

## **Terms of Reference**

### **Diploma of Advanced Studies in Hospitality Management and Tourism Management**

#### **Background and Introduction**

Considering the success of Bhutan Middle Management Hotel Program since 2008, Tourism Council of Bhutan, in close association with RITH and the Swiss Partners, will be offering Diploma of Advanced Studies in Hospitality and Tourism Management. The 8 months program will be spread over two years starting January 2017, and will be conducted at RITH during the tourism off season months.

#### **Objectives**

Upon successful completion of the training program, the participants will have acquired, among others:

- Diploma of Advanced Studies in their respective field (Hospitality and Tourism Management) issued by HWZ University of Applied Sciences in Zurich, Switzerland and Royal Institute for Tourism and Hospitality
- The three best candidates from each diploma program will be sponsored by the program for internship abroad for a month or more, depending on the availability of fund, in which case the hotel/tourism company concerned should organize their medical insurance coverage during the internship period and field trips abroad.
- All the required professional skills and knowledge to serve as middle managers in their organizations

#### **Eligibility (Selection Criteria)**

- The candidates should be currently working in hotel and tourism industry for at least 1 year (It will be an added value for participants to have some management experiences in order to benefit the most from the course)
- The candidates should have completed class 12.
- The program will take 10+ also provided that they have 5 and more years of working experience in tourism and hospitality industry.
- Endorsement or NOC from the current employer.

- The candidates applying for tourism management should be working in a tour company that has been actively operating for the past one year.
- The candidates should pass the General Admission test.
- The candidates should pass the English Language Proficiency Test.
- The candidates should pass the IT proficiency test.
- The candidates will have to attend a personal interview.

### **Other conditions**

- In an event, any participant chooses to withdraw or discontinue the course in between for reasons unacceptable to the management, he or she will have to refund the entire trainees fees incurred on an individual. To that effect, each selected candidate will be required to sign an undertaking at the start of the course.
- The employers (hotels and tourism businesses) should have their own contract agreement with the candidates. In case the candidates leave their business during the course, it completely falls on them and not on the program.
- The employers (Hotel and Tour Operators) should bear the salary and travel allowances for their employees while they are attending the course.
- Candidates should have their own laptops.
- Each hotel and tourism business will get the opportunity to send maximum 3 candidates.
- The employers concerned will be asked to submit a report and feedback to the program during the participants 4 months' internship in their business in between two courses.
- The medical insurance coverage during the internship period and field trips abroad for the three best candidates from each diploma program will have to be organized by the hotel/tourism company concerned.

**No. of Candidates Intake:** 30 in Hospitality Management  
15 in Tourism Management

### **Documents to be submitted at the time of application:**

- Duly filled Application Form
- CV
- Recommendation Letter from Employers (Hotel / Tour Operators) for their candidature ship

- Academic Transcripts / certificates in original and photocopy
- Work Experience certificates, if any, original and photocopy
- 2 Passport sized photographs

**Entry Fee (Security Deposit):** Nu. 5000.00 per candidate (will be fully refunded upon successful completion of the program)

**Last Date of Registration:** November 18, 2016

*For details and registration, contact Mr. Tashi Rabgyel @ 17796206 or 2 331274, or email [tashi.rabgyel@gmail.com](mailto:tashi.rabgyel@gmail.com)*