

Guidelines for Practical Training

Bachelor of Business Administration Program (Major in Tourism Management)

In order to complete their practical training, students on the Bachelor of Business Administration Program, Major Tourism Management shall to comply with guidelines and requirements as follows:

1. Practical training for students majoring in tourism management is considered to be a part of the bachelor of business administration program.

2. Students who study the course structure of 24 courses or 144 credits will complete together with a minimum of 400 hours practical training through.

3. The practical training for students majoring in tourism management is divided into 2 parts:

3.1 *practical training at Sukhothai Thammathirat Open University* of not less than 50 hours after enrolling in course 32477 Tour Operator and Tour Guide and Travel Agency Management;

3.2 Practical training with an approved tour operator or hotel business totaling not less than 350 hours. Students may be exempt from the practical training by fulfilling the conditions set forth in item 5

4. Students are required to complete the practical training from both long distant learning systems at Sukhothai Thammathirat *Open University* prior to the practical training at tour operator or hotel businesses to the conditions and procedures as follows:

4.1 Student are required to obtain the approval from the School of Management Science before commencing any practical training at tour operator or hotel businesses.

4.2 The school of Management Science will liaise with the approved tour operator or hotel businesses on the practical training details and the evaluation results of students' performance are required from the businesses after training. Consequently, students need to submit a practical training report to the School of Management Science.

4.3 The person responsible for supervising the practice of enhancing the skills of students at that establishment will assess and notify the assessment results back to the Department of Management Sciences which can be sent back directly at the Department of Management Science or put it in a sealed envelope and let the students take it returned to the Department of Management Science

4.4 At the end of the skill-enhancing practice at the workplace Students must submit a report. The skills-enhancing practice is delivered to the Department of Management Science within thirty days from the end of the practice. enhance skills

4.5 students are required to continue to enroll in order to maintain their student status until they complete the practical training at tour operator or hotel businesses within the limited time of the program although they have already completed both the required course block and the practical training at Sukhothai Thammathirat Open University.

5. The qualified students can submit the application from with the evidence to the School of Management Science to be considered for the exemption from a practical training at tour operator or hotel businesses when they have already passed the practical training according to the guideline no.3 and section 2:

5.1 Students who have at least 3 years of working experiences in tour operator or hotel businesses, or

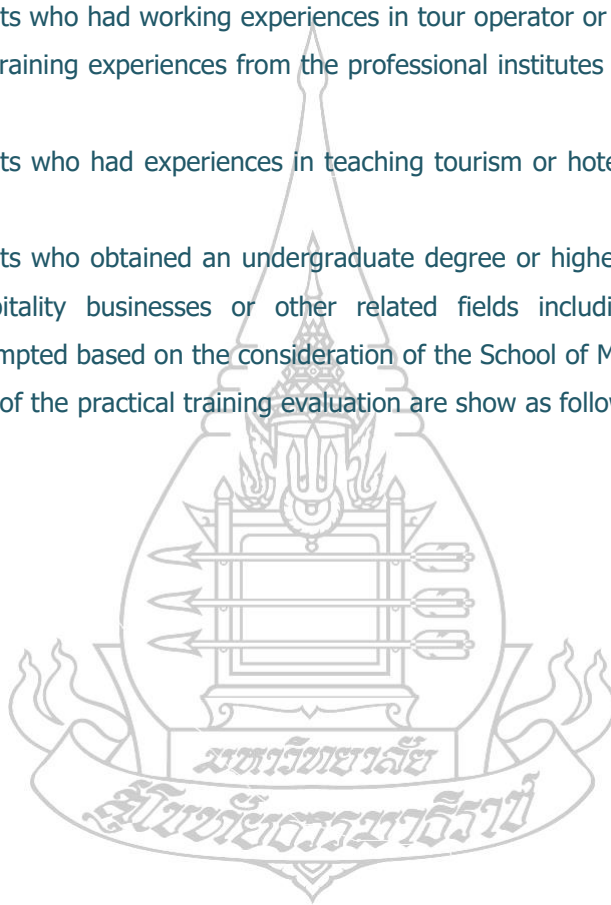
5.2 Students who graduated with the requirement of the practical training at tour operator or hotel businesses not less than one semester or 4 months of their study program and it was acknowledged in their transcripts, or

5.3 Students who had working experiences in tour operator or hotel businesses and had educational degrees or training experiences from the professional institutes which are counted totally not less than 3 years, or

5.4 Students who had experiences in teaching tourism or hotel programs not less than 3 years, or

5.5 Students who obtained an undergraduate degree or higher qualifications related to hotel, tourism or hospitality businesses or other related fields including the related working experiences may be exempted based on the consideration of the School of Management Science.

6. The results of the practical training evaluation are show as follows:



Regulations Regarding Practical Training at Tour Operator and Hotel Business

1. The practical training position has to meet the following requirements in order to be approved by the School of Management Science.

1.1 The placement position has to be with an organization that is, or is part of, an international chain or a member of the Association of Thai Travel Agents or a member of the International Air Transport Association.

1.2 A placement position with a hotel or resort must be with a business certified to be of an operational standard by a reliable agency or organizations such as ISO 9002 and ISO 14000, or be part of an international hotel or resort chain, or a member of the Thai Hotels Association, or a resort of more than 100 rooms with acceptable standard quality in the industry.

1.3 Any other organization that is not mentioned above that is, after consideration, approved by the School of Management Science.

2. Students must complete a minimum of 300 hours of practical training at the approved tour operation or hotel business.

3. The procedure for arranging practical training with a tour operator or hotel business and obtaining the approval of the School of Management Science is as follows:

3.1 In cases where the student contacts an organization directly: the student has to initiate contact and liaise with the organization to agree. A placement is possible with the organization and obtain the necessary information to seek approval for the placement. Approval is obtained by submitting the form to provide the relative information for consideration by the School of Management Science. The information required on the form will include detail of the organization, address, the period of the placement, training plan, department and contact person (together with name, position and contact detail). After approval, the School of Management Science will inform to the students and provide the student with a formal letter to the organization approving the placement.

3.2 In the case where student cannot contact a business for placement, the student must inform the School of Management Science in order that the school will assign a place and inform the student. The student will then be required to make contact with the organization to arrange the details of the practical training.

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