
ACADEMY OF TOURISM AND HOTEL MANAGEMENT IN WARSAW



BACHELOR STUDIES

course:

MANAGEMENT

specialisations:

- hotel industry and gastronomy
- service of tourism
- logistics
- insurance
- marketing
- finance

course:

TOURISM AND RECREATION

specialisations:

- hotel management and gastronomy
- organisation and tourism management

POST- GRADUATE STUDIES

two-semester studies:

- tourist company management
- logistics management
- insurance management
- finance management
- marketing
- internal audit and financial and accounting control in business entities

three-semester studies:

- of specialised training in tourism, hotel management and gastronomy – for teachers

www.wsofih.edu.pl

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Dean's office of post-graduate studies, tel: /022/ 576 40 35

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ABOUT ACADEMY:

GROMADA Polish Tourist Cooperative operating in Poland for over 70 years is the founder of the Academy of Tourism and Hotel Management in Warsaw. The Academy was established in accordance with art. 12 par. 2 of the act of 26 June 1997 on schools of higher education vocational and entered in the non-public vocational schools register under position 95, on the basis of the decision of the Polish Minister of Education and Sport. Studies at the Academy comprise 6 semesters of didactic classes according to the education standards, defined by the Ministry of Science and Higher Education.

Academy authorities:

Vice-Chancellor	Prof. Włodzimierz Deluga, PhD
Deputy Vice-Chancellor	Prof. Edward Wiśniewski, PhD
Dean	- Prof. Zdzisław Czajka, PhD
Chancellor	- Jan Błoński, MA

BACHELOR STUDIES

studies of the first degree conducted as full-time studies and part-time studies

STUDIES' OBJECTIVE

The objective of the studies is to prepare graduates to work in executive and managerial positions in: centres of tourist information, tourist agencies in Poland and abroad, congress centres, fairs centres and exhibition centres, hotels, motels, boarding house, recreational and sports centres. Graduates will also be prepared to establish and run their own tourist enterprises.

BENEFITS/SCHOLARSHIPS*

Students of WSOTiH can take advantage of vast financial help. Pursuant to art. 173 of the act higher education law students can apply for social grants, food allowance, accommodation benefits, scholarships for results in studies and sport, hardship benefits, benefits for the disabled. Furthermore, three students of each year and each system of studies who achieve in a given academic year the highest average note are awarded a vice-chancellor's award in the form of a discount off the tuition fee for the next academic year by 30%, 40% or 50%.

TRAINEESHIP

Under the study syllabus students are obliged to hold practical classes specified in the regulations of traineeship. Full-time students work as a trainee 50 days, and part-time students hold 25 training hours. The Academy organises trainings during holidays, and also during the academic year in tourist agencies and hotels of the OST Gromada Network. At present Gromada potential includes: 19 hotels (also in Berlin and Kapstadt) , 3 recreational centres, 40 own and licenced travel offices , 300 agency offices. Apart from trainings in the OST Gromada Network the academy organises trainings in other networks, and training abroad. For the years 2007 - 2013 the Academy received the Extended Erasmus Card, which allows for financing training abroad from the Erasmus funds. First trainings in the EU countries will take place on 2008 holiday.

FOREIGN LANGUAGES

Foreign languages teaching is run by the **LINGVAE MUNDI FOUNDATION** and it involves 6 semesters. Classes are held in groups of 15 students. Groups are formed on the basis of a placement test. The offer includes the following languages: English, French, Spanish, German, Russian, Italian. Classes of a given language will be launched provided that at least 15 persons sign up. Students who master a language to an appropriate level can take an exam organised at the Academy to attain a certificate respected in the European Union.

DYDACTIC FACILITIES

The university is located at ul. 17 Stycznia 32, on I floor of "Gromada" Hotel. On one floor there are: didactic rooms, ICT room, dean's office, vice-chancellor's office, library with computer stations with access to the Internet. Additionally, a xerox machine and buffet are available to students. Lectures in more numerous groups take place lecture rooms located on the hotel premises.

*- details are contained in the regulations available in the Academy

GRADUATE PROFILE (course: MANAGEMENT in tourism)

The objective of the Academy is to prepare its graduates for starting work in executive and managerial positions of lower and medium management levels, above all in: centres of tourist information, tourist agencies, congress centres, fairs centres and exhibition centres, hotels, motels, boarding houses, recreational and sports centres. Graduates will also be prepared to establish and run their own small and medium-sized tourist enterprises. The studies in the Academy comprise 6 semesters of didactic classes and 10 or 5 weeks of vocational training, in accordance with the education standard defined by the Polish Ministry of National Education. Academy graduates are awarded the BA title.

GRADUATE PROFILE (course: TOURISM AND RECREATION)

A graduate of the course "tourism and recreation" will specialise in social and economic aspects of tourism and free time organisation. Thanks to the possessed theoretical knowledge and practical skills the graduate will be prepared for both organisation and independent conduct of an own company and for working in a complex organizational system. He/She will acquire knowledge about organisation of tourist enterprises, their preparation and execution. He / She will be familiar with economic, legal, cultural and sociological factors defining contemporary tourism and the scope and rules of work and competences of public authorities and also their role in the organization of the social and economic life. He / She will attain knowledge about the EU, its structure and mechanisms, and about possibilities resulting from Poland EU membership. He / She will have deepened knowledge regarding hotel services and gastronomy services. Theoretical preparation of the graduate will be related to his / her practical skills of functioning in the market economy conditions. He / She can work in self-government and government administration on all levels. Good command of two foreign languages will allow him/her to establish and maintain various contacts, also abroad. The skill of using modern technical means within global communications will enable him/her to function on the international market without any limitations.

SUPPLEMENTARY MASTER'S STUDIES

At the moment our Academy does not offer such studies, but ...

In order to ensure the possibility of further studies WSOTIH concluded a contract with the Warsaw University, under which our graduates (of the MANAGEMENT course) can continue supplementary studies of the 2nd degree (master's studies) at the Warsaw University at the Faculty of Management.

Talks are being conducted in order to ensure graduates of the course Tourism and Recreation being established the possibility of continuing master's studies (supplementary studies).

RECRUITMENT

REQUIRED DOCUMENTS

Admission into BA studies is conditioned on submitting in the Recruitment Office the following documents (documents can be sent by registered mail):

- general certificate of secondary education (original or copy issued by the school)
- secondary school leaving certificate (original or copy issued by the school)
- medical certificate of good health
- copy of the identity card (original to be submitted for inspection)
- 4 signed passport photos
- proof of entrance fee payment (payment possible at the school cash desk)
- personal questionnaire (available on the website or to be filled in at the academy)
- financial contract and payment declaration (available on the website or to be filled in at the academy)
- copy of service papers (original to be submitted for inspection) – if applicable.

WE DO NOT HOLD ENTRANCE EXAMS, INTERVIEWS, COMPETITION OF CERTIFICATES AND SUBJECTS TAKEN FOR THE SCHOOL LEAVING EXAMS DO NOT HAVE INFLUENCE ON ADMISSION!!!

ADMISSION INTO STUDIES BASED ON THE ORDER OF THE RECEIPT OF APPLICATIONS.

TUITION FEES *

PAYMENTS	Full-time studies	Part-time studies
entrance fee – non-returnable	PLN 450	PLN 450
tuition fee – one payment for the whole academic years	PLN 4700	PLN 3700
tuition fee – two semester installments	PLN 4800 (2x2400)	PLN 3800 (2x1900)
tuition fee – ten installments	PLN 5000 (10x500)	PLN 4000 (10x400)

*- details contained in regulations available at the Academy

POST-GRADUATE STUDIES

■ SPECIALISED TRAINING FOR TEACHERS IN THE SCOPE OF: HOTEL MANAGEMENT, TOURISM AND GASTRONOMY

They are studies intended for teachers. According to the order of the Minister of National Education and Sport dated 7 September 2004 regarding teachers education standards, completion of post-graduate studies of specialised training offers factual qualifications to conduct classes in hotel management, tourism and gastronomy (provided one has pedagogical qualifications). Duration - 3 semesters. Classes take place on Saturdays and Sundays - 6 sessions per semester. Hours- 360

SUBJECTS: rudiments of tourism, psychology and sociology of tourism, tourist and hotel services, tourism management, tourism organisation, tourism geography, tourist company and tourist product, regional tourist policy, culture and tourist differentiation of the tourist market, economic and legal basis of tourism and hotel management, service quality management in tourism and hotel management, marketing in tourism and hotel management, accounting and finance of tourist and hotel companies, work organization and technique in hotel management, service of visitors with elements of diplomatic protocol, international hotel systems, dietary principles and gastronomic technology, national and regional cuisines, organisation and technique of office work in hotel management and tourism, practical and workshop classes, diploma seminar.

■ TOURIST COMPANY MANAGEMENT

The studies are intended for persons managing or planning to manage a tourist company in the future who have general knowledge of management.

The studies provide a basis of knowledge about the tourist market, tourism management, types of tourism and are oriented to functioning of a company on a dynamically developing tourist market. Duration – 2 semesters. Classes take place on Saturdays and Sundays - 6 sessions per semester. Hours – 200

SUBJECTS: tourist market in Poland, international tourism, organisation of tourism management, SME management, marketing techniques in tourist economy, promotion strategy – promotion of tourist services, selected business law issues, small companies accounting, finance of small companies and banking, insurance in tourism, business plan of a tourist company, application designing, hotel management, agrotourism, religious tourism, environment protection, meetings with tourism practitioners, consultations, diploma seminar.

■ LOGISTICS MANAGEMENT

SUBJECTS: rudiments of organisation and management, strategic management, human resources management, rudiments of logistics, organisation and economics of domestic and foreign transport, insurance in logistics companies, logistics services marketing, logistics transportation documentation, cost account in logistics processes, international logistics, transport law and customs law, planning and design of logistics systems, warehouse management, quality management in logistics, logistics process management

■ INSURANCE MANAGEMENT

SUBJECTS: rudiments of organisation and management, strategic management, human resources management, organisation and management of an insurance undertaking, risk assessment, business insurance, motor insurance, pension system in Poland and in the world, tourist insurance, insurance in international trading, legal aspects of insurance undertakings activity, mutual funds management

■ FINANCE MANAGEMENT

SUBJECTS: rudiments of organisation and management, strategic management, human resources management, foreign trade, institutions and monetary policy in Poland/EU, structural funds, banking law, banking marketing, tax system in Poland, foreign investments, stock exchange, public procurement, bank management, bank accounting, financial law

■ MARKETING

SUBJECTS: rudiments of organisation and management, strategic management, human resources management, rudiments of marketing, market research and marketing research, promotion, marketing strategies, advertising, public relations, international marketing, marketing and advertising on the Internet, costs in marketing, assessment of effectiveness of marketing activities, marketing in trade and services, marketing management and planning

■ INTERNAL AUDIT AND FINANCIAL AND ACCOUNTING CONTROL IN BUSINESS ENTITIES

SUBJECTS: legal basis of internal audit, organisation and coordination of internal audit services, internal audit standards, internal audit planning and programming + workshops, internal audit ethical codes, rudiments of accounting, audit and control according to international standards, financial and accounting control, elements of civil and business law, selected issues of microeconomy, internal audit models and mechanisms, internal audit procedures in practice, internal audit risk, internal audit risk analysis, audit reporting, managerial accounting, finance of public entities, financial analysis, legal and psychological aspects of control.

REQUIRED DOCUMENTS:

Admission into post-graduate studies is conditioned on submitting in the Recruitment Office the following documents (the documents can be sent by registered mail):

▪ application for admitting into post-graduate studies ▪ copy of diploma of studies in the original ▪ personal questionnaire from the Recruitment Office or the internet site ▪ copy of two pages of the identity card ▪ payment declaration from the Recruitment Office or the Academy site ▪ 2 photos ▪ payment proof of the entrance fee – PLN 100.

PAYMENTS:

entrance fee – PLN 100

tuition fee for each semester – PLN 1500

ADMISSION INTO POST-GRADUATE STUDIES AND BA STUDIES IS HELD EVERY SEMESTER!!!

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