TURISMO DE
PORTUGAL

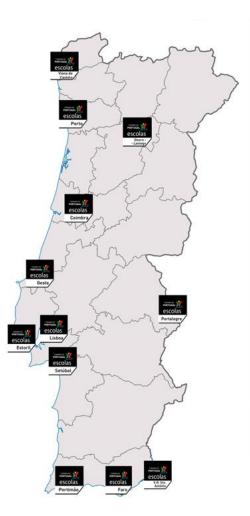# STUDENT ADMISSION
2022.2023

EDUCATION AND TRAINING DEPARTMENT

1.	**Welcome!**	1

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. To this end, it directly 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, according to the following geographic distribution:

2. Purpose

The present aims to support the applicant candidate to the recruitment and admission process of the different Vocational Training Programs for the upcoming school year 2022/2023, in the network of Schools of Turismo de Portugal.

3.   Programmes 2022.2023

For the upcoming school year 2022/2023, Turismo de Portugal, and its 12 schools will offer:

Typology	NQP	Programmes	Duration	Admission Criteria	Final Certification
Cursos de Especialização Tecnológica	5	Gestão em Restauração e Bebidas Gestão Hoteleira em Alojamento Gestão e Produção de Cozinha Gestão e Produção de Pastelaria Gestão de Turismo Turismo de Natureza e Aventura Turismo Cultural e Património Culinary Arts Hospitality Operations Management Food and Beverage Management	18 months + Curricular Internship	12th year + Admission process	Diploma for Technical Specialist + Technical Specialist in… (degree area)
Cursos de Dupla Certificação	4	Técnico(a) de Cozinha/Pastelaria Técnico(a) de Restaurante/Bar Técnico(a) de Alojamento Hoteleiro	3 School Years + 2 Curricular Internships	9th School Year + Admission process	Secondary Diploma (12th year school diploma) + *Cuisine/Pastry Technician * Restaurant/Bar Technician *Front Office and Accomodation Technician
On-The-Job *(modalidade CEF tipo 6 e tipo 7)*	4 5	Técnicas de Cozinha/Pastelaria Técnicas de Serviço de Restauração e Bebidas	12 months + Curricular Internship within School formation	11th or 12th school year + Admission process	12º ano de escolaridade + Cuisine/Pastry Technician; Restaurant/Bar Technician; *Front Office Technician

4. Application Process Organisation

The applications for all the Vocational Training Programs are operated through our site http://escolas.turismodeportugal.pt/ and occur at the following times:

- **1st phase -** takes place between April and July and is directed to all candidates who meet the requirements for access the courses.

Technological Specialization Courses (NQP 5)
On-The-Job Training Courses (NQP 4 or 5)

Application   – April 1st to July 18th

⬇

Recruitment and Assessment Exams – July 20th

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Interviews – April 1st to July 20th

⬇

Enrolment – July 26th to 28th

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School Classes Start – 27th September to October 3rd

4.1. Student Application

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

4.2. Aplication Options:

a) Candidates for technological specialization courses and on-the-job courses take online admission tests, except in special cases duly authorized

Application Option according to academic degrees:

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

* This new option was created to access the CETs (Level 5) as stipulated in Decree-Law nº88/2006.
At the time of submission of the mandatory documents for the formalization of registration, proof of approval in the 10th and 11th year plus the registration in the 12th year must be carried out by the candidate.

5. Fees

5.1. Technological Specialization Programmes (NQP 5):

Programmes	Total Fee (a)	Monthly Fee (b) (c)
Culinary Arts	€2.250	€150/month
Food & Beverage Management	€1.800	€120/month
Hospitality and Operations Management	€1.800	€120/month
Gestão e Produção de Cozinha	€1.800	€120/month
Gestão e Produção de Pastelaria	€1.800	€120/month
Gestão em Restauração e Bebidas	€1.500	€100/month
Gestão Hoteleira em Alojamento	€1.500	€100/month
Gestão de Turismo	€1.500	€100/month
Turismo de Natureza e Aventura	€1.500	€100/month
Turismo Cultural e Património	€1.500	€100/month
Enrolment	€50	

a) Total Fee - Includes 3 semesters
b) CET Total Fee **without** Additional Plan:
   - 1.500€ | Culinary Arts
   - 1.200€ | Food & Beverage Management; Hospitality and Operations Management
 c) 15 monthly payments
c) 50% discount for the following schools: Douro-Lamego, Portalegre, Vila Real de Stº António (Algarve)

6. Assessment Methods, Techniques and Instruments

Aiming to evaluate and grade the applicants' previously acquired knowledge, their motivation and vocation for the chosen programmes, the recruitment and assessment process comprises the following Exams:

6.1. Applicants for English Language Programmes

Global Assessment Exam (GAE) comprises the following assessment stages:

English Exam (advanced level)
+
Personal Interview

Relative weight for the final grade:

- GAE – 50%
- Interview - 50%

6.2. Interview

- The interview for the English Programmes will be totally conducted in English.

6.3. Global Assessment Exam Description:

Methods and Technics	Description	Subjet
Global Assessment Exam **(GAE), applied to all applicants on an individual basis**	A written test comprising two groups of questions aiming at assessing the applicant's language aptitude level, and identify, from the onset, the applicant's greatest learning handicaps and thus presenting a harder possibility to successfully complete the programme.	**English Language**
Individual interview to all candidates to assess the professional motivation for the programme.	The personal interview is designed to i) to know in greater detail applicant's interests and personal motivations pertaining to the chosen programme. ii) perceive the fundamental personal and intellectual traits that will determine relations with peers and faculty; iii) assessing the communicational level of English	**Personal Interview Guidelines**

6.3.1. Global Assess Exam

The Assess Exam is a multiple-choice test, to be performed online in a specific platform and it will assess the applicant's knowledge of the English Language, followed by 2 calculation-oriented questions, aiming to determine the logical thought-process

If the applicant has no means of doing the exam online, the School of the Applicant's 1st option will have a designated computer post.

The contents required for the exam will be available to the applicant, in which all the pertinent information will be posted.

6.3.2. Organisation:

The test will be held on July 20 | 2022, in all schools in the Turismo de Portugal network, at times to be communicated by the School.

Level of knowledge required

Tipologia de Formação	Requisitos escolares
Technological Specialization Courses (Level 5)	Frequency of the 12th year of school
On-The-Job Courses (CEF)	11º school year 12º school year

The test for candidates for on-the-job and CET training courses will be common (considering that the entry requirements are also identical)

a) **Programme in English**
- 50% English Language and calculation questions

6.4. Personal Interview

6.4.1. Operationalisation

- 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.

6.4.2. 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.
- perceive the applicant's fluency in the English Language.

7. Final Results

The final classification of applicants results from their results in the written exam and the personal interview, according to the following mathematical formula:

$$\text{Final Result} = \frac{\text{Global Assessment Exams} + \text{Personal Interview}}{2}$$

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8. Applicant's Final Classification   7

The assessment, classification and sorting order 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), minimum grades, 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.

9. 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 exam and 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 exams)

   - apply to a new set of exam and personal interview

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

10. Exam Revision

During the recruitment and assessment process there will be NO REVISION of exam's results   or interview repetition, except in the most particular of cases, duly justified and subject to previous authorization by The Education and Training Department of Turismo de Portugal.

11. Enrollment   8

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
- 1 Passport-type photo
- In special cases, a Social Support process, duly filled out, can be started

After enrollment the last step of the process starts – the final allocation of vacancies,   according to those effectively registered and paid; if vacancies persist, these will benefit those applicants who, having fixed their previously chosen programme, can still be placed in their chosen option.

At the end of this process, the Applicant is now a full-fledged Student or Pupil at one of our Schools.

From this stage, the student may meet the necessary requirements, may apply to the school for Social Support, and must present the necessary documentation, to be informed by the School where the student was placed.

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

12. Application Process for Foreign Students

12.1. Eligible candidates:

International candidates who meet one of the following conditions are eligible:

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

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Organization of the entrance exams

The Applicant will do its exams online, in the same date and time of Continental Portugal.

Any further information for non-resident applicants, please use the e-mail address:

internationalstudents@escolas.turismodeportugal.pt

12.2. Interview

The interview will be carried out online, using a shared document, at a date and time to be agreed between the candidate and the school in which he intends to join.

Proof of payment must be sent to the applicant's School, stating full name and programme, accompanied by a copy of an Identification document

12.3.   Data/Information for international payment of enrolments:

Proof of registration payment must be sent to the school to which you are applying, indicating the candidate's full name and the course to which he is applying, as well as a copy of his identification document.

12.4.   Publication of results (Exam and Interview)

After the assessment process and interview, the School will contact the applicants (via email or phone) and let them now of their status.

The School will convey to the now allocated Students the deadlines for enrolment and its due fee.

12.5.   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:

a) **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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b) **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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13. Information and Contacts:

For any information, international candidates can access the email:
internationalstudents@escolas.turismodeportugal.pt

International applicants, speaking Portuguese, can access the email:
alunosinternacionais@escolas.turismodeportugal.pt

Turismo of Portugal Schools: **http://escolas.turismodeportugal.pt/contactos**