TURISMO DE PORTUGAL escolas

# STUDENT ADMISSION
# 2024 | 2025

UNWTO CERTIFIED TOURISM EDUCATION tedQual

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## WELCOME

Integrated in the Secretary of State for Tourism, Commerce and Services of the Ministry of Economy and the Sea, **Turismo de Portugal** is the National Tourist Authority responsible for the promotion, enhancement, and sustainability of tourist activity, having as competences, among others, the development of human resources training for the sector.

Turismo de Portugal manages a network of **12 hotel and tourism schools: Viana do Castelo, Douro-Lamego, Porto, Coimbra, Oeste, Estoril, Lisbon, Setúbal, Portalegre, Algarve, Portimão and Vila Real de Santo António**.

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**ELIGIBLE CANDIDATES**

## Eligible Candidates:

- Citizens of the European Union (EU) and the European Economic Area (Iceland, Norway and Liechtenstein)
- Citizens who do not have European Citizenship residing in Portugal (with authorization from residence)

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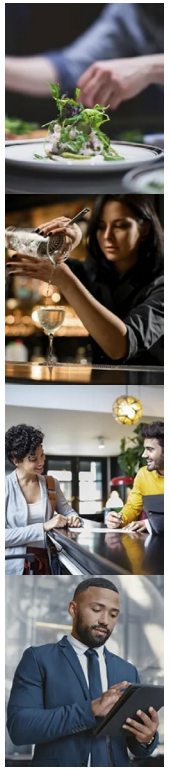
**PROGRAMMES**

TECNOLOGICAL SPECIALIZATION COURSES (LEVEL 5)

## Technological Specialisation Courses

Access with the 12th Grade | In English Language

- Culinary Arts*
- Food and Beverage Management*
- Hospitality Operations Management*
- Tourism Management*



* Certified courses

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**PROGRAMMES**

TECNOLOGICAL SPECIALIZATION COURSES (LEVEL 5)

## Technological Specialisation Courses

Access with the 12th Grade

- Gestão Hoteleira e Alojamento*
- Gestão de Restauração e Bebidas*
- Gestão e Produção de Cozinha*
- Gestão e Produção de Pastelaria*
- Gestão de Turismo*
- Turismo de Natureza e Aventura
- Turismo Cultural e Património

* Certified courses

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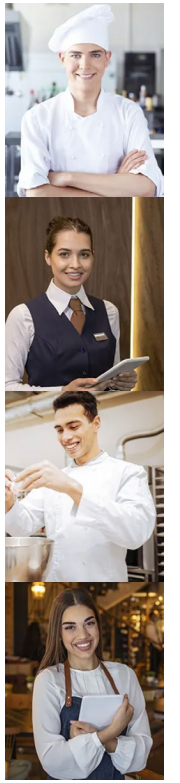
**PROGRAMMES**

PROFESSIONALS COURSES (LEVEL 4)

## Professionals courses

Access with the 9th Grade

- Técnico(a) de Cozinha/Pastelaria
- Técnico(a) de Alojamento Hoteleiro
- Técnico(a) de Pastelaria/Padaria
- Técnico(a) de Restaurante/Bar



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**PROGRAMMES**

ON-THE-JOB TRAINING (LEVEL 4 ou 5)

## Cursos On-the-Job

Access with the 11th or 12th Grade

- Técnicas de Serviço de Restauração e Bebidas
- Técnicas de Cozinha/Pastelaria

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**APPLICATION PROCESS ORGANISATION**

## 1. Student Application:

An applicant's process is done using the online digital tool available in http://escolas.turismodeportugal.pt/ using Portal das Escolas.

## 2. Application Option according to academic degrees:

| Academic degree | Application Option |
|---|---|
| 11th grade + registration on 12th grade * | Level 4+ OTJ (11th grade) |
| 12th grade, Bachelor's Degree, Master's Degree or PhD | OTJ (12th grade) + Level 5 |

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## CALENDAR APPLICATIONS

# TECHNOLOGICAL SPECIALIZATION COURSES

**1**

**APPLICATION**

April 1st
to
July 16th

**2**

**INTERVIEWS**

April 1st
to
July 16th

**3**

**ENROLMENT**

July 20th to 24th

**4**

**SCHOOL CLASSES START**

18th September

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## CALENDAR APPLICATIONS

# PROFESSIONALS COURSES ON-THE-JOB TRAINING

**1**

**APPLICATION**

April 1st
to
June 18th

**2**

**INTERVIEWS**

April 1st
to
June 18th

**3**

**ENROLMENT**

June 22th to 26th

**4**

**SCHOOL CLASSES START**

September 23th to 27th

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ASSESSMENT

## Personal Interview:

- Aiming to evaluate and grade the applicants' previously acquired knowledge, their motivation and vocation for the chosen programmes, the recruitment and assessment process comprises an individual interview to all candidates to assess the professional motivation for the programme.
  - The interview is performed online and shares in a shared document.
  - The interview will be applied to all applicants and the average allotted time is 20 minutes per applicant.

## Goals:

- get to know in greater detail the personal interests and motivations pertaining the programme the applicant wishes to attend;
- perceive natural and fundamental relational and intellectual traits;
- perceive the applicant's interests and motivations regarding social and environmental activities;
- perceive the applicant's sense of initiative and entrepreneurship.

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**FINALS RESULTS**

## 1. Final Classification

- The final classification of applicants results from their results in the personal interview.

## 2. The assessment, classification and sorting order

- All this process is calculated by Portal das Escolas, using an applicant's placement algorithm (initial allocation) taking into account the preferences the applicant stated and the applicable rules: age (if applicable), vacancies, final grade.
- The number of applicants vis-a-vis the number of vacancies available to each programme/class will determine the eventual elimination of applicants in this 1st phase.

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**RESULT PUBLICATION**

The applicant will be informed of the grade in the personal area of Portal, and its eventual placement, in function of the results obtained in the interview.

A Second Assessment will be performed if any vacancies are left. Thus, **2nd Phase** is addressed to following applicants' profiles:

- All those who DID NOT APPLY in the 1st phase.
- All those who NOT HAVING BEEN allocated in a vacancy in the 1st phase can, in this case, opt for one the following conditions:
  - reapply with the grade of the 1st phase (no need for new interview)
  - apply to a new personal interview

* This procedure is performed by the team of Portal das Escolas after the date set for the 2nd phase.

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ENROLLMENT

Enrolments are done online by Portal das Escolas, or locally at our schools, in very special cases.

Documents:

- Identification Document – Citizen's Card or Identification Card (to present at the moment of the interview)
- School Degree Certificate
- Vaccination, if applicable
- 1 Passport-type photo
- In special cases, a Social Support process, duly filled out, can be started

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APPLICATION PROCESS

## 1. Enrolment

The applicants admitted in any of our Schools will duly perform their online enrolment, in tandem with the School and its administrative services.

Besides the required documents for Portuguese Nationals, foreign students must also present:

- **Visa/Student's Visa/Resident's Card or Resident's Permit**

  Upon registration, it is mandatory to present a Student's Visa or a Resident's Permit issued by the Portuguese immigration office. This document should be attached to the other required documents.

  If necessary, the school the student intends to attend, may issue a pre-registration/application statement.

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APPLICATION PROCESS

## 2. School Degree Certificate/Request for School Grade Equivalences

The applicant must request any recognition of School Grade Equivalences to the following Portuguese agencies:

- Direção Geral de Educação do Ministério da Educação (Ministry of Education), for all grades, except higher education;
- Direção Geral do Ensino Superior do Ministério da Ciência, Tecnologia e Ensino Superior (Ministry for Science, Technology and Higher Education), in case of Higher Education Degrees (BoA; BoS; Masters; PhD)

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## FEES

| Programmes | Total Fee | Monthly Fee |
|---|---|---|
| Gestão e Produção de Cozinha | 1.200€ | 120€/month |
| Gestão e Produção de Pastelaria | 1.200€ | 120€/month |
| Gestão em Restauração e Bebidas | 1.000€ | 100€/month |
| Gestão Hoteleira em Alojamento | 1.000€ | 100€/month |
| Gestão de Turismo | 1.000€ | 100€/month |
| Turismo de Natureza e Aventura | 1.000€ | 100€/month |
| Turismo Cultural e Património | 1.000€ | 100€/month |
| Culinary Arts | 1.500€ | 150€/month |
| Food & Beverage Management | 1.200€ | 120€/month |
| Hospitality and Operations Management | 1.200€ | 120€/month |
| Tourism Management | 1.200€ | 120€/month |

- **Initiation Programme FREE**
- **10 monthly payments**
- **No tuitions fees for students with disabilities or those with a disabling illness**
- **50% discount for the following schools: Douro-Lamego, Portalegre, Vila Real de Stº António (Algarve)**

| | |
|---|---|
| PROFESSIONALS COURSES ON-THE-JOB TRAINING | Free |

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## INFORMATIONS AND CONTACTS

escolas.turismodeportugal.pt

**For further information, candidates residing in Portugal can access the following email:**

alunosnacionais@escolas.turismodeportugal.pt

**or obtain information about the training offered through the website:**

http://escolas.turismodeportugal.pt/contactos

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