

Guidelines for Practical Training

Bachelor of Business Administration Program (Major in Tourism and Hotel Management)

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

1. Practical training for students majoring in tourism and hotel management is considered to be a part of the bachelor of business administration program.
2. The course requires that students complete all course blocks of bachelor of business administration program together with a minimum of 400 hours practical training through distance learning.
3. The practical training through distance learning comprise with:
 - 3.1. Practical training through e-Learning in course 32477 Tour Operator, Tour Guide and Travel Agency Management;
 - 3.2. Practical training through VDO case study in course 32480 Room Service Management and Food and Beverage Management.
4. The practical training for students majoring in tourism and hotel management is divided into 2 parts:
 - 1.1 *practical training at Sukhothai Thammathirat Open University* of not less than 100 hours made up as follows:
 - 1.1.1 Not less than 50 hours after enrolling in course 32477 Tour Operator and Tour Guide and Travel Agency Management;
 - 1.1.2 Not less than 50 hours after enrolling in course 32480 Room Division and Food and Beverage Management.
 - 4.2 Practical training with an approved tour operator or hotel business totaling not less than 300 hour. Students may be exempt from the practical training under the conditions described in guideline no.6 (below).
5. Practical training at tour operator or hotel businesses is required as follows:
 - 5.1 Students are required to complete the practical training from both long distant learning system (according to the guideline no.3) and at *Sukhothai Thammathirat Open University* (according to the guideline no.4 (4.1.1) prior to the practical training at tour operator or hotel businesses,
 - 5.2 Student are required to obtain the approval from the School of Management Science before commencing any practical training at tour operator or hotel businesses.

5.3 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.

5.4 students are required to continue to enroll in order to maintain their student status until they completes the practical training at touroperator 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.

6. An exemption from the practical training at tour operator or hotel businesses may be provided to students who have these qualifications:

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

6.2 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

6.3 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

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

6.5 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.

This exemption is based on the consideration of School of Management Science.

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 no.4 (4.1.1)

7. The criteria of the practical training evaluation are show as follows:

1.1 Students are required to complete the practical training from both long distant learning system and at Sukhothai Thammathirat Open University.

1.2 Students are required to complete the practical training at tour operator or hotel businesses based on the curriculum requirement.

1.3 Students are required to be evaluated on their knowledge and competency gaining from the practical training according to the regulation of the School of Management Science.

The 400 hour (or more) of the practical training will be put into the students' transcripts.

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 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.

Last updated: 28-June-2016