The Higher School of Tourism and Foreign Languages
Ladies and gentlemen,

Choosing a college is probably one of the most difficult challenges in one’s whole life, so it has to be a conscious and deliberate decision. It is important to keep in mind that it should be based on one’s factual passion and interests to guarantee personal success in the future.

Most graduates of our school can easily choose from an array of occupations from the field of tourism, fashion business, entertainment or public sector. They become tour operators, managers, translators, employees of the public sector or specialists. Their professional success is fulfillment to us. It actually means that, thanks to the knowledge they have acquired at our school, their interests and talents could be transformed into finding an interesting and attractive job.

Our mission is not only to spread knowledge to students, but also to give young people an opportunity for personal growth. We have always been trying to make our Higher School available in economic or financial terms, and at the same time focused on the quality of education. We want to be ‘a window into the world’ for many talented young people, who sometimes have no possibility to continue their studies (e.g. due to financial reasons). We want to provide them with professional, qualified teaching and social advantages. We also want to support them in finding good jobs after graduation, thanks to our vigorously working Career Office.

To make our plan come true, we offer our students a wide variety of additional activities – among other things membership in students’ scientific and cultural associations and other benefits, such as student internships, which are fully organized by the School.

We wish you that all your choices are wise and leading to spectacular success.

Chancellor and Founder of HSoTFL

Mgr Jadwiga Barbara Moroz
Introduction

This year our School has been undergoing an intense development process. We have started the modernization of our Tourism and Hotel Industry studies curriculum. It is meant to enhance our students’ direct touch with the tourist business practice through the participation of leading experts in the field in the didactical process, and realisation of students’ projects under their leadership.

To that end we have entered into contracts with leading business organizations, travel agencies and hotel operators.

We run level 1 and 2 tourist studies – so there is a possibility to go through the whole cycle of education: from the Matura Exam to the Master’s Degree. We are a School of Foreign Languages, too – so we can offer you foreign language teaching not only at Philology Studies but in the Tourism and Recreation fields as well. We are the only school that offers teaching two languages in the course of studies, which, in our opinion, is crucial for finding a good job in the future.

We also plan to widen our offer of studies by adding Economy and Management.

The classes are held in our own building, which is supplied with modern equipment and professional language laboratories with the highest quality standard. We try to make each and every student feel as a co-host here, hoping that the time spent at our School is a beginning of a wonderful career.

Provost of HSoTFL

Dr. Włodzimierz Banasik
About the School

The higher School of Tourism and Foreign Languages in Warsaw was established in 2003 by the decision of the Minister of National Education and Sport. HSoTFL offers you studies in four different fields of studies, choosing between the Bachelor’s Degree or the Master’s Degree, and the full-time studies or external studies. Nowadays our School is leading-edge as regards Tourism, Foreign Languages or the new branch of economy: Fashion Business. HSoTFL is a modern and dynamic school, providing professional teaching of the highest quality. Students intensively learn two foreign languages, because without them they would not be able to compete in the European Labour Market. It was also the reason why HSoTFL signed an agreement with the Swiss Accueil Language Centre. As a result, our School can now issue the European industry certificates of language: ACCUEIL (Foreign Language Competence for the Hotel and Tourism Industries). HSoTFL is also the only School in Warsaw that guarantees good preparation to ACCUEIL exams in the course of studies.

At HSoTFL we put great emphasis on practical teaching, so our students have got a wide spectrum of opportunities as regards international exchange, as well as attractive work offers throughout Europe, thanks to the International Erasmus and Leonardo da Vinci programmes.

Our mission is to give young people the compendium of needed knowledge and skills, so they can immediately take up a job after graduating.

In HSoTFL our instructors are respected academics whose publications are valued in the world of science. Practical knowledge is provided by the specialists in the field of management, Public Relations and tourism during studio travels, qualification travels and retreats.

Students can pursue their interests and develop their personalities thanks to students scientific and cultural associations or non-mandatory courses. The atmosphere at HSoTFL is so warm and friendly that the conditions of studying are excellent. An individual approach to every student helps them in gaining knowledge and making new friends.

We are waiting for you!
Didactic base

HSoTFL is located in its own spacious building in the perfect localization at the edge of the city Centre and two Warsaw’s districts: Wola and Ochota. The direct proximity to the Western Station makes it a convenient location for inhabitants of Warsaw and its surroundings.

Students are free to use our computers with an Internet connection. They are also allowed to use our WI-FI on their own PCs.

The classes are held in the school building. Address: Aleja Prymasa Tysiąclecia 38A, WARSAW.

Research library

Our Research Library and Reading Room offer a wide variety of books, handbooks, notebooks, scripts, and other educational materials such as CDs or DVDs, as well as all Polish specialist printed media. All the library resources of HSoTFL have amounted to over 6,500 volumes so far. In the library you can also find computers for our students’ use.

Gastronomic Lab

HSoTFL has got its own professionally furnished gastronomic lab, where students of the Hotel Industry and Gastronomy courses take practical classes and get to know secrets of the regional and international cuisine. They also have an opportunity to degust the meals they have prepared.

Students' Cafeteria

Students can use a spacious cafeteria (for up to 50 people) where they may try our tasty, healthy and moderately priced meals. They can stay connected with the Internet via WI-FI there.

Gym and the Fitness Hall

HSoTFL has got its own gym with modern sports equipment and the Fitness Hall with a complete sanitary unit. In the recreation part of the hall students can use a ping-pong table.
Conferential and Scientific Centre of HSoTFL

The White Palace in Palczew

Our School has got its own Conferential and Scientific Centre in Palczew, approximately 60 km away from Warsaw on the way to Radom.

It is a beautiful, old palace placed in a 5ha park in the Pilica Valley, about a km away from the river. This is the place where students can have practical classes under supervision of professional cooks and managers.

In the White Palace in Palczew there is a professionally furnished gastronomic base, as well as conference and restaurant halls. The building has got 16 rooms and a cosy SPA area.

In the Park Pavilion there is a gastronomic and conferential base where students can practise their cooking and waiter skills, learning how to serve during big events, such as weeding receptions, banquets or conferences. Depending on their specialization, students can also learn practical aspects of professions such as a cook, waiter, manager of the hall, or manager of the hotel and the restaurant. They have an opportunity to practice in the kitchen through attending hotel guests and getting to know the booking system. Besides, they learn about the principles of the SPA and biological regeneration areas operation – which is a rapidly growing branch of tourism.
Fields of study

HSoTFL offers teaching in the following fields of study:

**Tourism and Recreation**
(*1st degree studies [bachelor’s degree] with the following specializations):*

- Hotel Industry and Gastronomy (non-stationary)
- Hotel Industry and Gastronomy Manager (stationary)
- Media Communication in Tourism
- Organization of Tourist Service

**Tourism and Recreation**
(*2nd degree studies [master’s degree] with the following specializations):*

- Tourism of Health – Biological Regeneration
- Hotel Industry and Gastronomy Manager
- International Tourism
- Social Communication and Journalism in Tourism
- Tourism Economy in the Region

**Leisure and Tourism**
(*1st degree studies and 2nd degree studies in English):*

- Tourism and Recreation

**English Philology**
(*1st and 2nd degree studies* with the following specializations):*

- Business English
- Translation

**Spanish Philology**
(*1st degree studies with the following specializations):*

- Translation
- Business Spanish

**Management**
(*1st degree studies with the following specializations):*

- Tourist Economy Manager

**Post-graduate studies**

- Tourism, Hotel Industry and Gastronomy – for Teachers
- For Sworn Translators

*Planned in 2016/2017
Tourism and Recreation

Tourism and Recreation studies offer our students wide knowledge in the field of tourism and teach them about its ruling mechanisms. Depending on a chosen specialization, the curriculum includes: the organization of a tourist office, planning and estimating tourist and cultural events, social and psychological aspects of tourism, hotel industry profession, wellness and SPA centres, international tourism, and catering.

A graduate of HSoTFL is ready to be a leader and creatively solve all problems. During the course there are 12 weeks of practical classes, organized by the HSoTFL at its own Conferential and Scientific Centre “White Palace in Palczew”, which gives the idea of working in tourist institutions in the country and abroad. In the course of studies students are obligated to learn two languages: English (at a chosen level) and the second language (basic level) to choose from the following: Italian, Spanish, Russian, German and French. Students have an opportunity to complete part of the studies abroad in partner universities belonging to the Erasmus+ programme.

Graduates of HSoTFL are prepared to work in tourist offices or agencies as managers, or perform operational positions. They can manage a tourist, hotel or catering company.

MODE:

⇒ Stationary
⇒ Non-stationary

PROCESS:

⇒ Bachelor’s degree – 3 years
⇒ Master’s degree – 2 years

FEES:

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<thead>
<tr>
<th></th>
<th>1st degree</th>
<th>2nd degree</th>
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<tbody>
<tr>
<td>Entry fee of the 1st degree</td>
<td>200zł</td>
<td>200zł</td>
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<tr>
<td>Entry fee of the 2nd degree</td>
<td>300zł*</td>
<td>300zł*</td>
</tr>
<tr>
<td>Annual fee for the whole year</td>
<td>3 800zł</td>
<td>3 400zł</td>
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<td>Annual fee for the whole semester</td>
<td>2 x 1 950zł</td>
<td>2 x 1 750zł</td>
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<tr>
<td>Annual 10-months fee</td>
<td>10 x 400zł</td>
<td>10 x 360zł</td>
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<tr>
<td>Annual 12-months fee</td>
<td>12 x 350zł</td>
<td>12 x 320zł</td>
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*graduates of the School are exempt from fee
Study in English

The Higher School of Tourism and Foreign Languages

Our school offers undergraduate and graduate programmes in a full-time and part-time mode of study.

Leisure and Tourism at the undergraduate level offers degree pathways in the following areas:

- Management in Hotel Industry and Catering
- Media Communication in Tourism
- Travel Industry Services

At the graduate level it offers degree pathways in the following areas:

- Health Tourism and Wellness NEW!
- Management in Hotel Industry and Catering
- International Tourism
- Media Communication and Journalism in Tourism
- Tourism Economy in the Region

Students acquire strong practical and theoretical knowledge in the following specific areas:

- Financial and legal aspects of doing business in the tourist sector in view of administrative and legal regulations in force in Poland and the EU
- Marketing planning in a tourist enterprise, designing and creating new products, optimising sales channels for tourist products
- Negotiating techniques: types and styles of negotiations
- Coordinating efforts of hotel industry and catering business
- Strong recognition of cultural and social factor, while anticipating a growing demand for tourism

<table>
<thead>
<tr>
<th>English Philology</th>
<th>Stationary only</th>
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<tr>
<td>Registration fee (paid once only)</td>
<td>150€</td>
</tr>
<tr>
<td>Tuition (for the whole year)</td>
<td>1 950€</td>
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Join us!

Enhance your opportunities in the EU labour market – study tourism in English in an international student atmosphere!
English Philology

Why is English Philology so popular among students around the world? Nowadays English has become the essential language of international communication. It is the first and the most important language of business in the twenty-first century. To sum up, if you want to be sure that you will find a good job, you must study English Philology at HSoTFL.

Why HSoTFL? Because we are a language school. Our staff are top-grade specialists in their fields. They know English fluently, they are authors of a great number of publications used by students as source materials throughout Poland.

The basic aim of English Philology studies is to learn how to speak and write fluently. It is essential for communication in the modern world. The language is like a live tissue, so at HSoTFL we do not forget about teaching practical English alongside business English, and vocabulary associated with IT and new technologies.

At HSoTFL we guarantee that after finishing our studies English will not keep any secret from you.

Offered specializations:

- Business English
- Translator

These are the specializations tailored to the modern world. As the school we try to prepare our graduates to meet the demands of today’s labour market, so we focus on practical business language. English in Tourism or English in Business will prepare you to work in international corporations on managerial or operational posts, where the fluent command of the language is necessary. The translational specialization will prepare you to become a translator or simultaneous interpreter at international congresses or in the European Union structures.

As regards the translational specialization we offer 4 weeks of internship, provided by our Career Office. It takes place in international firms, publishers, media, diplomatic establishments, teaching institutions, travel agencies, hotels, etc.

MODE:

- Stationary
- Non-stationary

PROCESS:

- Bachelor’s degree studies (3 years) with the possibility of the continuation during 2-year Master’s degree studies.*
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<tr>
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<tr>
<td>Entry fee of the 1st degree</td>
<td>200zł</td>
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<tr>
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<td>300zł</td>
<td>300zł*</td>
</tr>
<tr>
<td>Annual fee for the whole year</td>
<td>4,900zł</td>
<td>4,450zł</td>
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<tr>
<td>Annual fee for the whole semester</td>
<td>2 x 2,550zł</td>
<td>2 x 2,350zł</td>
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<tr>
<td>Annual 10-months fee</td>
<td>10 x 530zł</td>
<td>10 x 490zł</td>
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<tr>
<td>Annual 12-months fee</td>
<td>12 x 460zł</td>
<td>12 x 420zł</td>
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Spanish Philology

Spanish is the official language in 21 countries in four continents, i.e. Europe, North and South America, Africa, and the third (after English and Chinese) language in the world as regards the population speaking Spanish as their mother tongue. It is also the second Internet language.

These are the reasons why it is worth to learn the language spoken by Picasso or Almodóvar, because nowadays that knowledge will broaden your chances to find an attractive job e.g. in cultural establishments, chambers of commerce or the media.

The graduates will gain the fluency in written and spoken Spanish, the literary language as well as colloquial Spanish.

The students will study literature, history, geography with the elements of tourism and culture (art, architecture, music and film) of countries where Spanish is spoken.

The candidates do not have to speak Spanish at all. We start teaching from the basic level. Because the studies are intensive, students who do speak some Spanish are welcome here, too.

In the curriculum you can find journalism lessons, business language, literary studies, linguistics and modern technology techniques.

The lectures at our School are respected Spanish specialists and native speakers from Spanish-spoken countries.

To improve our chances in the world market we offer you learning another language (the second one). You can choose from the following: English, German, French or Italian.

Thanks to the Erasmus programme, our students have an opportunity to travel for one semester to Grenada and Malaga. It is a unique opportunity to learn a spoken language and the culture of Spain as well as to gain first work experiences.

Join the 40 million community learning Spanish around the world!

Proposed specialisations:
- Translator
- Business Spanish

Mode:
- Stationary
- Non-stationary

Process:
3-year Bachelor’s degree studies with the possibility of continuation during 2-year complementary Master’s degree studies.

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<th>Entry fee of the 1st degree</th>
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Management

Management is the field of study for those who are ambitious, creative, and ready for challenges. However, apart from excellent management skills, exemplary knowledge of business is also required. The know-how evolves so fast that the only way to succeed is constant innovation and adjusting to variable needs.

HSOTFL runs two innovative specializations tailored to the demands of today’s world market:

- Management of Tourism Economy
- Logistics

Mode:
- Stationary
- Non-stationary

Process:
3-year Bachelor’s degree studies with the possibility of continuation during 2-year complementary Master’s degree studies.

FEES

Post-graduate studies

Studies for those who have already obtained a diploma of higher studies.

HSOTFL offers Post-graduate studies for the following specialties:

<table>
<thead>
<tr>
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<th>Non-stationary</th>
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<tr>
<td>Annual fee for the whole year</td>
<td>3 900zł</td>
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<td>2 x 2 000zł</td>
<td>2 x 1 500zł</td>
</tr>
<tr>
<td>Annual 10-months fee</td>
<td>10 x 420zł</td>
<td>10 x 320zł</td>
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<tr>
<td>Annual 12-months fee</td>
<td>12 x 410zł</td>
<td>12 x 310zł</td>
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*planned in the academic year: 2016/2017
Tourism, Hotel Industry and Gastronomy for teachers

**Mode:** non-stationary / 3 semesters  
**Number of didactic hours:** 360  
**Payments:** 4,500zł or 2x2,250zł

For sworn translators **NEW!**

**Mode:** non-stationary / 2 semesters  
**Number of didactic hours:** 220  
**Fee:** 5,600zł or 2 x 2,850zł

***Post-graduate studies for translators and interpreters***

Studies for people, who are expert speakers (C2), including foreigners, natives and those who speak English and Polish at the same high level.

**Field of education**

The classes take place in the evening system (evening group, starting at 5:00pm) twice a week (weekend group), 8 weekends in the semester.

**Aim of education**

Preparation to the national oral and written examination for a sworn translator, preparing for the job as a translator, acquiring theoretical and practical legal knowledge (the EU and outside the EU), translation workshops.
Erasmus and international exchange

In the Europe-wide Erasmus programme – "The lifelong learning programme" HSoTFL offers you to spend some part of your studies abroad, thanks to partner countries in the EU including: Denmark, Germany, France or Spain. Students can also do their internship abroad during the holiday, receiving a stipend.

Thanks to our partnership with French Claire Service Hôtellerie students have a possibility to join free vocational courses on the world standards in the hotel industry, tourism and gastronomy. The courses are in Spanish, simultaneous translation into Polish being provided. After the internship, students might apply for training at the best French hotels and congress objects.

Students cyclically have meetings with representatives of the tourism industry in EU countries, so they easily familiarize themselves with the character of the work in an international team.

HSoTFL enables students to acquire necessary knowledge to obtain a business language certificate. HSoTFL is the only Higher School which guarantees preparing to the examinations in the course of studies.

HSoTFL Publishers

HSoTFL issues its own teaching materials with the aim to deepen students’ knowledge in the field of tourism. Our monographs, scripts, scientific notebooks, etc. are created in cooperation with scientific workers of HSoTFL and constitute a perfect source of knowledge for our students, explaining ruling mechanisms of micro- and macro- tourism.

Scientific journals of Higher School of Tourism and Foreign Languages in Warsaw

- Educational and Cultural Tourism Problems in Poland and in the World
- Tourism and Recreation
- Multiculturalism in Tourism
- Cultural Tourism versus Tourist Regions in Poland
Students’ Organizations

In HSoTFL there are a lot of academic circles, i.a. Geographic Continents Circle, Hotel industry Circle, World Cuisine or various special interests groups, such as: “Photo” or “Traveler”.

“Continents” Academic Circle

It organizes tourist and scientific travels and It attends actively a number of events aimed at students becoming acquainted with cultural and tourist sites of Poland and the world. In 2011 “Continents” organized, among others, an alpine travel to Cordilleras Béticas in Spain, and in 2010 a trip to the Monte Rossa, the strongest massif in the Alps.

Student government

It is an organ that mediates between students and the school authorities. The representatives are chosen every year in the students elections. The government becomes involved in a number of scientific initiatives, as well as cultural or charitable actions and it organizes hazing for first year students. Among the government activities, we should also mention the Academic Chronicle, as well as organizing the Academic Cultural Circle, which was created to develop students’ interests through attending e.g. theatre performances, film screenings, exhibitions and much more, this being supported financially by the school.

Financial Support

HSoTFL offers its students a wide variety of financial support system from the funds of Ministry of Science and Higher Education and several other funds.

Students might apply for financial help such as:

- Maintenance grant
- Scholarship
- Grant for disabled students
- Charitable funding

All types of support are available for both stationary-learning students as well as non-stationary-learning students.

Career Office

The Career Office of HSoTFL belongs to the Polish nationwide Career Office System. The main task of thus office is to professionally help students and graduates to receive the best possible job offers. The Career Office organizes meetings, where students get help from our school. They learn about planning the career path, writing application documents, preparing for a job interview. The Career
Office of HSoTFL enjoys a strong position among employers, so that it receives systematically job offers addressed to our students and graduates.

**Student internship**

According to the educational process of HSoTFL, students are obligated to do their internship in prestigious firms and institutions, associated with their specialisation and their own aspirations. Students may do their internship in the country, as well as in partner institutions abroad, e.g. in Greece, Spain, Denmark, Hungary, France, thanks to close cooperation of HSoTFL with the EU countries and Erasmus program.

**Recruitment rules:**

In order to apply for studies at HSoTFL in Warsaw, it is necessary to submit the documents (you can read about them below) at our Recruitment Office or send an e-mail entitled: Recruitment Office. Students may join our School depending on their Matura exam results and they are designated to appropriate group, depending on their number of points in the Matura diploma.

**You should submit those documents:**

- Fact Finder (you can download it from our website)
- Photocopy of an ID card or another document confirming the identity of the candidate
- 4 passport photographs
- Signed contract for studying (you can download it from our website)
- Payment confirmation
- Non-natives additionally document their insurance, and submit a certificate of completing the Polish language course.
- Non-natives who do not speak Polish, learn the Polish language as a second language.

**Additionally for the undergraduate programme:**

- Matura exam diploma
- Certificate of the graduation from the secondary school
- Copy of the passport (in the foreigners’ case)

**Additionally for the graduate programme:**

- Diploma that certifies your finished studies at level 1 along with the supplement (original or duplicate)
Fees:

The entrance fee and the first payment should be paid at the School office or to the Bank Account of the Higher School of Tourism and Foreign Languages in Warsaw.

No.: 53 1130 1017 0020 0983 5920 0001
No.: 37 1160 2202 0000 0000 8718 1876

Account for foreigners: (in euros)

SWIFT BIG BPL PWXX Nr
12 1160 2202 0000 0001 8718 1876

Discount:

In the case of simultaneous studying by a married couple or siblings, both students are entitled to a 10% discount in payment.