

文藻外語大學日間部學生操行成績考查辦法

Conduct Evaluation Regulations for Students in the Day Division of Wenzao Ursuline University of Languages

94年04月20日行政會議通過
Approved at the Administration Meeting on April 20, 2005
96年12月18日行政會議修訂通過
Amended and approved at the Administration Meeting on December 18, 2007
99年06月08日學生事務會議修正通過
Amended and approved at the Student Affairs Meeting on June 8, 2010
99年06月18日行政會議修正通過
Amended and approved at the Administration Meeting on June 18, 2010
99年07月19日經校長核定通過
Ratified by the President on July 19, 2010
100年06月14日學生事務會議修訂通過
Amended and approved at the Student Affairs Meeting on June 14, 2011
100年07月28日行政會議修訂通過
Amended and approved at the Administration Meeting on July 28, 2011
100年08月29日經校長核定通過
Ratified by the President on August 29, 2011
101年06月05日學生事務會議修正通過
Amended and approved at the Student Affairs Meeting on June 5, 2012
101年6月26日行政會議修正通過
Amended and approved at the Administration Meeting on June 26, 2012
101年07月14日經校長核定通過
Ratified by the President on July 14, 2012
102年12月17日學生事務會議通過
Approved at the Student Affairs Meeting on December 17, 2013
103年01月07日行政會議修正通過
Amended and approved at the Administration Meeting on January 7, 2014
103年01月28日經校長核定通過
Ratified by the President on January 28, 2014
104年4月20日學生事務會議修訂通過
Amended and approved at the Student Affairs Meeting on April 20, 2015
104年6月2日行政會議修訂通過
Amended and approved at the Administration Meeting on June 2, 2015
104年7月1日經校長核定通過
Ratified by the President on July 1, 2015
105年5月24日學生事務會議修訂通過
Amended and approved at the Student Affairs Meeting on May 24, 2016
105年07月05日行政會議通過
Approved at the Administration Meeting on July 5, 2016
105年8月16日校長核定通過
Ratified by the President on August 16, 2016

第一條 依據大學法立法之精神及為確保學生學習效果，建立學生行為規範並培養良好品格，特訂定「文藻外語大學日間部學生操行成績考查辦法」（以下簡稱本辦法）。

Article 1 Wenzao Ursuline University of Languages (hereinafter referred to as “the University”) has enacted the Conduct Evaluation Regulations for Students in the Day Division of Wenzao Ursuline University of Languages (hereinafter referred to

as “the Regulations”) based on the principles of the University Act to ensure effective learning outcomes, set a code of conduct for students, and develop good character.

第二條 學生操行成績之評定，以導師評分再加減獎懲、勤缺分數後，合計實得總分即為學生當學期之操行成績。

Article 2 The conduct grade for a semester is calculated based on the score given by a homeroom teacher and the points added or subtracted for reward, disciplinary action or attendance.

一、 學生操行之考核，於每學期結束前評定學生操行成績，再併入學生之獎懲計分、缺曠計分，予以加減核算。

1. The conduct grade for a semester is given at the end of a semester. The final score will be added or subtracted for points of reward, disciplinary action or attendance.

二、 操行成績計算基準如下：

(一) 一般生：導師評分±獎懲分數-缺曠扣分+全勤分數（3分）。

(二) 延修生：基本分（82分）±獎懲分數-缺曠扣分+全勤分數（3分）。

(三) 定期察看生：基本分（62分）±獎懲分數-缺曠扣分+全勤分數（3分）。

2. The conduct grade formula:

(1) Regular students: Homeroom teacher's score ± points for reward/disciplinary action - absence points + attendance points (3 points)

(2) Students extending their studies: Base score (82 points) ± points for reward/disciplinary action - absence points + attendance points (3 points)

(3) Students placed on probation: Base score (62 points) ± points for reward/disciplinary action - absence points + attendance points (3 points)

三、 導師評分標準，以82分為基本分（並以+10分至-10分為評分範圍）。

3. The score given by a homeroom teacher starts at 82 (within the range of ±10 points).

四、 獎懲計分標準如下：

(一) 嘉獎乙次加1分，小功乙次加2.5分，大功乙次加7.5分。

(二) 申誡乙次扣1分，小過乙次扣2.5分，大過乙次扣7.5分。

4. The evaluation standards for reward and disciplinary action:

(1) 1 extra point for 1 commendation, 2.5 extra points for 1 minor merit, 7.5 extra points for 1 major merit

(2) 1-point deduction for 1 admonition, 2.5-point deduction for 1 minor demerit, 7.5-point deduction for 1 major demerit

五、 勤缺考查計分標準如下：

5. The evaluation standards for attendance:

(一) 全學期未缺席者加3分。

(1) 3 extra points for full attendance throughout a semester

(二) 升旗或早自修無故缺席者1次扣0.3分，遲到1次扣0.1分。

(2) 0.3-point deduction for 1 absence of morning gathering or study; 0.1-point deduction for 1 late arrival

(三) 上課及重要集會〈班、週會及學校慶典活動...等〉缺課〈席〉1節扣0.5分。

(3) 0.5-point hourly deduction for 1 absence of class or important occasion (class meeting, weekly meeting, university-wide events, etc.)

- (四) 上課及重要集會遲到或早退1次扣0.1分。
(4) 0.1-point deduction for 1 late arrival or early departure of class or important occasions
- (五) 病假：需檢附證明 (如:本校衛保組、醫療單位開立之證明、收據等)，不予扣分。
(5) Sick leave: No points will be deducted if supporting documents (documents or receipts issued by the Health Section of the University or a medical institution) are provided.
- (六) 事假：1節扣0.1分。
(6) Personal leave: 0.1-point deduction per hour of class
- (七) 公假、喪假、天然災害假、生理假：不扣分。
(7) Official/funeral/natural disaster/menstrual leave: No points will be deducted.
- (八) 婚假：三日內不扣分，超出之天數以事假計算，並於結婚日前完成請假手續。
(8) Marital leave: No points will be deducted for a 3-day leave. The remaining days of leave are deemed as personal leave. The procedure of taking leave shall be completed prior to the wedding date.
- (九) 分娩假：四十二日內不扣分，超出之天數以事假計算。
(9) Maternity leave: No points will be deducted for a 42-day leave. The remaining days of leave are deemed as personal leave.
- (十) 流產假：准假期限內不扣分，超出之天數以事假計算。
(10) Miscarriage leave: No points will be deducted for an approved period of time for leave. The unapproved days of leave are deemed as personal leave.
- (十一) 陪產假：二日內不扣分，超出之天數以事假計算，且應於配偶分娩日後3天內完成線上登錄，並於一週內完成請假手續。
(11) Paternity leave: No points will be deducted for a 2-day leave. The remaining days of leave are deemed as personal leave. Online registration shall be done within 3 days of the child's birth date; the procedure of taking leave shall be completed within 1 week.

六、遲到、早退、曠課之界定：

- (一) 早自修：07時50分至08時為遲到，08時以後為缺席。
(二) 升旗：07時30分至07時40分為遲到，07時40分以後為缺席。
(三) 上課：上課鐘打完後10分鐘內為遲到；超過10分鐘為曠課，下課前10分內離開為早退。
6. Definition of late arrival, early departure and absence:
(1) Morning study: Showing up between 7:50 and 8:00 is late arrival; showing up after 8:00 is absence.
(2) Morning gathering: Showing up between 7:30 and 7:40 is late arrival; showing up after 7:40 is absence.
(3) Class: Showing up in 10 minutes after the bell rings is late arrival; showing up 10 minutes late is absence; leaving 10 minutes early is early departure.

第三條 學生操行成績之等第分五等：90分以上為優等。80分以上不滿90分者為甲等。

70分以上不滿80分者為乙等。60分以上不滿70分為丙等。不滿60分者為丁等不及格。

Article 3 The conduct grade is divided into 5 levels. A score of 90 or higher is Excellence; a score above 80 and below 90 is A; a score above 70 and below 80 is B; a score above 60 and below 70 is C; a score below 60 is D, which means failure.

第四條 導師評定學生操行成績標準可依據學生日常生活綜合表現與校內外特殊表現為依據，其參照項目如下：

Article 4 A homeroom teacher may give a conduct grade based on a student's daily performance and internal/external special performance. The following factors may be considered:

- 一、 待人誠信
- 二、 整潔習慣
- 三、 禮節周到
- 四、 班級服務
- 五、 院系活動
- 六、 參與校內外競賽情形
- 七、 對學校聲譽之影響

1. Honesty
2. Tidiness
3. Courtesy and politeness
4. Class service
5. College/Department-level activities
6. Participation in internal/external competitions
7. Influence on the University's reputation

第五條 學生操行之成績計算，以學期為單位，學生在校肄業期間所受之功過可抵並累積計算，但退學、開除學籍，不得以功過抵銷計算。

Article 5 The conduct grade is given per semester. Rewards may be accumulated and offset disciplinary action during study, but it is not applicable to expulsion and revocation of student status.

第六條 操行成績評定結果載明於學期成績單。

Article 6 The conduct grade shall be specified in a semester transcript.

第七條 本辦法經學生事務會議及行政會議通過，陳請校長核定後施行，修正時亦同。

Article 7 The Regulations become effective after being approved at the Student Affairs Meeting and the Administration Meeting, and ratified by the President. Amendments must follow the same procedure.