



# Discover your world

2012  
2013

## Profession-oriented Tourism and Recreation > *Tour Manager (specialisation)*

Professional  
Bachelor's  
Programme

in 3 or 4 years

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# 1 Introduction

## Profession-oriented Tourism and Recreation

Professional Bachelor in Tour Management in 3 or 4 years

At NHTV in Breda you can enrol for an English-taught programme in tour management. In 3 or 4 years' time, you will be prepared to individually manage (international) tour groups within the current globalising world.

### Broaden your horizons

- > Will you travel across the world as a tour manager of adventurous tours?
- > Will you guide Japanese tourists through Europe?
- > Would a tour of Costa Rica become an unforgettable adventure thanks to you?

After your graduation in Breda, you will explore your limits and go the extra mile with your professionalism and your strongly cross-cultural and practice-oriented background!

### Your future?

A tour manager has irregular working hours and may work at a variety of locations. There is not always that much free time left as you are responsible for the progress of the tour 24/7. However, when you have a day off, you can often spend this on the best spots of the world!

### Labour market prospects

In Keuzegids HBO 2011 (information is in Dutch) you can find an indication of the labour market prospects for recent graduates (average starter salary and percentage of unemployed among recent graduates). Approximately 57% of the graduates have found a job at bachelor's level.

Graduating from NHTV will earn you a Bachelor's degree in Business Administration in Tourism Management. Are you ready for the journey of your life?

### Why NHTV?

Why study tour manager at NHTV Breda

- > one of the largest and oldest institutes for tourism in the world
- > intercultural learning environment enhanced by international lecturers, guest speakers and students
- > practice-oriented learning through close collaboration with businesses, governments and non-profit organisations
- > international classroom
- > first place in various rankings such as 'Keuzegids Hoger Onderwijs 2011'
- > certified by the UN World Tourism Organization

### First place

The programme was voted No.1 in its category by Elsevier (a renowned Dutch magazine) and in the Nationale Studentenenquête 2010 (Student Survey). In Keuzegids HBO Voltijd 2011 (in Dutch) Profession-oriented Tourism and Recreation was also ranked number 1 in its own category.

### Awards

NHTV has been granted the UN World Tourism Organization's Ted Qual certificate. This guarantees a top quality of education in tourism and leisure.



**Kelly Huijbers,  
Student Tour Manager  
Specialisation**

*'The essence of the specialisation I have chosen is to individually manage tour groups. As it is an economic programme, subjects like financial management, marketing, planning, directing and organising play an important role. But, the connecting thread is and remains tour guiding. Courses are always being taught in a tourism context, in this way you immediately see how you might need it in your future job and that makes it even more fun!'*

# 2 Admission requirements

## Admission requirements Dutch students

### havo

N+T > admissible  
N+G > admissible  
E+M > admissible  
C+M > ec or m&o

### vwo

N+T > admissible  
N+G > admissible  
E+M > admissible  
C+M > ec or m&o

### mbo

mbo 4 admissible

You are also admissible with a hbo/wo degree or a hbo/wo propaedeutic certificate.

### What to do if you do not meet the admission requirements?

- > If you miss any of the compulsory subjects, check out your possibilities at [www.nhtv.nl](http://www.nhtv.nl) (information is in Dutch).
- > If you are aged 21 or over, you may appeal to the 21+ arrangement. Based on an assignment, you are permitted to start the programme or not.

### Brush up course - better results!

NHTV's Online School offers an online course to increase your knowledge of financial management.

## Admission requirements foreign students

You can apply for this programme if you have completed secondary school, Abitur, Artium, Avgångsbetyg från Gymnasieskolan, COU, Senior High School - A levels or secondary vocational education. If your qualifications are not mentioned, please contact International Office ([international.office@nhtv.nl](mailto:international.office@nhtv.nl)).

### Test Of English as a Foreign Language (TOEFL test)

As a non-native speaker of English, you must also show sufficient results of a TOEFL test (minimum score 550 paper-based, 213 computer-based or 80 internet-based), an IELTS test (minimum overall band score 6.0 and a minimum sub score for Speaking 6.0) or a Cambridge Advanced Certificate.

### English Language Preparatory Course

The preparatory course aims to prepare you for studying in English and helps you to acquire the study skills and the high level of proficiency in English required for studying at NHTV Breda University of Applied sciences.

### Brush up course - better results!

NHTV's Online School offers an online course to increase your knowledge of financial management.

# 3 Course characteristics

## The programme

The specialisation Tour Manager forms a part of NHTV's Profession-oriented Tourism and Recreation programme. Special attention is paid to positive contributions in terms of sustainability, responsibility and a passionate mediation between people and cultures. Sociology, psychology and tourism entrepreneurship approached from international perspectives are important topics as well as (personal) leadership and group dynamics. You learn about geographic, art-historical and cultural aspects of countries all over the world.

### Fast track

It is possible to do the programme in three years if you completed:

- > pre-university education, e.g. vwo, Hochschulereifezeugnis
- > vocational education, e.g. mbo (level 4)

## Course planning

### Propaedeutic year

Dutch students have the possibility to start in a Dutch-taught or an English-taught propaedeutic year. Foreign students start in an international class. As from the second year the programme is completely English-taught for all students.

### Different roles

The study programme is challenging as it has been based on the different roles of a tour manager, being a:

- > cross-cultural mediator
- > manager of impact of tourism
- > manager concerned with the technical and organisational aspects
- > manager of the tourist experience

### Skills

Social skills, leadership, languages, intercultural communication and specific knowledge on the product and destination are important for a tour manager. Moreover, a tour manager needs to be able to provide a once-in-a-lifetime experience to the clients by his personality, his knowledge and his specific skills. So there is a strong focus on the tour manager as a manager of the tourist experience.

### Placement

During a six-month placement, your knowledge and skills will be put into practice. You will simultaneously gain work and international experience at a tourism destination anywhere in the world! You will carry out a pre-formulated assignment that is in line with your studies. A placement abroad is mandatory

### Graduation

In the final semester of your studies, you write a thesis on a subject of your choice, or on a subject commissioned by a company or governmental organisation. You will conduct independent research, either on an individual basis or sponsored by a commissioner. After finishing your thesis, you give a presentation of your findings to an examination panel, consisting of tutors and an external examiner.

Some examples of theses:

- > Develop and plan a well-considered tour through Ecuador
- > Develop trips for single persons at a tour operator

## What's more?

### Academic degree in one year

In the fourth year, all NHTV students are offered the opportunity of studying a pre-master's programme in Strategic Business Management and Marketing. This degree enables you to continue with a Master of Science programme at several universities and earn a Master of Science (MSc) degree in one year's time.

### **Exchange programmes**

Studying abroad for a while gives you an opportunity to broaden your horizons. You will live in an international environment, meet people with different cultural backgrounds and acquire knowledge. In addition, you will enhance your command of modern foreign languages. The long and the short of it is that studying abroad is a wonderful opportunity... Why not seize it?!

NHTV has built partnerships with a large number of universities all over the world which will be happy to accommodate your exchange. An exchange period lasts approximately 20 weeks. Possible countries are Spain, Australia, China, Italy, France, Ireland, Arizona (USA), Finland and Portugal.

### **Double degree**

Furthermore you have the possibility of a double degree programme. This means that you will study at a partner institution for the last year of your studies. After graduating you will receive two degrees: NHTV's and the partner institution's.

### **Obtain a master's degree**

Once you have achieved your bachelor's degree, you may choose to continue on an NHTV master's programme, for example the Master in Tourism Destination Management or International Tourism Management or on a master's programme abroad.

## 4 Study costs

### **Tuition fees**

In the academic year 2011-2012 the statutory fee is 1,713 euros.

You pay the statutory tuition fee if you:

- > have the Dutch nationality or the nationality of another country that is part of the EEA, or the Surinamese or Swiss nationality and
- > live in the Netherlands, Belgium, Luxembourg, or one of the German federal states of Northern Rhineland-Westphalia, Lower Saxony or Bremen at the time of enrolment (reference date 30 September) and
- > don't already have a bachelor's or master's degree at the start of the academic year

If this does not apply to you, check the tuition fee regulations at [www.nhtv.nl/fee](http://www.nhtv.nl/fee) to see whether there are other conditions through which you are eligible for the statutory tuition fee. In all other cases you pay the institution tuition fee. In the academic year 2011-2012 the institution fee is 7,400 euros.

### **Attention**

The Dutch government has submitted a legislative proposal to the Lower House with the intention of increasing the statutory tuition fee for 'langstudeerders' (slow-progressing students: 6 years or more) as well as withdrawing their 'OV-chipkaart' (student pass for public transport). More information on this subject and the consequences for you as a student can be found on the web pages 'Kabinetsplannen voor studiefinanciering' from the DUO - IB-Groep' (in Dutch). More information in English will follow as soon as possible.

### **Additional costs**

Besides the nationally-set tuition fee, please take into account the cost of:

- > a laptop (approximately 600/700 euros)
- > the introduction programme
- > textbooks (a maximum of 350 euros in the first year)
- > study trips. Depending on the destination, costs of the trips may vary from 400 to 800 euros. You may opt for a project in the Netherlands, which will cost about 200 euros.

Note: all prices are subject to change

# 5 Application

## Application Dutch students

This programme has no intake restrictions other than the admission requirements.

### Choices

This programme is offered in different formats, for example, Dutch-taught during the propaedeutic year or fast track. If you apply for this programme, we will contact you so that you can let us know which you wish to follow.

## Application, intake assessment and 'Pleased to meet you'

### Step 1

Dutch students must apply through Studielink. The application deadline is 1st September but we advise you not to wait until the last moment as you need time for the intake assessment.

Note: obviously you also need to comply with all requirements of DUO, such as submitting your diploma to DUO in time. Therefore, keep a close eye on the post of DUO.

After you have registered with Studielink you will receive an invitation to fill in an online NHTV intake assessment and an explanation of this assessment.

### Step 2

This step consists of filling in the online NHTV intake assessment. This assessment is meant to well prepare you on the study Profession oriented tourism and recreation, which you have chosen. The assessment is also designed to enable us to better coach you when you are studying at NHTV. Topics and questions which are discussed in this assessment are related to your:

- > grades
- > language (English level)
- > analytical skills
- > social intelligence
- > business insight
- > interest in the industry
- > learning style
- > motivation
- > capacity for innovative thinking
- > positive, critical attitude

### Step 3

After we have received your online intake assessment, we will invite you to take part in a 'Pleased to Meet You' session. Central themes of this two-hour session will be the content of the study programme, the expectations you have of the study programme, and the desired attitude towards studying. Afterwards, you will have the opportunity to talk to a coach and/or student counsellor in person. As a result, you will acquire a better understanding of your suitability for the study programme, and what's more, you will decide whether you want to go ahead with your application.

### Questions?

If you have any further questions please contact Lieke Mensink, mensink.l(at)nhtv.nl.

## Application foreign students

This programme has no intake restrictions other than the admission requirements.

### Choices

This programme is offered in different formats. Once your application has been confirmed, you will have the opportunity to indicate your choice for Tour Manager or, for instance, a fast track.

### Application deadlines

- > 1st September for Dutch students
- > 1st June for EEA students
- > 1st June for Non-EEA students living in the Netherlands
- > 1st May for Non-EEA students

### How do I apply?

Students from abroad must apply through Studielink and the International Office of NHTV.

#### Step 1

If you meet the admission requirements (diploma of secondary education and sufficient results of an English language test), please register with Studielink. This is the national administration system for higher education in the Netherlands.

Please note: We won't start processing your application until you are registered with Studielink.

#### Step 2

Fill in the application form foreign students. Please make sure you submit all additional documents requested in the application form and send the digital files to [applicationpackages\(at\)nhtv.nl](mailto:applicationpackages(at)nhtv.nl).

#### Step 3

If your application is approved you will be invited for an online NHTV intake assessment. This assessment is meant to well prepare you on the study you have chosen. The assessment is also designed to enable us to better coach you, when you are studying at NHTV. You will be admitted on biases of your grades, CV and diploma.

### Questions?

Students from abroad who have any further questions may contact International Office ([international.office@nhtv.nl](mailto:international.office@nhtv.nl)).

## 6 Find out for yourself

How do you find out whether a study programme really suits you? Keep in mind that you want to broaden your horizon, by exploring areas that really interest you and most importantly find a place you will feel at home. Come visit us, take a look and find out for yourself!

### Open days and evening all NHTV academies

12  
NOV

OPEN DAY: 10.00 - 15.00 hrs.

10  
MAR

OPEN DAY: 10.00 - 15.00 hrs.

19  
APR

OPEN EVENING: 19.30 - 21.30 hrs.

## Orientation Days

24  
NOV

19  
JAN

1  
MAR

15  
MAR

22  
MAR

26  
APR

10  
MAY

## NHTV Breda - An overview of all programmes

In the brochure 'NHTV Breda - An overview of all programmes' you will find information on:

- > All NHTV's programmes
- > NHTV's international character
- > NHTV's educational vision
- > Holland and Breda facts
- > Studentlife

You can download the brochure at [www.nhtv.nl](http://www.nhtv.nl).

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