



Diploma  
in  
Hospitality Management  
or  
Tourism Management

**Contact:**  
Institute of Tourism and Hotel Management  
Klessheimerstrasse 22  
5071 Siezenheim b. Salzburg  
Tel. +43-662-85 12 63 11  
Fax. +43-662-85 12 63 25  
[www.ith-salzburg.at](http://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 October 1<sup>st</sup> 2007 until end of May 2008.

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

	Hours per week	
	Term 1	Term 2
<b>General Module</b>		
Economics of Business	2	2
Financial Accounting	2	
Management Accounting		2
Internet Marketing	1	1
General Management	1	1
Marketing	1	1
Regional Aspects	2	2
EDV	2	2
German	4	4
Independent Study		1
<b>a. Special Module Hospitality Management</b>		
HR Management	1	1
Hotel Marketing	2	2
House Keeping	1	1
Front Office	1	1
F&B Controlling	1	1
Bar and Beverages	1	1
Nutrition	1	
Function Management		1
Kitchen / Service	3	3
Visiting Lecture	3	3
<b>b. Special Module Tourism Management</b>		
Ticketing	1	1
Travel Agency	3	3
Structure and Strategy	2	2
Counter Work	1	1
Incoming	1	1
DM and Marketing	2	2
HR Management	1	1
Visiting Lecture	3	3



## Certificates

At the end of each semester the student has to undergo an assessment. Students who have successfully passed both semesters may take part at the final exams. Within these exams the students have to write a research paper about a touristic problem in their home country. Successful participants are awarded a Diploma for Hospitality Management/Tourism Marketing & Travel Agency Management from our Institution. This diploma is acknowledged by the Austrian Ministry of Education and has an international reputation.

## Industrial Placement

After completion of the course the students have the opportunity to conduct a 3 months industrial placement to stabilize their theoretical knowledge and gain insight into an Austrian tourism enterprise.

## Admission requirements

- High School Diploma or equivalent, which enables to enroll at a University.
- Basic professional training at a catering institute, hotel school or courses related to the hotel industry (minimum preferably 1 year).
- At least 1 year practical experience in tourism or the hospitality industry (hotels, travel agencies, tourism management) or any similar practical experience.
- All courses are conducted in English language. Excellent command of English is absolutely necessary.  
An international recognized certificate proofing the knowledge of English (TOEFL, Cambridge or equivalent) is required.  
In case the student's English language skills are not sufficient the Institute may decide whether he/she has to undergo an extra English language course in Austria on his/her expenses.

### ***German as a competitive advantage***

During the course students also learn German. Germany is still the world's principal outgoing tourism market, the ability to speak German is the competitive advantage.

### ***Accommodation***

ITH Students are accommodated in Kavalierhaus ([www.kavalierhaus.at](http://www.kavalierhaus.at)). The Kavalierhaus 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 School.

### ***Scholarship***

The Austrian Ministry of Foreign Affairs each year offers scholarships to students from Least Developed Countries. There are two kinds of scholarships:

#### ***Full scholarship:***

Covers tuition fee, accommodation, travel costs, meals from Monday - Sunday plus a pocket money of approx. €200.- per month.

#### ***Partial scholarship:***

Covers tuition fee, meals from Monday - Friday plus a pocket money of approx. €200.- per month.

In order to apply for a scholarship the application has to be sent to the nearest Austrian Embassy by **May 1<sup>st</sup>**. The Embassy then forwards the application to the Institute.

### ***Visa Requirements***

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

The applicant has to provide the following certified documents in German or English:

- ◆ *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*
- ◆ *a fully completed visa application form*
- ◆ *a copy of your passport (valid at least three months after the end of the course)*
- ◆ *passport pictures*
- ◆ *health certificate (special form available at the Embassy)*