

國立東華大學學生獎懲辦法

National Dong Hwa University Student Recognition and Discipline Regulations

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中華民國99年5月26日 98學年度第2學期第1次校務會議修訂

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第一章 總則

Chapter 1 General Provision

第一條 本校為培養學生敦品勵學，並建立學生行為規範，依據大學法第32條之規定，特訂定本辦法。

Article 1 According to the provisions under Article 32 of University Act, the University shall establish the Regulations to develop students with integrity and diligence as well as establishing codes of student conducts.

第二條 獎勵方式如下：

一、嘉獎。

二、小功。

三、大功。

懲罰方式如下：

一、愛校服務、社區服務。

二、申誡。

三、小過。

四、大過。

五、定期察看。

六、勒令休學。

七、勒令退學。

八、開除學籍。

Article 2 Means of Recognition are described below:

1. Commendation.

2. Minor merit.

3. Major merit.

Means of Discipline are described below:

1. Campus service, community service.

2. Warning.

3. Minor demerit.

4. Major demerit.

5. Probation.

6. Suspensions.

7. Expulsions.

8. Revocations of student status.

第二章 獎勵

Chapter 2 Recognition

第三條 學生有下列各款情形之一者，予以記嘉獎：

一、見義勇為、救助急難、熱心服務、維護公益，義行可嘉者。

二、服務公勤，熱心公益，有具體事蹟者。

三、參加校內外各項競賽或課外活動，有優良成績表現者。

四、參加系所辦理各項活動或競賽成績表現優良者。

五、擔任系所、班級、社團、宿舍幹部認真負責者。

六、推動環境保護，杜絕資源浪費，有具體優良事蹟者。

七、拾物(金)不昧者。

八、其他具有相當於上列各款優良事蹟者。

Article 3 Students who have acted in one of the following ways may be awarded commendations:

1. Stepping up against injustice, rescue and relief, enthusiastic service, maintenance of public interest, and righteous acts.
2. Serving the public operations and enthusiasm in charity with specific merits.
3. Participating in competitions or activities in and outside of campus with remarkable performance.
4. Participating in activities or competitions held by departments with remarkable performance.
5. Serving the officer for department, class, clubs, and dormitories with responsible attitude.
6. Promoting environmental protection, eradicating resource waste with specific merits of excellence.
7. Turning lost items (money).
8. Other honorable deeds.

第四條 學生有下列各款情形之一者，予以記小功：

- 一、在校內外有裨益國家、社會或增進校譽之表現者。
- 二、見義勇為、救助急難、熱心服務、維護公益，義行堪為典範者。
- 三、服務公勤，熱心公益，表現特優者。
- 四、參加全國性比賽成績在前三名者。
- 五、擔任學生社團幹部或自治幹部，表現特優者。
- 六、遇特殊事故處理得宜者。
- 七、推動環境保護，杜絕資源浪費，獲校外單位表揚者。
- 八、校外行為表現有助於社會優良風氣之發展者。
- 九、其他具有相當於上列各款優良事蹟者。

Article 4 Under the following circumstances, students may receive a minor merit:

1. Engaged in events benefiting the country, society or school reputation in and outside of the campus with remarkable merits.
2. Stepping up against injustice, rescue and relief, enthusiastic service, maintenance of public interest, and righteous acts.
3. Serving the public good and shows enthusiasm in charity with distinguished performance.
4. Participating in international competition with ranking in top 3 places.
5. Serving as the officer of student clubs or self-governing officers with distinguished performance.
6. Well-handling of special circumstances.
7. Promoting environmental protection and eradicating resource waste with

recognition by agencies outside of the campus.

8. Conducts and behaviors outside of campus that favor the development of excellent society atmosphere.

9. Other honorable deeds.

第五條 學生有下列各款情形之一者，予以記大功：

- 一、在校內外有裨益國家、社會或增進校譽之表現，事蹟卓著者。
- 二、擔任學生社團幹部或自治幹部，表現特優，對樹立優良校風有特殊貢獻者。
- 三、參加體育及課外活動，表現特優對樹立優良校風有特殊貢獻者。
- 四、參加國際性競賽或公益活動，表現優異者。
- 五、長期犧牲奉獻社會公益活動有具體事實，經社會團體舉薦者。
- 六、對於校務之發展，提出卓越之建議，經學校採行者。
- 七、特殊義勇表現，事蹟卓著者。
- 八、有特殊優良之行為，堪為全校學生楷模者。
- 九、其他具有相當於上列各款優良事蹟者。

Article 5 Under the following circumstances, students may receive a major merit:

1. Engaged in events benefiting the country, society or school reputation in and outside of the campus with remarkable merits.
2. Serving as the officer of student clubs or self-governing officers with distinguished performance and special contribution to establishing excellent school reputation.
3. Participating in sports and extracurricular activities with distinguished performance and special contribution to establishing school reputation.
4. Participating in international competition or charity events with remarkable performance.
5. Long-term contribution and dedication to social charity events with specific acts and recommended by social groups.
6. Proposing excellent suggestions to the development of school affairs and that have been adopted by the school.
7. Stepping up against injustice with remarkable merits.
8. Special remarkable acts that merit the example for students from the University.
9. Other honorable deeds.

第三章 懲罰

Chapter 3 Disciplines

第六條 學生有下列各款情形之一者，予以愛校服務或社區服務：

- 一、初次違反本辦法第七條第一項各款之行為，事後態度良好，深具悔意，且情節輕微者。
- 二、未配合學校相關行政作業規定，於時限內完成相關作業者。
- 三、違反學校行政單位或學生自治組織經相關合法程序所訂定之規範，情節輕微者。

Article 6 Under the following circumstances, students are requested to provide campus or community services:

1. First-time violation to the conducts prescribed in paragraph 1, Article 7 of the Regulations but the students show good attitude with remorse while the offence is also minor.
2. Failure to cooperate with school required administrative operations and complete relevant assignment prior to deadline.
3. Violation of the regulations formulated by the school administrative units or students' self-governing organization pursuant to legitimate procedures with minor offence.

第七條 學生有下列各款情形之一者，予以申誡：

- 一、擾亂校園安寧、教學活動，情節輕微者。
- 二、毀損學校公物、他人之物品、撕毀公告文件或損害學校公益，情節輕微者。
- 三、在校內規定場所外擅自張貼公告、海報、標語者。
- 四、侵犯他人智慧財產權，情節輕微者。
- 五、有性騷擾、性霸凌或公然猥褻之行為，情節輕微者。
- 六、違反學校各種場所使用規則或從事學生團體活動不遵守相關輔導辦法或因疏忽失責致影響公共安全，情節輕微者。
- 七、違反本校網路使用相關規定者。
- 八、侮辱、毀謗、攻訐他人深感悔意，情節輕微者。
- 九、未經許可私自挪用公物或他人物品者。
- 十、拒絕接受愛校服務或社區服務者。
- 十一、代表學校參加校外活動，不受有監督責任者之約束，情節輕微者。
- 十二、舉辦各項校外學生活動，違反相關安全規定，情節輕微者。
- 十三、違反學校行政單位或學生自治組織經相關合法程序所訂定之規範，情節嚴重者。
- 十四、危害校園環境或他人安全之行為，情節輕微者。

Article 7 Under the following circumstances, students are given a warning:

1. Disturbance to campus peace and instructional activities with minor offence.
2. Misbehavior causing minor damage to school property, other people's items, damaging announcement documents or school interests.
3. Posting announcement, poster and slogans without authorization on campus.
4. Infringing the intellectual property of other people with minor offence.
5. Committing sexual harassment, sexual bullying or public indecency with minor offence.
6. Violating the misuse of school premises or engaging in student club activities without compliance of relevant counseling regulations or affecting public order due to negligence, if the offence is minor.
7. Violation of misuse pursuant to the regulations governing school internet use.
8. Insult, slander and attacking with remorse and if the offence is minor.
9. Unauthorized use of public property or others' items.
10. Refusing to accept campus or community services.
11. Participating in off-campus activities on behalf of the school without the constraint of supervision and responsibility, and the offence is minor.
12. Holding off-campus student activities that violate the relevant safety regulations with minor offence.
13. Violation of the regulations formulated by the school administrative units or students' self-governing organization pursuant to legitimate procedures with gravity.
14. Commit conducts that jeopardize the campus environment or other people's safety with minor offence.

第八條 學生有下列各款情形之一者，予以記小過：

- 一、有本規定第七條第一項所列各款再犯或經制止不能改善者。
- 二、擾亂校園安寧、教學活動，情節嚴重者。
- 三、毀損學校公物、他人之物品、撕毀公告文件或損害學校公益，情節嚴重者。
- 四、從事學生團體活動不遵守相關輔導辦法或違反學校各種場所使用規則或因疏忽失責致影響公共安全，情節嚴重者。
- 五、侮辱、毀謗、攻訐他人者。
- 六、違反網路使用規範，情節嚴重者。
- 七、代表學校參加校外活動，不受有監督責任者之約束，情節嚴重者。
- 八、舉辦各項校外學生活動，違反相關安全規定，情節嚴重者。

- 九、違反學術倫理，情節輕微者。
- 十、在校內外有毀損校譽之不當行為，情節輕微者。
- 十一、侵犯他人智慧財產權者，情節嚴重者。
- 十二、考試舞弊，情節輕微者。
- 十三、鬥毆、賭博、酗酒、行為不檢，情節輕微者。
- 十四、冒用或偽造文書、印章或塗改文件、公告，情節輕微者。
- 十五、以跟蹤、電子郵件或其他違反他人意願之方法干擾他人日常生活，情節輕微者。
- 十六、有性騷擾、性霸凌或公然猥褻之行為，其情節未達重大程度者。
- 十七、危害校園環境或他人安全之行為，情節嚴重者。

Article 8 Under the following circumstances, students are given a minor demerit:

1. Repeat offender under the clauses listed in paragraph 1, Article 7 of the Regulations or those who could not make improvement after given a warning.
2. Misbehavior disturbing campus peace and instructional activities with severe gravity.
3. Misbehavior causing minor damage to school property, other people's items, damaging announcement documents or school interests. c
4. Violating the misuse of school premises or engaging in student club activities without compliance of relevant counseling regulations or affecting public order due to negligence, if the offence is minor severe.
5. Insult, slander and attacking others.
6. Severely violation of internet use regulations.
7. Participating in off-campus activities on behalf of the school without the constraint of supervision and responsibility, and the offence is severe.
8. Violation the relevant safety regulations when holding various off-campus student activities with severe gravity.
9. Violation of academic ethics with minor offence.
10. Misconduct that damages school campus in and outside of the campus with minor offence.
11. Infringing the intellectual property of other people with severe offence.
12. Exam fraudulence with minor offence.
13. Engage in fight, gambling, excessive drinking, and misconduct with minor offence.
14. Counterfeit or forged documents, seals or alteration of documents and announcement with minor offence.

15. Interfere with others' daily life through stalking, email or other means in violation of others' will, if the offence is minor.
16. Commit sexual harassment, sexual bullying or public indecency with non-severe gravity.
17. Commit conducts that jeopardize the campus environment or other people's safety with severe offence.

第九條 學生有下列各款情形之一者，予以記大過：

- 一、侮辱、誹謗他人，情節嚴重者。
- 二、妨害教職員或同學執行公務者。
- 三、參加校內外鬥毆、賭博、酗酒、使用禁藥（毒品）或行為不檢者。
- 四、於校園內不法儲存危險物品或違禁物品者。
- 五、違反網路使用規範，情節嚴重且觸法者。
- 六、惡意破壞學校公物，他人之物品情節嚴重，且犯後態度惡劣不知悔改者。
- 七、在校內外有毀損校譽或之不當行為，情節重大者。
- 八、侵犯他人智慧財產權，情節重大者。
- 九、考試舞弊者。
- 十、冒用或偽造文書、印章或塗改文件、公告情節重大者。
- 十一、惡意造謠生事破壞團體及校譽者。
- 十二、在校內外有竊盜財物或詐欺行為者。
- 十三、違反學術倫理，情節嚴重者。
- 十四、以跟蹤、電子郵件或其他違反他人意願之方法干擾他人日常生活，情節嚴重者。
- 十五、有性騷擾、性霸凌或公然猥褻之行為，情節重大者。
- 十六、觸犯刑事法律之行為，經法院有罪判決確定或學校查證屬實，情節輕微者。
- 十七、未於期限內執行性別平等教育委員會決議事項者。
- 十八、危害校園環境或他人安全之行為，情節重大者。

Article 9 Under the following circumstances, students are given a major demerit:

1. Insult and slander to others with severe gravity.
2. Hindering faculty, staff or colleagues from executing official affairs.
3. Engage in fight, gambling, excessive drinking, doping (drugs) or misconduct in and outside the campus.
4. Storing dangerous goods or contrabands on campus illegally.

5. Violation of code of internet use with severe gravity and breach of law.
6. Deliberate damage to school property and others' items with severe gravity in addition to showing vile post-offence attitude without remorse.
7. Misconduct that damages school campus in and outside of the campus with major offence.
8. Infringing the intellectual property of other people with major offence.
9. Exam fraudulence.
10. Counterfeit or forged documents, seals or alteration of documents and announcement with major offence.
11. Malicious rumor and slander that damager the group and school reputation.
12. Theft or fraudulent behavior in and outside campus.
13. Violation of academic ethics with major offence.
14. Interfere with others' daily life through stalking, email or other means in violation of others' will, if the offence is major.
15. Committing sexual harassment, sexual bullying or public indecency with major offence.
16. Conducts violating Criminal Act which have been ruled by the court for verdict or proved under school investigation, with minor offence.
17. Failure to execute matters resolved by the Gender Equality Education Committee within deadline.
18. Commit conducts that jeopardize the campus environment or other people's safety with major offence.

第十條 學生有下列各款情形之一者，予以定期察看：

- 一、有第九條第一項所列各款再犯或經制止不能改善者。
- 二、有性侵害之行為，其情節未達重大程度者。
- 三、違反學校規定，經學生獎懲委員會決議應予定期察看者。
- 四、受懲處經累計達大過二次、小過二次者，得視情況予以定期察看。

定期察看期限以一學年為原則。
有記功之獎勵者，中止其察看處分。

Article 10 Under the following circumstances, students are given a probation:

1. Repeat offence under the items listed in paragraph 1 of Article 9 and those who could not make improvement.
2. An act of sexual assault which does not reach a significant level.
3. Violation of school rules which resolved by the Students' Rewards and

Penalties Committee for probation.

4. Students disciplined for cumulative two major demerits and two minor demerits shall be given probably depending on the circumstances. Probation is limited to one academic year in general.

Those rewarded with merits shall be suspended for probation.

第十一條 學生有下列各款情形之一者，予以勒令休學：

- 一、定期察看期間再犯申誡兩次以上之處分者。
- 二、學生犯過情況嚴重者，經學生獎懲委員會決議，應予勒令休學者。勒令休學期限以一學期以上，二學年以下為原則。

Article 11 Under the following circumstances, students are given a suspension:

1. Receiving two or more warnings during the probation period.
2. Severe gravity of student offence that has been resolved by the Students' Rewards and Penalties Committee for suspension.

Suspension in general is limited to at least one semester to 2 academic years.

第十二條 學生有下列各款情形之一者，予以勒令退學：

- 一、積滿三次大過者。
- 二、因犯過勒令休學之學生復學後，若犯過累計達一次小過者。
- 三、考試舞弊，情節嚴重者。
- 四、違反學術倫理，情節極為嚴重者。
- 五、觸犯刑事法律之行為，經法院有罪判決確定或學校查證屬實，情節重大者。
- 六、有性侵害之行為，情節重大者。
- 七、違反學校規定，經學生獎懲委員會決議應予退學者。
- 八、休學期滿未及時按規定申請復學者。
- 九、操行成績不及格者。

Article 12 Under the following circumstances, students are given a expulsion:

1. Cumulative three major demerits.
2. Students expelled from offence and commit one cumulative minor demerit after reinstatement.
3. Exam fraudulence with major offence.
4. Violation of academic ethics with major offence.
5. Conducts violating Criminal Act which have been ruled by the court for verdict or proved under school investigation, with major offence.

6. Engage in conduct of sexual assault with major offence.
7. Violation of school rules and those resolved by Students' Rewards and Penalties Committee for expulsion.
8. Failure to apply for reinstatement prior to deadline upon the expiration of leave period.
9. Failing performance for conducts.

第十三條 學生有下列各款情形之一者，予以開除學籍：

- 一、觸犯退學處分所列各項且情節極端嚴重者。
- 二、假借、冒用、偽造或變造學（經）歷文件入學者。
- 三、具有其他相當上列各款事實者。
- 四、違反學校規定，經學生獎懲委員會決議應予開除學籍者。

Article 13 Under the following circumstances, students are given a revocation of student status.

1. Those who commit offences as described in all items listed for discipline of expulsion with severe gravity.
2. Use fake ID, counterfeit, forge or alter academic (experience) documents for admission.
3. Matter of factors compatible to matters mentioned above.
4. Violation of school rules and resolved by Students' Rewards and Penalties Committee for revocation of student status.

第四章 附則

Chapter 4 Supplementary Provision

第十四條 對於學生之懲戒，除依照本辦法所列標準訂定外，得酌量下列各款情形加重或減輕：

- 一、行為之動機、目的。
- 二、行為時所受之刺激。
- 三、行為之手段。
- 四、行為人之平日操行。
- 五、行為人與被害人平日之關係。
- 六、行為後所生之危險或損害程度。
- 七、行為後之態度。

Article 14 In addition to applying the standards formulated in the Regulations, the discipline of students shall take consideration of the following circumstances for additional

or reduced weight:

1. Motive and purpose of action.
2. Stimulation received upon action.
3. Approach of action.
4. Daily conducts of the perpetrator.
5. The routine relation between the perpetrator and the victim.
6. Post-offence danger or level of damage.
7. Post-offence attitude.

第十五條 學生行為違反國家法令者，除依法辦理外，並應酌量其情節輕重，依本辦法予以適當之處分。

Article 15 In case the student conducts violate the national law and regulations, students shall receive proper discipline according to the Regulations, taking consideration of the gravity of circumstances and apart from legal processing.

第十六條 學生之行為記一個大功或大過以上者，均須通知其家長或監護人。
工作表現優異但已領有工讀金者，不得再予敘獎。

Article 16 Parents or custodians must be notified if the student conduct is recorded with one or more major merit or major demerit.
Students with distinguished work performance and receiving part-time pay may not receive further rewards.

第十七條 學生之獎懲處理程序，依下列規定處理：

- 一、嘉獎、小功、愛校服務、社區服務、申誠、小過之獎懲，由有關教職員提供參考資料，並會同導師、學生事務處辦理，經學務長核定後公佈。
- 二、大功、大過、定期察看、勒令休學、勒令退學、開除學籍等重大獎懲事項，應提學生獎懲委員會議通過，並經校長核定公佈，但對具有時間性者，由校長核准先行公佈後，提請學生獎懲委員會議追認。
- 三、學生獎懲委員會審議學生重大案件時，除通知有關院、所、系主管、班級導師、當事學生及有關人員列席外、並得通知相關學生列席。

Article 17 The processing procedures for student discipline shall follow the following provisions:

1. Commendations, minor merits, service to the school, community service, punitive admonitions and minor demerits shall be announced upon approval

by the chief of the Student Affairs Office after related data has been provided by teaching and administrative staff and processed in conjunction with the tutors and the student affairs office.

2. Major recognition and discipline such as major merits, major demerits, probation, suspension, expulsion, and revocation of student status, shall be proposed to the Students' Rewards and Penalties Committee for approval before the rectification by the Headmaster for announcement. Nonetheless, those with time constraint may be approved by the Headmaster before announcement, followed by submitting to the Students' Rewards and Penalties Committee for recognition.
3. In case the Students' Rewards and Penalties Committee reviews material cases of the students, the committee shall notify the college, dean and departmental supervisors, class mentor, affiliated students, and relevant personnel for attendance in addition to notifying the relevant students for attendance.

第十八條 學生因涉及校園性侵害、性騷擾或性霸凌案件，經性別平等教育委員會決議成案調查，若已修滿畢業學分，且學業成績合格，本校得視案情調查需要，暫緩核發學位證書；調查結果後依性別平等教育委員會決議辦理，若該事件學生之不當行為應予退學或開除學籍時，得取消學位，不予核發學位證書。

Article 18 In case the student engages in on-campus sexual assault, sexual harassment or sexual bullying incidents with investigation under the resolution of Gender Equality Education Committee, the University may temporarily suspend the issuance of certificate of degree depending on the necessity of case investigation. In case the Gender Equality Education Committee resolved to expelling or revoking the student status of the students for the misconduct in that incident according to the investigation results, the University reserves the right to revoke the degree and refuse to issue the certificate of degree.

第十九條 學生對獎懲如有不服時，得依本校學生申訴辦法所訂之期限提出申訴。

Article 19 Students may file petition for the period specified under the National Dong Hwa University Student Appealing Measure, in case of any opposition.

第二十條 本辦法經校務會議通過後實施，並報請教育部備查。

Article 20 The Measure shall be enforced after being resolved by School Affair Meeting and approved by Ministry of Education.