

文藻外語大學學生獎懲辦法

Student Reward and Discipline Regulations of Wenzao Ursuline University of Languages

民國 87 年 07 月行政會議修訂通過
Amended and approved at the Administration Meeting in July 1998
民國 90 年 08 月 07 日行政會議修訂通過
Amended and approved at the Administration Meeting on August 7, 2001
民國 91 年 03 月 20 日行政會議修訂通過
Amended and approved at the Administration Meeting on March 20, 2002
民國 94 年 12 月 20 日行政會議修訂通過
Amended and approved at the Administration Meeting on December 20, 2005
民國 98 年 06 月 27 日校務會議修訂通過
Amended and approved at the University Affairs Meeting on June 27, 2009
100 年 01 月 08 日校務會議修訂通過
Amended and approved at the University Affairs Meeting on January 8, 2011
100 年 10 月 04 日學生事務會議修正通過
Amended and approved at the Student Affairs Meeting on October 4, 2011
102 年 4 月 30 日行政會議修訂通過
Amended and approved at the Administration Meeting on April 30, 2013
102 年 08 月 06 日行政會議修訂通過
Amended and approved at the Administration Meeting on August 6, 2013
102 年 09 月 06 日校務會議修訂通過
Amended and approved at the University Affairs Meeting on September 6, 2013
102 年 9 月 30 日校長核定配合學校改名大學修訂法規名稱
Ratified by the University President for Change of Document Title in concert with the University's Name Change
on September 30, 2013
102 年 12 月 17 日學生事務會議修訂通過
Amended and approved at the Student Affairs Meeting on December 17, 2013
103 年 06 月 07 日校務會議修訂通過
Amended and approved at the University Affairs Meeting on June 7, 2014
103 年 9 月 1 日教育部備查通過
Reported to, and approved, by the Ministry of Education on September 1, 2014
106 年 03 月 28 日學生事務會議修訂通過
Amended and approved at the Student Affairs Meeting on March 28, 2017
106 年 06 月 14 日校務會議修訂通過
Amended and approved at the University Affairs Meeting on June 14, 2017
106 年 9 月 4 日教育部備查通過
Reported to, and approved, by the Ministry of Education on September 4, 2017

第一章 總則

Chapter 1 General Provisions

第一條 本校為鼓勵學生敦品勵學，培養優良校風，依據大學法第32條特訂文藻外語大學學生獎懲辦法(以下簡稱本辦法)。

Article 1 Wenzao Ursuline University of Languages (hereinafter referred to as “the University”) has enacted the Student Reward and Discipline Regulations (hereinafter referred to as “the Regulations”) according to Article 32 of the University Act to encourage students to conduct themselves in an appropriate manner and actively pursue their studies in order to create a good learning environment.

第二條 本辦法分獎勵、懲罰兩部份：

Article 2 The Regulations are divided into two sections, Reward and Discipline:

一、獎勵：區分為嘉獎、小功、大功或特別獎勵【獎品、獎金、獎狀、公開表揚】等。

1. Reward: Commendation, minor merit, major merit and special award (prize, monetary award, certificate, or public acknowledgement) may be granted.

二、懲罰：區分為申誡、小過、大過、定期察看、勒令休學、勒令退學、開除學籍等。

2. Discipline: Admonition, minor demerit, major demerit, probation, suspension, expulsion and revocation of student status may be issued.

三、學生之獎懲，除依本辦法所列各條規定辦理外，並應審酌下列因素而審定之：

(一) 動機與目的。

(二) 態度與手段。

(三) 行為之影響程度。

(四) 行為判斷及控制能力。

3. In addition to all the rules set out in the Regulations, the following factors shall be considered for reward or discipline:

(1) Motive and purpose

(2) Attitude and approach

(3) Behavioral impact

(4) Judgment and self-control ability

因精神疾病所犯錯誤，得要求接受心理輔導或治療，並得減輕或免除其處分。

Students who commit mistakes caused by mental illness may request psychological counseling service or treatment; a lower level of, or no, disciplinary actions may be taken.

第二章 獎勵

Chapter 2 Reward

第三條 學生行為有下列各款情形之一，予以記嘉獎乙次或兩次。

一、參加校內外各項競賽或活動，精神表現優良。

二、注重公德、熱心公益、愛護公物有具體事實。

三、擔任幹部表現優良。

四、生活言行簡約樸實、勤勞守法、服儀整齊，足資楷模。

五、其他相當於以上各款情事。

Article 3 One or two commendations may be granted for one of the following behaviors.

1. Demonstrate a positive attitude during participation in internal/external competitions or activities.

2. Do good deeds that demonstrate good moral character, show passion for volunteer work or protect public property.

3. Serve well as a class officer.
4. Set a good example by demonstrating honesty and regulatory compliance and dressing properly.
5. Good conduct equivalent to any descriptions above.

第四條 學生行為有下列各款情形之一，予以記小功乙次或兩次。

- 一、代表學校參加各項競賽或活動成績優良，有助於提高校譽。
- 二、倡導正當課外活動，成績優異。
- 三、見義勇為能保全團體或同學之利益。
- 四、校外生活行為足以表現校風，有具體事實。
- 五、擔任幹部負責盡職，有特殊優異表現。
- 六、其他相當於以上各款情事。

Article 4 One or two minor merits may be granted for one of the following behaviors.

1. Participate in a competition or activity on behalf of the University and achieve good results which improve the University's reputation.
2. Promote proper extracurricular activities and achieve good performance.
3. Bravely protect group or individual interests.
4. Actual behaviors outside the University which demonstrate the spirit of the University.
5. Fulfill a class officer's duty and achieve impressive performance.
6. Good conduct equivalent to any descriptions above.

第五條 學生行為有下列各款情形之一，予以記大功乙次或兩次，並得頒發獎狀或公開表揚。

- 一、有特殊之義勇仁愛行為，經查明屬實，足為全校學生模範。
- 二、提供優良建議，並能率先力行，增進校譽。
- 三、代表學校參加全國性或國際性比賽成績特優。
- 四、擔任社團【含組織】工作，對於樹立校譽有特殊貢獻。
- 五、其他相當於以上各款情事。

Article 5 One or two major merits may be granted with certificates or public acknowledgement for one of the following behaviors.

1. Special upright or brave behaviors which are verified as setting a good example for students of the University.
2. Provide good advice and take the lead in putting it into practice for improving the University's reputation.
3. Participate in national or international competitions on behalf of the University and achieve excellent results.
4. Complete club or organization tasks which make significant contributions to the University's reputation.
5. Good conduct equivalent to any descriptions above.

第三章 懲罰

Chapter 3 Discipline

第六條 學生行為有下列各款情形之一，予以記申誡乙次或兩次。

- 一、不遵守請假辦法或不假外出。
- 二、不良習性經屢誡不改。
- 三、禮貌不週，言行不檢，有失學生本分。
- 四、擾亂公共秩序或教學活動。
- 五、不履行班會規定或生活公約情節輕微。
- 六、遺失有關他人權益之資料、文件。
- 七、擔任班級幹部，未盡職責，影響工作推展。
- 八、無故未出席班級幹部訓練。
- 九、新生未依規定完成健康檢查。
- 十、其他相當於以上各款情事。

Article 6 One or two admonitions may be issued for one of the following behaviors.

1. Not follow the procedure for taking leave, or taking leave without permission.
2. Not correct bad behaviors after a number of warnings.
3. Misconduct such as impoliteness or saying inappropriate things.
4. Disturb public order or class in session.
5. Break class rules or agreements and cause small problems.
6. Lose information or documents related to someone's rights.
7. Not fulfill a class officer's duty and cause delay to progress.
8. Not receive class officer training without permission.
9. Not complete health examination according to relevant rules (for freshmen).
10. Misconduct equivalent to any descriptions above.

第七條 學生行為有下列各款情形之一，予以記小過乙次或兩次。

Article 7 One or two minor demerits may be issued for one of the following behaviors.

- 一、違反前條所列各款情事而情節嚴重。
 1. Any behaviors stated in Article 6 causing serious problems
- 二、任意損害公物及合法張貼之公告、海報。
 2. Vandalize public property or notice/poster approved.
- 三、違反考試規則，情節較輕微。
 3. Break examination rules and cause small problems.
- 四、有虛偽意思表示或不實變更登載：
 - (一)偽造、塗改個人請假事由。
 - (二)冒用他人學號。

(三)唆使點名同學做不實登載或缺曠不予登記。

(四)做偽證欺瞞師長。

4. Deception or falsification:

(1) Falsify or change someone's reason for taking leave.

(2) Use another student's ID number.

(3) Instigate the student responsible for roll call to document false record, or not record a student's absence.

(4) Provide falsified evidence to deceive faculty or staff.

五、無照駕駛汽、機車及騎乘機車未戴安全帽。

5. Drive or ride without a license or helmet.

六、擅自接用電源使用電器設備或置放易燃危險物品，危害學校安全。

6. Connect electrical devices or store inflammable goods which compromise the University's safety.

七、年滿18歲於非吸菸區吸菸，或專科部一至三年級學生於校內任何場所吸菸，經查明屬實。

7. Verify that students over the age of 18 smoke in a non-smoking area or the first/second/third-year students of the 5-year junior college program smoke anywhere in the University.

八、毆打同學或互毆情節輕微。

8. Hit students or engage in fights and cause small problems.

九、攀爬牆壁或窗戶進出校區及宿舍。

9. Enter campus or a dormitory by climbing walls or windows.

十、在校外行為不檢有損校譽。

10. Misconduct outside the University that damages the University's reputation

十一、未善盡義務遺失有關組織權益之重要資料、文件，致使損害社團、組織財產。

11. Lose important information or documents related to the rights and interests of an organization leading to property loss or damage.

十二、未經允許，擅自利用學校任何資源從事非關學習、研究之活動或違法行為。

12. Use any resources of the University for non-learning/research activities, or illegal actions without permission.

十三、未經允許，擅自進入學校辦公室、資源教室及教師研究室。

13. Enter any office, resource classroom or faculty research office without permission.

十四、未經管理單位同意擅自帶非住宿生進入宿舍等處所或進入異性宿舍。進入寢室，加重處分。

14. Allow non-resident people to enter a dormitory or a dormitory for the opposite sex. (More serious disciplinary actions may be taken for entering a room.)

十五、 強行佔用財物或拾獲物隱匿不報，據為己有。

15. Forcibly take possession of property or not reporting objects found.

十六、 對他人性騷擾或性霸凌，情節輕微。

16. Sexually harass or assault a person which causes small problems.

十七、 違反智慧財產或校園網路使用規範，有下列情形經查獲：

17. Break rules of intellectual property or internet use on campus; it is verified that one of the following descriptions is true:

(一) 在校內推銷、販賣盜版光碟、影帶、書刊等違反著作權法或仿冒物品。

(1) Sell pirated DVDs, videos or books in compliance with the Copyright Act or counterfeit goods on campus.

(二) 未經允許開拆、以機器透視或以他法窺視他人之封緘、包裹信函、電子郵件、電腦檔案及隱匿他人之文書或圖書。

(2) Open someone's sealed letters, mails, packages, e-mails or electronic files to read the content/see what is inside; or hide someone's documents or books via devices or any other means without consent.

(三) 利用電腦網路惡意散佈不良資訊或破壞系統之正常運作。

(3) Maliciously disseminate false information or cause system fault via the internet.

(四) 以破解、盜用或冒用他人帳號及密碼或其他類似方式，未經授權使用網路資源。

(4) Decrypt, steal or fraudulently use (or any other similar means) a person's username and password to use internet resources without authorization.

(五) 侵犯他人智慧財產權，情節輕微。

(5) Infringement of intellectual property rights that causes small problems

十八、 無故洩漏他人之帳號及密碼；冒用他人證件；將自己證件帳號借予他人使用，致使損害於他人。

18. Cause damage to a person by disclosing his/her username and password, fraudulently using his/her identity document or allowing others to use his/her own username and password.

十九、 其它相當於以上各款情事。

19. Misconduct equivalent to any descriptions above.

第八條 學生行為有下列各款情形之一，予以記大過乙次或兩次。

Article 8 One or two major demerits may be issued for one of the following behaviors.

一、違反前條所列各款情事而情節嚴重。

1. Any behaviors stated in Article 7 causing serious problems.

二、考試作弊。

2. Cheat on an examination.

三、意圖篡改學校資訊系統資料。

3. Purposely change information in the information system of the University.

四、竊盜、賭博及酗酒行為，經查明屬實。

4. Theft, gambling or alcohol abuse which is verified

五、冒用或偽造師長或家長之文書、印章或簽名。

5. Fraudulently use or falsify a teacher or parent's document, stamp or signature.

六、以言語侮謾師長，侮辱、誹謗、脅迫他人情節較重。

6. Verbally insult faculty or staff; humiliation, defamation or threat causing serious problems.

七、校內外滋事，情節重大，有損校譽。

7. Cause problems outside the University which lead to serious consequences and ultimately harm the University's reputation.

八、未經允許擅自重製、公開展示、散布、洩漏、偽造、變更或破壞學校或他人電腦文件記錄、程式或磁碟檔案。具有本項行為而販售圖利加重處分。

8. Reproduce, publicly display, disseminate, disclose, falsify, alter or destroy electronic records, programs or disk files belonging to the University or a person without permission. (More serious disciplinary actions may be taken for making profit through aforementioned behaviors.)

九、於校園內發生妨害風化行為。

9. Act indecently on campus.

十、蓄意破壞學校公物、宿舍安全門鎖。

10. Purposely vandalize public property or door lock of a dormitory.

十一、對他人性騷擾或性霸凌，情節嚴重。

11. Sexually harass or assault a person which causes serious problems.

十二、利用電腦網路或其他方式，公然侮辱、毀謗、惡意攻訐學校或他人。散佈他人隱私圖片、照片加重處分，經變造亦同。

12. Publicly insult/defame or maliciously attack a person or the University by the internet or any other means. More serious disciplinary actions may be taken for disseminating or falsifying private images or photos.

十三、利用電腦網路或其他方式，散布詐欺、猥褻、騷擾、非法軟體交易或其他非法訊息。

13. Disseminate information regarding scams, obscenity, harassment, illegal software trade or violation by the internet or any other means.

十四、侵犯他人智慧財產權，情節嚴重。

14. Infringement of intellectual property rights that causes serious problems

十五、其他相當於以上各款情事。

15. Misconduct equivalent to any descriptions above.

第九條 學生行為有下列各款情形之一，予以定期察看。

一、違反前條所列各款情事而情節嚴重。

二、威脅恐嚇毆打師長及同學。

三、 不法持有或吸食麻醉禁藥或違禁毒品。

四、 操行成績不及格。

Article 9 A student may be placed on probation for one of the following behaviors.

1. Any behaviors stated in Article 8 causing serious problems.

2. Threaten or assault faculty and students.

3. Illegally possess or use prohibited anesthetics/drugs.

4. A failing grade of conduct.

第十條 學生行為有下列各款情形之一，予以勒令休學一年以上。

Article 10 A student may be suspended for 1 year or longer due to one of the following behaviors.

一、 違反前條所列各款情事而情節嚴重。

1. Any behaviors stated in Article 9 causing serious problems.

二、 參加校外非法集團。

2. Participate in any illegal external group.

三、 偷竊行為，情節嚴重。

3. Commit serious theft.

四、 操行成績不及格，且情節重大。

4. A failing grade of conduct that leads to serious consequences

五、 故意縱火或危害公共安全。

5. Commit arson or acts of endangering public safety.

六、 蓄意持械傷人。

6. Intentionally hurt people with any weapon.

七、 觸犯刑法，經法院判處有期徒刑確定，緩刑不在此限。

7. Violate the Criminal Code and be sentenced to a fixed period of time (excluding suspended sentence).

八、 在校期間，受定期察看處分連續二次或不知悔改。

8. Being placed on probation twice or not being repentant during study at the University.

第十一條 學生行為有下列各款情形之一，予以勒令退學。

一、 觸犯刑法或相關法令，經法院判決須服刑。

二、 不法販賣或製造毒品、安非他命或其他麻醉藥品。

三、 對他人有性侵害、性霸凌、性騷擾之情事，經本校或檢調單位調查屬實。惟應屆畢業生於調查階段應保留當學期操行成績之評定，其畢業證書應暫緩核發至調查結果確定為止。

Article 11 A student may be expelled for one of the following behaviors.

1. Violate the Criminal Code or relevant regulations and receive a fixed sentence.

2. Illegally sell or produce drugs, amphetamine or other anesthetics.

3. The University or authority verifies that a student sexually abuses, bullies or harasses a person. For a graduating student, his/her conduct grade of the current semester and diploma will not be given until the investigation is completed with specific results.

第十二條 學生行為有下列各款情形之一，予以開除學籍。

- 一、假借、冒用、偽造或變造學經歷證件入學。
- 二、入學後經發現入學考試舞弊，經學校查證屬實。

Article 12 A student's status may be revoked for one of the following behaviors.

1. Borrow, falsely use, forge or falsify documents of educational background for admission.
2. Cheating on the admission examination is verified by the University after enrollment.

第四章 相關規範

Chapter 4 Relevant Provisions

第十三條 學生單一行為，觸犯多項處分條文或其方法與結果有牽連關係，從重處斷。

Article 13 If a student's single action violates many rules or the approach and results are related, only the most serious disciplinary action will be taken.

第十四條 定期察看學生應受下列各款之限制：

- 一、學生於定期察看執行前，應於開學後二週內由系教官偕同簽立保證書，並於二週內向諮商與輔導中心報到。定期察看期間，應接受諮商與輔導中心及軍訓室輔導。
- 二、定期察看當學期操行成績以六十二分起算。
- 三、定期察看期間，如再受記過以上之處分，即予以強制勒令休學。
- 四、當學期休學，則同時解除定期察看之處分，不延至復學後執行。

Article 14 The following rules shall be imposed for students placed on probation:

1. A student shall meet with the responsible military instructor to sign a letter of guarantee and report to the Counseling Center within 2 weeks after the semester begins. The student shall be guided by the Counseling Center and the Military Education Office during probation.
2. The base score of conduct for the semester under probation is 62.
3. If any demerits are issued or more serious disciplinary actions are taken during probation, compulsory suspension will be imposed.
4. A student is no longer placed on probation once suspension starts in the current semester. He/she will also not be placed on probation after returning to the University.

第十五條 學生違犯校規情有可原，得減輕其處分，但不適用累犯。

Article 15 Disciplinary actions for breaking rules of the University can be lightened for mitigating circumstances, but this article does not apply to repeat violators.

第十六條 學生獎懲紀錄均須記載於學生操行考核表。大功或小過以上，須另行通知其家長或監護人。

Article 16 Reward and disciplinary actions must be recorded in conduct evaluation form. Parents or guardians shall be notified of major merit or a higher level of recognition/minor demerit

or more serious disciplinary actions.

第十七條 學生學期操行總成績得依其所受獎懲事項，按『文藻外語大學學生操行成績考查辦法』核計之。

Article 17 The final grade of conduct is subject to reward and disciplinary actions according to Wenzao Ursuline University of Languages Guidelines for Assigning Conduct Grades.

第十八條 學生獎懲處理程序：

- 一、嘉獎及申誡之獎懲，大學部由簽報單位（人）簽請生活輔導組組長核定，專科部一至三年級則由副學生事務長核定。
- 二、小功及小過之獎懲，由簽報單位（人）簽請學生事務長核定公布。
- 三、大功及大過以上之獎懲，均簽請校長核定公布。
- 四、屬情節重大者，由提報單位於事件發生後，提請學生獎懲委員會討論，並於議決後簽請校長核定。
- 五、小過以上之處分，檢附學生自述表，以示慎重，併同獎懲建議表會簽導師及有關人員。

Article 18 The procedure of granting reward or taking disciplinary actions:

1. For commendation and admonition, the responsible unit (person) reports a case concerning a student studying in the 4-year college program to the Head of the Student Assistance Section for approval, and a case concerning a student studying in the first/second/third year of the 5-year junior college program to the Associate Dean of Student Affairs for approval.
2. For minor merit/demerit, the responsible unit (person) reports the case to the Dean of Student Affairs for approval and disclosure.
3. Major merit/demerit or a higher level of recognition/more serious disciplinary actions shall be approved and announced by the President.
4. A serious case shall be reported to the Student Reward and Discipline Committee by the responsible unit for resolution that requires the President's approval.
5. If minor demerit is issued or a more serious disciplinary action is taken, a student's statement shall be provided to demonstrate careful handling. The statement and the handling advice form shall be signed by the homeroom teacher and staff involved.

第五章 救濟

Chapter 5 Remedy

第十九條 凡受大過以下之處分且深具悔意者，得依本校學生違規銷過實施要點提出申請註銷處分紀錄，實施要點另訂之。

Article 19 A student who faces disciplinary actions less than major demerits and expresses deep remorse may request the deletion of disciplinary action records according to the Implementation Guidelines for Deletion of Disciplinary Action Record, which are established separately.

第六章 附則

第二十條 本辦法經學生事務會議通過，經校務會議審議及校長公告後實施，並報教育部備查，修正時亦同。

Chapter 6 Supplementary Provisions

Article 20 The Regulations become effective after being approved at the Student Affairs Meeting, upon approval at the University Affairs Meeting and disclosed by the President. The Regulations are required to be reported to the Ministry of Education for future reference. Amendments must follow the same procedure.