applicants should have already gained professional experience in tourism and now wish to acquire the typical know how that is needed

- to found and manage a private tourism or hospitality SME as an entrepreneur
- to develop and market a successful tourism destination
- to become a trainer or teacher who spreads the special knowledge gained in Austria to qualify experts for the tourism industry of their home country

The diploma courses are conducted in two semesters, from 1<sup>st</sup> of October 2022 until 16<sup>th</sup> of June 2023 and can be followed by an internship of max. three months in Austria.

The diploma offered by ITH equips graduates with an in depth understanding of the operational and managerial aspects of the industry through a good blend of hands-on training and academic theory. In addition to receiving a high level of professional training ITH is also about connecting with different cultures, languages and traditions from around the world. In an international industry like tourism such intercultural skills provide a unique foundation for a future career.

## Subjects

The courses consist of three modules: The General Module, the Professional Module plus one Elective.

In the **General Module** all students are provided an overview of the fundamental principles of Management, Business Administration and modern software applications.

In the **Professional Module** students can either choose Hospitality Management or Tourism Management.

Training and education in Hospitality Management is provided in modern facilities with kitchen, bar and restaurant opportunities. The practical experience is coupled with teaching of the latest operational theories and trends in the hospitality industry.

In Tourism Management you are provided with the latest knowledge for a career in the tourism industry in general, and in Travel Management in particular.

In the **Elective** you can choose between Teacher Training or Entrepreneurship.

The Teacher Training Module is particularly suitable if you have a background in education or if you are likely to take on a role in training or supervision of staff. The latest trends in teaching and delivering training are explored and you will gain practical experience both at ITH and through giving lectures at schools.

The module Entrepreneurship however gives you the chance to develop your own business idea. You will get professional input in various fields like marketing, finance and business development and you will work out your own professional business plan.

### 1. General Module

		Lessons per week Term 1	Lessons per week Term 2
Financial & Management Accounting		2	2
Economics		1	1
General Management & Human Resources		2	2
Internet Marketing & e-Business		2	2
Regional Aspects & Sustainable Development		2	2
German		3	3
PC-Applications		2	2
Intercultural Aspects		1	1
Religion/Ethics		2	2
Workshops		2	2
	<b>Total</b>	<b>19</b>	<b>19</b>

### 2. Professional Module (to be selected)

<b>Option I: Hospitality Management</b>			
Front Office Management		1	1
Housekeeping Management		1	1
Hotel Marketing & Sales		2	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
	<b>Total</b>	<b>13</b>	<b>13</b>

<b>Option II: Tourism Management</b>			
Destination Management		2	2
Tourism Management		1	1
Tourism Marketing		2	2
Incoming Business Organization		2	2
Travel Agency Management, Ticketing & Counter Work		3	3
Tour Guiding (practical aspects)		2	2
	<b>Total</b>	<b>12</b>	<b>12</b>

### 3. Electives

Option I: Entrepreneurship		4	4
Option II: Teacher Training		4	4

### **Schedule**

Classes take place from Monday thru Friday, starting at 07:55 am and can last until 05:45 pm or 08:15 pm (depending on your schedule, sometimes also earlier). Lunch break is 50 minutes. Workshops take place on Friday afternoons and Saturdays.

### **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. Furthermore, German is the official language in Austria and most internships will also require that you are able to communicate in German.

### **Certificates**

At the end of each semester assessments in the different subjects have to be taken. Students who have successfully passed both semesters will then be allowed to hand in their business plans or fundamentums and take the final diploma examination. The final exam is an oral diploma exam conducted by a commission of 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 a diploma course - no academic degree can be obtained with this program.

### **Industrial Placement**

After completion of the course students have the opportunity to undergo a three months industrial placement to gain additional practical knowledge and gain more insight into the Austrian tourism and hospitality industry. For the internship the students have to apply independently. ITH will assist in the organization and the visa extension process.

### **Accommodation**

Due to construction work in the tourism school in Klessheim, ITH students are currently accommodated in the boarding house of the Landesberufsschule Obertrum which is about 20 km away from the city center of Salzburg. A direct bus connection to the city center and main train station of Salzburg is available.

Students share double rooms. Computers are available in the boarding house and the seminar rooms of the school.

The boarding house is facilitated with a sports hall, a gymnastic room and a school restaurant (open Monday - Friday).

### 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. If your native language is not English an internationally recognized certificate proving the knowledge of English (TOEFL, IELTS, Cambridge or equivalent) is required.
- ✓ Age limit for scholarship applicants: 18 to 35 years

### 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 (For detailed information please refer to the cost sheets):

- ✓ Scholarship for ADC's priority countries (Ethiopia, Uganda, Burkina Faso, Mozambique, Bhutan, Palestinian Territories, Georgia, Armenia)
- ✓ Scholarship for developing countries

Please be aware that places in the program are limited. Therefore, also if you apply as a self-payer you must fulfill the general requirements and admission is subject to availability.

### Application process

The application has to be sent directly to the Institute via postal service or via E-mail and has to be received by the ITH office latest by 15<sup>th</sup> March 2022.

- ✓ Complete the application form and collect all relevant documents listed in the application form on page 5.
- ✓ Send your application to the Institute of Tourism and Hotel Management Institute via Email ([office@ith-salzburg.at](mailto:office@ith-salzburg.at)) or via postal service to:

Institute of Tourism and Hotel Management  
c/o Landesberufsschulheim Obertrum  
Mattigtalstraße 8/ Haus B2  
5162 Obertrum am See  
Austria

Exception for Bhutanese Applicants: please note that Bhutanese applicants have to submit their application directly to the Ministry of Labour and Human Resources (MoLHR), Government of Bhutan. They accept applications usually until a few weeks before the official deadline by ITH. Please clarify with them directly.

- ✓ ITH will inform all scholarship and non-scholarship applicants at the end of April 2022 by email whether the application has been successful.

## 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. This residence permit is valid for 8,5 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	Moscow, Russia	<a href="mailto:moskau-ka@bmeia.gv.at">moskau-ka@bmeia.gv.at</a>
Uzbekistan		
Kazakhstan	Astana, Kazachstan	<a href="mailto:astana-ob@bmeia.gv.at">astana-ob@bmeia.gv.at</a>
Bhutan	New Delhi, India	<a href="mailto:new-delhi-ob@bmeia.gv.at">new-delhi-ob@bmeia.gv.at</a>
Maldives		
Sri Lanka		
Nepal		
China	Peking, China	<a href="mailto:peking-ob@bmeia.gv.at">peking-ob@bmeia.gv.at</a>
Mongolia		
Ethiopia	Addis Ababa	<a href="mailto:addis-abeba-ob@bmeia.gv.at">addis-abeba-ob@bmeia.gv.at</a>
Uganda		
Gambia	Dakar, Senegal	<a href="mailto:dakar-ob@bmeia.gv.at">dakar-ob@bmeia.gv.at</a>
Liberia		
Senegal		
Sierra Leone		
Eritrea	Kairo, Ägypten	<a href="mailto:kairo-ob@bmeia.gv.at">kairo-ob@bmeia.gv.at</a>



Barbados, Dominica, St Vincent and the Grenadines, Grenada	Venezuela	<a href="mailto:caracas-ob@bmeia.gv.at">caracas-ob@bmeia.gv.at</a>
Brasilien	Brasilia	<a href="mailto:brasilia-ob@bmeia.gv.at">brasilia-ob@bmeia.gv.at</a>
Georgia	Baku, Azerbaijan	<a href="mailto:baku-ob@bmeia.gv.at">baku-ob@bmeia.gv.at</a>
Iran	Teheran	<a href="mailto:teheran-ob@bmeia.gv.at">teheran-ob@bmeia.gv.at</a>
Indonesia	Jakarta, Indonesia	<a href="mailto:jakarta-ob@bmeia.gv.at">jakarta-ob@bmeia.gv.at</a>
Kenya	Nairobi, Kenya	<a href="mailto:nairobi-ob@bmeia.gv.at">nairobi-ob@bmeia.gv.at</a>
Congo Republic		
Malawi		
Sambia		
Tanzania		
Lesotho	South Africa	<a href="mailto:pretoria-ob@bmeia.gv.at">pretoria-ob@bmeia.gv.at</a>
Mozambique		
Namibia		
Zimbabwe		
Belize, Guatemala, Nicaragua	Mexico	<a href="mailto:mexiko-ob@bmeia.gv.at">mexiko-ob@bmeia.gv.at</a>
Nigeria	Abuja	<a href="mailto:abuja-ob@bmeia.gv.at">abuja-ob@bmeia.gv.at</a>
Ghana		
Togo		
Cameroon		
Pakistan	Islamabad	<a href="mailto:islamabad-ob@bmeia.gv.at">islamabad-ob@bmeia.gv.at</a>
Kiribati	Canberra, Australia	<a href="mailto:canberra-ob@bmeia.gv.at">canberra-ob@bmeia.gv.at</a>
Solomon Islands		
Samoa		
Vanuatu		
Philippinen	Manila	<a href="mailto:manila-ob@bmeia.gv.at">manila-ob@bmeia.gv.at</a>
Vietnam	Hanoi	<a href="mailto:hanoi-ob@bmeia.gv.at">hanoi-ob@bmeia.gv.at</a>
Thailand	Bangkok	<a href="mailto:bangkok-ob@bmeia.gv.at">bangkok-ob@bmeia.gv.at</a>
Cambodia		
South Korea	Soeul, Korea	<a href="mailto:seoul-ob@bmeia.gv.at">seoul-ob@bmeia.gv.at</a>
Syria	Damascus, Syria	<a href="mailto:damaskus-ob@bmeia.gv.at">damaskus-ob@bmeia.gv.at</a>