

Department of Leisure and Recreation Management
National Kaohsiung University of Hospitality and Tourism

Regulations for Undergraduate Student Capstone Project Implementation

Approved by the Department Curriculum Committee on December 19, 2018

Revised on March 20, 2019

Revised on September 16, 2025

Article 1

These Regulations are established to cultivate students' ability to integrate professional knowledge acquired during their studies, combine hospitality, tourism, and leisure theories with practice, and develop independent thinking, research analysis, teamwork, and problem-solving skills in practical and research contexts.

Article 2

The Capstone Project (I) and Capstone Project (II) are required courses, each carrying 2 credits. The project includes three types:

1. Research-oriented projects
2. Competition-oriented projects
3. Industry-oriented projects (including micro-entrepreneurship and industry-academia collaboration projects)

These courses are primarily implemented during the first and second semesters of the third year of the four-year undergraduate daytime program. All full-time faculty members are obligated to serve as project advisors. Instruction shall be conducted through flexible supervision, with advisors determining meeting times and locations.

Article 3

A Research-oriented Project refers to an academic research investigation conducted under the supervision of an advisor. The content must comply with the requirements specified in Appendix I.

Article 4

A Competition-oriented Project requires students, under advisor supervision, to participate in at least two national-level competitions and obtain an award record. If no award is received, external

review must be conducted by two reviewers in accordance with Appendix I evaluation criteria.

Article 5

An Industry-oriented Project includes:

1. Micro-entrepreneurship projects, involving startup proposals for specific businesses
2. Industry-academia collaboration projects, involving participation in collaborative industry projects

Students must complete written reports under advisor supervision. Advisors shall evaluate the content professionally to ensure compliance with graduation project standards.

Article 6

Students shall complete projects in groups. Group formation shall be arranged in consultation with the course advisor.

Each group shall consist of 5 to 8 students, and each class shall have no more than 10 groups in principle. Groups that do not meet the required size must provide justification in the application form and obtain advisor approval.

Article 7

Four faculty members shall serve as project advisors each semester on a rotating basis. Each advisor shall supervise 3 to 4 groups.

Article 8

Each group shall discuss the project topic and direction thoroughly with the advisor. After obtaining the advisor's signature, the class representative shall submit the approved proposal to the department office for record.

Article 9

Any change in project topic or project type during the project period must be approved by the advisor and submitted with a revised application form.

Article 10

Advisor responsibilities include:

1. Assisting students in determining project topics and guiding project progress

2. Monitoring project progress and providing consultation
3. Evaluating coursework, midterm, final, and project performance
4. Guiding students in preparing written project reports

Article 11

1. For Competition-oriented Projects:
2. Before submission, advisors shall review the project according to competition evaluation criteria. Credits will only be recognized upon submission of award certification and the written project report.
3. Projects may not be submitted to competitions without advisor approval. Violations will be regarded as non-participation.

Article 12

For Industry-oriented Projects:

Micro-Entrepreneurship Projects:

Students must:

- Prepare a written business proposal in accordance with Appendix I
- Participate in at least two expert consultation sessions
- Attend at least two entrepreneurship workshops, seminars, or training programs

Industry-Academia Collaboration Projects:

Students must:

- Prepare written project proposals
- Participate in industry collaboration activities
- Produce a technical report under advisor supervision

Article 13

- Upon successful completion and revision, students shall submit the final project report to the advisor, who will forward it to the department office for archival purposes.

- File naming format:
Project Title – Class (3A or 3B), in PDF format
- If a group fails and does not make improvements, the advisor may assign failing grades to individual members or the entire group based on contribution.
- Students who fail required project credits must retake the course and pass in order to graduate.

Article 14

- Project reports must not involve plagiarism or copyright infringement. Violations will result in a failing grade.
- Academic ethics shall follow the Ministry of Science and Technology research ethics guidelines.

Article 15

To showcase student achievements and enhance professional presentation skills, a Capstone Project Exhibition shall be held once each academic year during the second semester.

The time and location shall be determined by the advising faculty team.

Exhibition requirements by project type:

Research-oriented Project

- A1 vertical poster
- Written project report

Industry-Academia Project

- A1 vertical poster
- Written project report
- Deliverables (e.g., models, videos, demos)

Micro-Entrepreneurship Project

- A1 vertical poster
- Written project report

- Product or service booth display

Competition-oriented Project

- A1 vertical poster
- Written project report
- Competition work (physical or model)
- Award certification

Article 16

- These Regulations shall take effect starting from Academic Year 2025 upon approval by the Department Curriculum Committee. The same procedure applies to amendments.

Appendix I Evaluation Criteria for Undergraduate Capstone Project

Evaluation Criteria and Weight Distribution

Evaluation Category	Description	Research-Oriented	Micro-Entrepreneurship	Industry-Academia Project	Competition-Oriented
1. Topic and Objectives	The topic is clearly defined, valuable, and innovative; objectives are clear and achievable.	10%	10%	10%	10%
2. Literature / Market / Industry / Competition Needs Analysis	Industry / Competition Needs Analysis Research-oriented: Comprehensive and logically structured literature review. Micro-entrepreneurship: Thorough market demand and competitive analysis. Industry-academia: Detailed industry background and collaboration needs analysis. Competition-oriented: Complete	15%	15%	15%	15%

	analysis of competition requirements, evaluation criteria, and market relevance.				
3. Methodology and Project Design	Research-oriented: Rigorous research methodology. Micro-entrepreneurship: Feasible business model and financial planning. Industry-academia: Feasible project design and technical approach. Competition-oriented: Complete design concept, technical execution, and production process.	20%	20%	20%	20%
4. Implementation and Project Management	Effective timeline planning, task allocation, coordination, and problem-solving ability.	15%	15%	15%	15%
5. Outcomes and Contributions	Research-oriented:	20%	20%	20%	20%

	Meaningful and valuable research results. Micro-entrepreneurship: Product or service demonstrates market potential. Industry-academia: Outcomes effectively address industry needs or problems. Competition-oriented: High-quality work with innovation and practical value.				
6. Presentation and Participation Requirements	Research-oriented: Conference presentation with proof of participation. Micro-entrepreneurship: Records of workshops and expert consultations. Industry-academia: Documentation of industry-academia collaboration participation. Competition-	10%	10%	10%	10%

	oriented: Participation in at least two national-level competitions with award certification.				
7. Written Report and Presentation Quality	Complete written documentation, clear presentation, and effective visual design.	10%	10%	10%	10%
Total		100%	100%	100%	100%

Grading Scale Description

Score Range	Grade	Description
90–100	Excellent	Exceeds requirements; comprehensive, innovative, and highly impactful results.
80–89	Good	Meets all requirements; complete content with solid value.
70–79	Satisfactory	Meets basic requirements; lacks depth in some areas.
60–69	Passing	Incomplete content and limited analytical depth; minimal value.
Below 60	Fail	Does not meet basic requirements; insufficient quality and outcomes.

Appendix II Undergraduate Capstone Project Application Form

Department of Leisure and Recreation Management
National Kaohsiung University of Hospitality and Tourism

Academic Year: _____

Class Information Program: Four-Year Undergraduate Day Program Year: _____ Class: _____		
Group Members	Student ID	Name
Advisor Name: _____		
Project Title: _____		
Research Objective / Project Purpose: _____		
Project Type : ☐ Research-Oriented Project ☐ Micro-Entrepreneurship Project ☐ Industry-Academia Collaboration Project ☐ Competition-Oriented Project	Group Leader Signature	Advisor Signature
Date: _____ / _____ / _____ (YYYY / MM / DD)		

Appendix III Capstone Project Report Cover Format

Department of Leisure and Recreation Management
National Kaohsiung University of Hospitality and Tourism

(Centered, Font Size: 20)

Capstone Project Report – Research-Oriented Project

Capstone Project Report – Micro-Entrepreneurship Project

Capstone Project Report – Industry-Academia Collaboration Project

Capstone Project Report – Competition-Oriented Project

(Centered, Font Size: 20)

Project Title : (Font Size: 24, Centered)

Advisor : (Font Size: 14) Advisor: _____

Students : (Font Size: 14)

Student ID: _____

Name: _____

(Student information may be listed for all group members)

Date: _____ / _____ / _____

(YYYY / MM / DD)

Font Requirements

English font: Times New Roman