

National Open University Department of Tourism and Hospitality Management
Professional Certificate Guidance and Graduation Qualifications Measures

Passed at the 7th Departmental Affairs Meeting of the 2009 academic year on March 3, 2009 Revised and passed at the 9th Departmental Affairs Meeting of the 2009 academic year on May 5, 2009 Revised and passed at the 4th College Affairs Meeting of the 2009 academic year on May 24, 2009 Revised and passed at the 7th Academic Affairs Meeting of the 2009 academic year on June 1, 2009 Revised and passed at the 12th Departmental Affairs Meeting of the 2018 academic year on April 11, 2018 Passed at the 9th College Affairs Meeting of the 2018 academic year on April 23, 2018 Revised and passed at the 2nd Departmental Affairs Meeting of the 2018 academic year on September 12, 2018 Passed at the 3rd College Affairs Meeting of the 2018 academic year on October 19, 2018 Revised and passed at the 8th Departmental Affairs Meeting of the 2018 academic year on February 27, 2019 Revised and passed at the 9th College Affairs Meeting of the 2018 academic year on March 22, 2019 Passed at the 2nd College Affairs Meeting of the 2019 academic year on September 18, 2019 Passed at the 2nd Academic Affairs Meeting of the 2019 academic year on November 5, 2019

Article 1: To encourage students of the National Open University Department of Tourism and Hospitality Management (hereinafter referred to as "the Department") to actively take national professional certificate exams, technical specialist skill tests, and professional certifications from government and private organizations, in order to enhance the professional practical skills and employability of the students, these measures are established.

Article 2: Applicability These measures apply to students of the Department or those who hold professional certificates and pass certification exams while being enrolled in the university. Students with disabilities (holding disability handbooks or certificates) are not subject to these measures.

Article 3: Professional Certificate Guidance Before students of the Department apply for professional certificate exams, they may take relevant professional certificate guidance courses offered by the Department or participate in other activities arranged by the Department for professional certificate guidance. Students can also arrange practice times with the instructors or tutors, and they must complete the registration procedures with the Department's office at least one day before the practice.

Article 4: Graduation Qualifications During the period of study after admission, undergraduate students of the Department, in addition to completing the required course credits, must obtain at least one of the following professional certificates or pass certification exams to qualify for graduation. Students who apply for the Class B certificate of the national technical specialist skill test must complete the registration,

written, and practical exams to qualify for graduation.

Professional certificates or certifications that students of the Department should obtain include:

Tourism Category

1. Chinese or Foreign Language Tour Guide (National Exam).
2. Chinese or Foreign Language Tour Leader (National Exam).
3. Airline Reservation System Certification Exam.
4. International Air Transport Association (IATA) Certification Exam for International Airline Ticketing Personnel.
5. Meeting and Exhibition Professional Certification Exam (Ministry of Economic Affairs, Bureau of Foreign Trade).
6. Tour Guide Certification Exam (Central or Municipal Government Agency, with a minimum total duration of at least 24 hours for basic and special training courses).
7. Tourism Product Operator Certification Exam.

Food and Beverage Management Category

1. Food Service Technical Specialist Class C Certificate (National Technical Specialist Skill Test).
2. Hotel Room Service Technical Specialist Class C Certificate (National Technical Specialist Skill Test).
3. Western Cuisine Cooking Technical Specialist Class C or Class B Certificate (National Technical Specialist Skill Test).
4. Baking Food Technical Specialist Class C or Class B Certificate (National Technical Specialist Skill Test).
5. Chinese Cuisine Cooking Technical Specialist Class C or Class B Certificate (National Technical Specialist Skill Test).
6. Beverage Preparation Technical Specialist Class C or Class B Certificate (National Technical Specialist Skill Test).
7. Food Preparation Technical Specialist Single Level Certificate (National Technical Specialist Skill Test).
8. Hazard Analysis Critical Control Point (HACCP) Training Certificate (Issued by the Ministry of Health and Welfare's recognized training institutions, with a minimum total duration of at least 60 hours for basic and advanced courses).

Article 5: For students of the Department who, after completing the second semester of the third academic year, have not obtained the professional certificates or certifications listed in these measures, the Department may arrange relevant certificate counseling courses or activities to assist them. Students who still cannot obtain them before the end of the prescribed period of study may submit proof of the intention to

take the exams for the last semester or academic year before the completion of the prescribed period of study. After approval by the Department's Departmental Affairs Meeting, they can qualify for graduation.

Article 6: Reward Mechanism Implement scholarships according to the university's Measures for Implementing Scholarships to Encourage Students to Take National Exams and Professional Certificates.

Article 7: These measures are passed by the Department's Departmental Affairs Meeting, submitted to the College Affairs Meeting for approval, and implemented after approval. The same applies to revisions.