

# 銘傳大學學生獎懲辦法

## Ming Chuan University Student Merit and Demerit Procedures

中華民國九十八年六月四日第 24 次校務會議修訂通過

中華民國九十八年七月十日教育部台訓(二)字第 0980114087 號函備查

中華民國一百年六月二十一日第 31 次校務會議修訂通過

中華民國一百年十一月十四日第 32 次校務會議修訂通過

中華民國 100 年 12 月 19 日教育部台訓(一)字第 1000229279 號函備查

中華民國 103 年 6 月 16 日教育部臺教學(二)字第 1030084881 號函備查

Reported as Tai Jiao Xue (2) 1030084881 on June 16, 2014

Revised and passed at the 24<sup>th</sup> University Affairs Committee Meeting on June 4, 2009

Reported as Tai Shun (2) 0980114087 on July 10, 2009

Revised and passed at the 31<sup>st</sup> University Affairs Committee Meeting on June 21, 2011

Revised and passed at the 32<sup>nd</sup> University Affairs Committee Meeting on November 14, 2011

Reported as Tai Shun (1)1000229279 on December July 19, 2011

### Chapter 1 General Provisions

第一條 本校為督導學生敦品勵學，確保學生學習效果，並建立學生行為規範，依據大學法第三十二條規定，訂定本辦法。

Article 1 In order to nurture diligence in studies, promote effective study habits, and provide a model of good behavior for students, a reward and punishment system has been established in accordance with Article 32 of the University Act.

第二條 有關學生之獎懲事項，應依本辦法辦理，本辦法未規定者，適用其他法令及校規之規定。

Article 2 All matters related to reward and punishment must be dealt with in accordance with these procedures. Other matters not covered in these procedures will be dealt with in accordance with other relevant laws and university regulations.

第三條 學生在學期間，學業品行表現優良，符合本辦法第五條至第七條所列情形者，應予獎勵。其獎勵種類如左：

- 一、嘉獎。
- 二、記功。
- 三、記大功。
- 四、表彰。

前項第四款之表彰係指以發給榮譽獎狀或獎牌、獎旗、獎章之方式獎勵學生。

Article 3 Students who demonstrate excellent performance in their studies or excellent behavior that comply with Article 5 to Article 7 of this regulation will be awarded a merit. There are four levels of merit:

1. Recognition.
2. 2<sup>nd</sup> Level Merit.
3. 1<sup>st</sup> Level Merit.

4. Awards: Certificate, Plaque, Banner or Medal of Meritorious Performance.

第四條 學生在學期間言行失當、品德失檢或違犯校規規定，符合本辦法第八條至第十二條所列情形者，應予懲罰。其懲罰種類如左：

- 一、申誡。
- 二、記小過。
- 三、記大過。
- 四、二大過、二小過及二申誡並定期察看。
- 五、定期停學
- 六、勒令退學。
- 七、開除學籍。

前項第一、二款懲罰之計算，如累積三申誡者，計為一小過，累積三小過者，計為一大過。

Article 4 Students who have behaved badly or disobey the university's rules that comply with Article 8 to Article 12 of this regulation will be disciplined. There are seven levels of punishment:

1. Warning
2. 2<sup>nd</sup> Level Demerit.
3. 1<sup>st</sup> Level Demerit.
4. Two 1<sup>st</sup> Level Demerit, two 2<sup>nd</sup> Level Demerit, two warnings and observation.
5. Suspension.
6. 2<sup>nd</sup> Level Expulsion.
7. 1<sup>st</sup> Level Expulsion.

第五條 凡合於下列情事之一者，予以記大功或表彰之獎勵：

- 一、參加全國性比賽榮獲冠軍者。(501)
- 二、為學校爭取特殊榮譽足資效法者。(502)
- 三、對校內重大災害或特殊事件防範或處置有具體貢獻者。(503)
- 四、對危害國家、社會、學校之非法活動，能先期舉發或制止，適時防止重大災害發生者。(504)
- 五、擔任社團或其他幹部，表現特優，有具體事蹟者。(505)
- 六、有其他相當於上列各款之優良事蹟者。(506)

Article 5 The 1st level Merit or Award of Merit will be presented if students have accomplished any of the following:

1. Participated in a nation-wide competition and have won first place (501).
2. Have won a special prize for the university (502).
3. Have provided significant assistance in preventing or dealing with a serious on-campus disaster or accident (503).
4. Have prevented illegal activities from occurring in the nation, society or the university, or have prevented a bad situation from worsening (504).
5. Have made a particularly outstanding performance as a leader of a student club or a class (505).

6. Have made some other similarly excellent contribution (506).

第六條 凡合於下列情事之一者，予以記功一次或二次之獎勵：

- 一、服行公務，熱心負責，且成績優異者。(601)
- 二、參加校外(內)各種比賽成績優異者。(602)
- 三、代表學校參加校外服務或活動，表現良好者。(603)
- 四、遇有特殊事故處理適當，獲良好效果者。(604)
- 五、擔任社團或其他幹部，表現優異者。(605)
- 六、有其他相當於上列各款之優良事蹟者。(606)

Article 6 One or two 2<sup>nd</sup> Level Merits will be presented if students have accomplished any of the following:

1. Have enthusiastically taken responsibility for official projects and produced outstanding results (601).
2. Have made an outstanding performance in on- or off-campus competitions (602).
3. Have represented the university well in outside service or activities (603).
4. Have encountered unexpected events, and have dealt with them in an appropriate way, achieving a good outcome (604).
5. Have done an outstanding job as a leader in a student club or in a class (605).
6. Have shown other similar outstanding behavior (606).

第七條 凡合於下列情事之一者，予以嘉獎一次或二次之獎勵：

- 一、服行公務，熱心努力。(701)
- 二、參加校外(內)比賽表現良好者。(702)
- 三、課外活動表現優異者。(703)
- 四、熱心扶助同學或熱心公益，具有事實者。(704)
- 五、擔任清潔值日負責盡職者。(705)
- 六、有其他相當於上列各款之優良事蹟者。(706)

Article 7 One or two Recognitions will be given if students have accomplished any of the following:

1. Have enthusiastically taken responsibility for official projects (701).
2. Have made a good performance in on- or off-campus competitions (702).
3. Have performed well in extracurricular activities (703).
4. Have assisted or shown kindness to classmates or in public events (704).
5. Have maintained classrooms or cleaned the campus in a responsible manner (705).
6. Have shown other good behavior (706).

第八條 凡有下列情事之一者，予以申誡一次或二次之處分：

- 一、擔任幹部或公差服務不負責任或遇事推諉敷衍者。(801)
- 二、不遵守或擾亂公共場所秩序，不服師長勸導者。(802)
- 三、上課時不遵守秩序或有其他擾亂課堂秩序之行為者。(803)
- 四、無故不參加學校指定之課外活動者。(804)
- 五、無故不參加班、週會者(特殊事故假或病假應檢具證明)。(805)

- 六、上課無故早退者。(806)
- 七、逾期更正假別或請假要求更正者。(807)
- 八、受師長委託於課堂點名之同學，故意點名不實者。(808)
- 九、擔任教室清潔值日工作不負責任者。(809)
- 十、違反校內交通管制規定者。(810)
- 十一、違反本校學生宿舍管理辦法第六點第一款規定者。(811)

Article 8 One or two Warnings will be issued if students done any of the following:

1. Have demonstrated a lack of responsibility as a leader or in providing services to university (801).
2. Have demonstrated a lack of principle in public behavior or have spoken inappropriately in public (802).
3. Have failed to follow or attempted to disrupt the order of lectures (803).
4. Have not attended or have not participated in designated extracurricular activities (804).
5. Have been absent without leave from class meetings or assembly meetings (805). (Evidence must be presented for special leave or sick leave absences to be excused.)
6. Have left classes early without proper reason (806).
8. Have failed to adjust a mistake in leave request within the allotted time period (807).
9. Have shown dishonesty in attendance taking (808).
10. Have lacked initiative in maintaining classroom cleanliness (809).
11. Have disobeyed the Traffic Control Rules (810).
12. Have disobeyed Item 6, Clause 1 of the Procedures for Managing Student Dormitories (811).

第九條 凡有下列情事之一者，予以記小過一次或二次之處分：

- 一、對師長態度傲慢、欺瞞、不服勸導或辱罵學校職工或同學者。(901)
- 二、攜帶賭博性工具到學校遊戲者。(902)
- 三、未經學校核准擅自於校內張貼海報、漫畫、標語等資料者。(903)
- 四、妨礙環境整潔、公共衛生、張貼海報、漫畫、標語等，未按時清除者。(904)
- 五、所繳請假證明，經發現有欺瞞變造等不實情事者。(905)
- 六、參加他人籌辦之校際性組織及活動，言行不當致學校名譽受損者。(906)
- 七、經學校推介工讀，無故不到者。(907)
- 八、歪曲事實、散佈不實言論，致影響他人聲譽者。(908)
- 九、故意毀損學校各項設備或場所公物者。(909)
- 十、借予他人使用學生證或不當使用學生證，致學校名譽受損者。(910)
- 十一、違反下列考試規則者：
  - (一)考試時攜帶或傳遞與該節考試無關之書本、講義、筆記、簿本、紙張、手機或其他具通訊、記憶性之物品，或將之置於抽屜、課桌椅

附近者。(91A)

(二)攜帶或置放干擾考試之物品或器材者。(91B)

(三)不聽從監考或巡考人員之指導，影響考試秩序者。(91C)

(四)企圖窺視他人作答內容或將試卷暴露足供他人窺視者。(91D)

十二、未經核准，擅自駕駛車輛進入校區者。(912)

十三、依本校規定應繳交之相關規費，無正當理由故意拒繳者。(913)

十四、於校內禁菸區內吸煙者。(914)

十五、違反班級、社團幹部選舉規定者。(915)

十六、擔任學生幹部或經手公款，而有未盡善良管理人注意義務，於管理公物時致生毀損、遺失、短少或公款有浮報、挪用、帳目不清之情事。(916)

十七、重要慶典或集會有不到、遲到或早退之情形者。(917)

十八、請人代為上課或代人上課者。(918)

十九、違反本校學生宿舍管理辦法第六條第二款規定者。(919)

二十、於校內飲酒。(920)

二十一、於校園內未經學校核准或經核准後不當用火(例如燃燒火燭、燃放鞭炮、煙火等)或使用違禁電氣用品者。(921)

二十二、有侵害智慧財產權之行為，情節輕微者。(922)

Article 9 One or two 2<sup>nd</sup> Level Demerits will be issued if students do any of the following:

1. Have shown disrespect to or not heeded the instructions of instructors and elders (901).
2. Have brought gambling games on campus (902).
3. Have posted advertising flyers, comics or slogans on campus without permission of the university (903).
4. Have contributed to an unsightly or unsanitary environment by hanging up flyers, cartoons, slogans and not removing them at the appointed time (904).
5. Have given false reasons in applying for leave (905).
6. Participates in unapproved campus organizations and activities, gives inappropriate speech(es) that would damage the reputation of Ming Chuan University. (906).
7. Have been absent without leave at a work-study job offered by the university (907).
8. Have distorted facts or spread rumors which have resulted in harm to others' reputations (908).
9. Have purposely damaged public facilities (909).
10. Have improperly used the Student Identification Card or loaned it to others (910).
11. Disobeying the following examination rules is considered as cheating:
  - (1)Have or pass along anything, even non-exam related items, such as books, handouts, notes, pamphlets, papers, phones or other telecommunication devices; have placed any of the abovementioned inside the desk drawer or near the desk during an exam. (91A)
  - (2)Carry or place any equipment or devices that can interfere with normal exam process are considered as cheating. (91B)
  - (3)Not follow the instructions of exam proctors or supervisors, thus influencing order during the exam process. (91C)
  - (4)Leave the exam room without proctor's permission after the beginning of the exam

- period, even if other cheating behavior is not observed. (91D)
- (5) Attempt to look on others' answer sheet(s) or expose their own answer sheet for others to look on. (91E)
12. Have driven onto campus without a permit (912).
13. Have refused to pay required fees without providing reasonable excuses (913).
14. Have smoked in prohibited areas (914).
15. Have disobeyed Student Club Officer Election Rules (915).
16. Cannot properly account for club or class public funds, or have managed funds irresponsibly or improperly (916).
17. Have been late for or absent from an important ceremony or meeting (917).
18. Have attended class for other persons or have had other persons attend class for them (918).
19. Have disobeyed Item 6, Clause 2 of the Procedures for Managing Student Dormitories (919).
20. Have consumed alcohol on campus (920).
21. Have improperly used fire with or without the permission of university (such as burning flammable materials, setting off firecrackers or fireworks) or use of prohibited electronic appliances (921).
22. Have slightly violated intellectual property rights (922).

第十條 凡有下列情事之一者，予以記大過之處分：

一、違犯下列考試規則者：

(一) 考試時攜帶或傳遞與該節考試無關之書本、講義、筆記、簿本、紙張、手機或其他具通訊、記憶性之物品，且將之置於桌面者。(A1A)

(二) 對他人說話（對方不接受、不談話者不罰）、互相交談或用肢體語言交談者。(A1B)

(三) 不聽從監考或巡考人員之指導，影響考試秩序，經制止、糾正後再犯者。(A1C)

二、毆打他人或與他人互毆者。(A12)

三、於校內擅發內容不當或不法之調查資料或張貼內容不當或不法之海報、漫畫、標語等資料者。(A13)

四、未經權責單位同意於校內從事商業行為，或擅自邀請校外人士於校內舉辦活動者。(A14)

五、言行違反社會秩序維護法之行為，足以損害學校名譽者。(A15)

六、以本校學生身份或名義參加校外遊行或各種活動，有違反國家法令影響校譽者。(A16)

七、以學校或社團名義舉辦活動，而有令學校名譽受損者。(A17)

八、故意違反教室或學校各種場所使用規則，情節重大者。(A18)

九、擅自在教室、走廊、學生活動中心、宿舍或其他未經核准之學校公共場所炊煮者(炊具沒收)。(A19)

十、違反學生宿舍管理辦法第六條第三、四款規定者。(A20)

- 十一、非法入侵或破壞資訊、保全相關軟硬體設備或違反本校校園網路管理規則，情節輕微者。(A21)
- 十二、有侵害智慧財產權之嚴重行為。(A22)
- 十三、對他人(包括本校教職員工、同學及其他人士)以明示或暗示之方式，從事不受歡迎的性接近、性要求或其他具有性意味之言詞或肢體行為者。(A23)
- 十四、以詐欺、脅迫或其他不當手段促使本校師生、職員工參加直銷、入會或其他商業活動者。(A24)
- 十五、於校內飲酒累犯。(A25)
- 十六、校內外飲酒滋事，有損學校名譽者。(A26)
- 十七、於校內外賭博、偷竊情節輕微者。(A27)
- 十八、侮辱、誹謗他人或有不實陳述、指摘，足以毀損他人名譽之情事者。(A28)
- 十九、涉足不良場所致學校名譽受損者。(A29)
- 二十、言行違背國家法令，涉及刑責經檢察官緩起訴處分或法院判決宣告緩刑確定者。(A30)

Article 10 A 1<sup>st</sup> Level Demerit will be issued if students have done any of the following:

1. Disobeying the following examination rules is considered as cheating:
  - (1) Carry or pass along anything, even non-exam related items, such as books, handouts, notes, pamphlets, papers, or phones or other telecommunication devices are considered cheating; have placed any of the abovementioned items onto the desk during the exam process. (A1A)
  - (2) Talk with another or use body language to convey ideas (However, if the other person does not respond, that person will not be punished). (A1B)
  - (3) Not heed the first warning of the exam proctor and/or supervisor such that exam order is disrupted, and the situation is not improved after the warning. (A1C)
2. Have fought with classmates (A12).
3. Have conducted surveys, or posted advertising flyers, comics or slogans on campus without permission of the university (A13).
4. Have invited people from off campus to attend on-campus activities or do business on campus without the university's approval (A14).
5. Have behaved improperly and negatively affected the university's reputation (A15).
6. Represents Ming Chuan University without official approval to participate in any kind of off-campus activities or gatherings and violates national laws such as to damage the reputation of Ming Chuan University. (A16).
7. Uses the university's name and clubs to host activities and negatively impacts the reputation of Ming Chuan University. (A17).
8. Have purposely disobeyed classroom rules or rules concerning university facilities (A18).
9. Have cooked without approval in the university's public areas such as classrooms, hallways, student activity centers or dormitories (cooking utensils will be confiscated) (A19).

10. Have disobeyed Item 6, Clauses 3 and 4 of the Procedures for Managing Student Dormitories (A20).
11. Illegally attacks or hacks into the university's computer information network and security related hardware equipment and software programs; violates the university's information network regulations (mild violations). (A21).
12. Have violated intellectual property rights (A22).
13. Have sexually harassed faculty members, staff members, students, or others (A23).
14. Have used fraud, pressure or other illegal measures to induce staff or student to participate in direct sales, or other business affairs (A24).
15. Have been found to be drunk more than once (A25).
16. Have been found to be drunk and causing trouble on or off campus and have negatively affected the university's reputation (A26).
17. Have been found gambling or stealing (A27).
18. Have insulted others or have inaccurately accused others, negatively affecting other's reputation (A28).
19. Have gone to an inappropriate, illegal, or immoral place and negatively affected the university's reputation (A29).
20. Have violated national law and been sentenced due to unlawful behavior, or been placed on probation (A30).

第十一條 凡有下列情事之一者，應受二大過、二小過及二申誡並定期察看之處分：

一、違犯下列考試規則者：

- (一) 試場座位、桌面、身體、文具、隨身物品等書寫與考試科目有關之文字、數字、圖形符號等，但無作弊行為者。(B1A)
- (二) 攜帶或傳遞與考試內容有關之紙片、智慧型手機或具通訊記憶之電子性物品，但無作弊行為者。(B1B)
- (三) 窺視他人作答內容或故意將試卷暴露供他人窺視，經制止、糾正後再犯者。(B1C)
- (四) 攜答案卷(卡)離場者。(B1D)
- (五) 考試開始後，未經監考老師允許而擅自離開試場，但無作弊行為者。(B1E)

二、侮辱、誹謗他人或有不實陳述、指摘，足以毀損他人名譽之情節重大者。(B02)

三、塗抹或撕毀本校公告者。(B03)

四、涉足不良場所致學校名譽受損情節嚴重者。(B04)

五、擔任學生幹部或經手公款，而有未盡善良管理人注意義務，於管理公物時致生毀損、遺失、短少或公款有浮報、挪用圖利私人、帳目不清之情事嚴重者。(B05)

六、參加校內外不良幫派、組織或聚眾滋事者。(B06)

七、對他人(包括本校教職員工、同學及其他人士)以明示或暗示之方式，從事不受歡迎的性接近、性要求或其他具有性意味之言詞或肢體行為，情節較重者。(B07)

八、非法入侵或破壞資訊、保全相關軟硬體設備或違反本校校園網路管理規則，情節重大者。(B08)

- 九、本校在學學生參加校外考試時，查有舞弊之行為，經各該考試單位認定或經申訴仍遭駁回確定者。(B09)
- 十、違反校內飲酒規定累犯不服勸導者。(B10)
- 十一、校內外飲酒滋事、醉酒足以損害學校名譽情節嚴重者。(B11)
- 十二、言行違反社會秩序維護法之行為，足以損害學校名譽情節嚴重者。(B12)
- 十三、毆打他人或與他人互毆情節嚴重者。(B13)
- 十四、於校內外賭博、偷竊情節嚴重者。(B14)

Article 11 Two 1<sup>st</sup> Level Demerits, two 2<sup>nd</sup> Level Demerits, two warnings and observation will be issued if student has done any of the following or encountered the following situations:

1. Disobeying the following examination rules is considered as cheating:
  - (1) Have exam-related notes with words, numbers or images on exam seat, desk, their body, stationery items, or personal belongings is considered as cheating, even if other cheating behavior is not observed. (B1A)
  - (2). Carries or passes along any exam related items, such as papers, smartphones, or other telecommunication devices, but without obvious cheating behavior. (B1B)
  - (3) Still attempt to look on others' answer sheet(s) or intentionally expose their own answer sheet enough for others to look on after first warning. (B1C)
  - (4) Take answer sheet (card) out of the exam room. (B1D)
  - (5) Leaves the exam room without proctor's permission after the beginning of the exam period; but without obvious cheating behavior. (B1E)
2. Have seriously insulted others or have inaccurately accused others and have negatively affected other's reputation (B02).
3. Have defaced or destroyed university's posted announcements (B03).
4. Have gone to an inappropriate, illegal, or immoral place and negatively affected the university's reputation seriously (B04)
5. Have continued with inappropriate speech and behavior, causing serious trouble after repeated warnings. Have been dishonest with money that has been collected for public use (B05).
6. Have participated in a gang or group that gathers people together for the purpose of causing trouble (B06).
7. Have seriously sexually harassed faculty members, staff members, students or others (B07).
8. Illegally attacks or hacks into the university's computer information network and security related hardware equipment and software programs; violates the university's information network regulations (serious violations). (B08)
9. Have had their petitions regarding cheating during on- or off-campus examinations turned down after review by the relevant examination units (B09).
10. Have been found to be drunk on campus more than once after repeated warnings (B10)
11. Have been found to be drunk and causing serious troubles on or off campus and have negatively affected the university's reputation (B11).
12. Have been found disrupting social order and in violation of laws, so have negatively and

seriously affected the university's reputation (B12)

13. Students who start a serious fight or seriously join in a fight with others. (B13)

14. Students who take part in serious gambling or stealing on or off campus. (B14)

第十二條 凡有下列情事之一者，應受定期停學之處分：

- 一、患法定傳染病，不遵行政府主管機關防治措施，足以妨害校園衛生者。(C01)
- 二、經醫療機構診斷，確實罹患精神疾病，且其病情不穩定，足以妨害校園公共安全者。(C02)
- 三、符合第十一條各款之情形，且其情節嚴重且有具體事實足認不適宜繼續就學者。(C03)

Article 12 A suspension will be ordered if students meet any of the following conditions:

1. Have legally-defined infectious disease, failed to comply with government prevention measures and have endangered campus environment. (C01)
2. Have been diagnosed as a confirmed case of mental illness and have endangered campus safety. (C02)
3. Meet any of the conditions listed in Article 11, proved to have serious violation and have been determined as unsuitable for further education. (C03)

第十三條 凡有下列情事之一者，應受勒令退學之處分：

一、違犯下列考試規則者：

- (一)試場座位上、桌面、身體、文具、隨身物品等書寫與考試科目有關之文字、數字，以及其他可供解答參考之圖形、符號等，且有作弊行為者。(D1A)
- (二)攜帶或傳遞與考試內容有關之紙片、智慧型手機或具通訊記憶之電子性物品，且有作弊行為者。(D1B)
- (三)提供或交換有答案之試卷或答案卷(卡)者，或在試卷、答案卷(卡)填寫他人之姓名或學號者，或請他人在試卷、答案卷(卡)填寫自己之姓名或學號者。(D1C)
- (四)擅自故意換座位者。(D1D)
- (五)頂替他人或請他人代考者。(D1E)
- (六)故意破壞考試秩序致考試不能進行或鼓動罷考者。(D1F)
- (七)竊題者。(D1G)
- (八)傳遞或接受與考試之內容相關訊息者。(D1H)
- (九)考試開始後，未經監考老師允許而擅自離開試場，且有作弊行為者。(D1I)

二、違反毒品危害防制治條例規定者。(D02)

三、違反槍砲彈藥刀械管制條例規定者。(D03)

四、所繳之證件，有偽造、變造或其他不實之情事者。(D04)

五、言行違背國家法令，涉及刑事罪責情節嚴重並經法院判決確定者。

(D05)

六、記大過滿三次者。(D06)

七、操行成績不及格者。(D07)

八、受有期徒刑以上之刑事處分經確定者。(D08)

九、依學則規定應予退學或開除學籍者。(D09)

十、定期察看處分註銷後，再犯重大過失者。(D10)

十一、對他人包括(本校教職員工、同學及其他人士)以脅迫、恫嚇、暴力或催眠等方法，使他人不能抗拒而遂行其性接觸意圖或行為者。  
(D11)

十二、有侵害智慧財產權之嚴重行為並受刑事判決確定者。(D12)

Article 13 A 2nd or 1st Level Expulsion will be ordered if students have done any of the following:

1. Disobeying the following examination rules is considered as cheating:

(1) Having exam-related notes with words, numbers and pictures that can reveal answers to the test questions on the exam seat, desk, student's body, stationery items, or personal belongings; this is considered as cheating. (D1A)

(2) Carry or pass along anything, even non-exam related items, such as papers, phones or other telecommunication devices; this is considered as cheating. (D1B)

(3) Provide or exchange completed answer sheets with others, or help other students take an exam by putting their name and/or student ID number on an answer sheet (card) or asking another student to do so. (D1C).

(4) Change exam seats without proctor's permission. (D1D)

(5) Intentionally take an exam for another or ask another to take an exam for oneself. (D1E)

(6) Deliberately disturb exam order so that the exam process is disrupted or prematurely terminated. (D1F)

(7) Attempt to steal an examination paper. (D1G)

(8) Pass along or receive any exam-related information or content. (D1H)

(9) Leaves the exam room without proctor's permission after the beginning of the exam period, with obvious cheating behavior evident. (D1I)

2. Have violated National Drug Restriction Law. (D02)

3. Have violated Weapon Restriction Law. (D03)

4. Have submitted a counterfeit document or document borrowed from someone else (D04).

5. Have made speeches or behaved in violation of national law, been involved in crimes and sentenced by the court. (D05).

6. Have received a 2nd Level Demerit for the third time (D06).

7. Have failed to attain a passing conduct grade (D07).

8. Have received punishment under the Criminal Code (D08).

9. Have committed any violation against the Student Code that carries the penalty of 1st or 2nd degree expulsion (D09).

10. Have continued to get into serious trouble after a suspension has been completed (D10).

11. Have sexually harassed others after threatening or hypnotizing them (D11).

12. Have violated intellectual property rights and have been indicted (D12).

第十四條 學生於同一學期內，違犯以上第四條所列規定兩次(含)以上者，得視情節輕重加重其處分。

Article 14 Students who have violated the same rule in Article 4 twice or more a semester will receive double punishment.

第十五條 學生之懲罰，除依照前揭各條所列標準評定外，得酌量下列各款之情形，為加重或減輕其處分：

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

Article 15 Apart from the details specified in the regulations, the level of reward or punishment given to students can be adjusted based on:

1. Motivation and purpose.
2. Stimulation received during the behavior.
3. Precise nature of behavior.
4. Daily conduct grade.
5. Relationship between the student to be punished and the victim.
6. Amount of damage or negative influence brought about by the behavior.
7. Attitude after the incident.

第十六條 學生於學校處理其個人懲罰處分之過程中，如有湮滅證據、故意提供或唆使他人提供不實證據或資料者，得加重處罰。

Article 16 In processing student demerit cases, any dishonesty involving documents or proof provided will result in double punishment.

第十七條 一、學校為發現懲罰事實之真相，應委請違犯校規學生之導師或本校輔導老師進行瞭解及提供必要之協助，並以書面告知校方其結果。學校於召開學生獎懲會議前應通知該學生提出書面說明，並於學生獎懲程序中應給予充分答辯之機會。

二、學校於有關學生性侵害、性騷擾或性霸凌事件之處理，除依學校「性別平等教育委員會組織章程及運作辦法」規定通報外，對該事件之懲處決議，應依據本校性別平等教育委員會之調查結果報告審酌。

三、違反本獎懲辦法第十條第十五款、十六款及第十一條第十一款、第十二款受定期察看處分之學生，須定期至本校諮商單位接受輔導，輔導次數由諮商輔導單位決定，並詳細紀錄輔導過程。

## Article 17

1. In disciplinary cases, the student's class advisor or university counselors will assist in the investigation and submit a report so that the university will gain a complete understanding of the situation.

2. In response to sexual assault or sexual harassment incidents on campuses, Ming Chuan University evaluates discrete incidents in accordance with "Ming Chuan University Gender Equality Education Committee Organizational Charter and Operating Procedures;" the punishment of the each sexual assault or sexual harassment incident will be determined based on the investigation outcomes from the Gender Equality Education Committee.

3. Students who have violated Article 10 Clause 15 or 16, or Article 11 Clause 11 or 12 and have been punished with observation are required to participate in regular counseling sessions at the university counseling unit. Counseling times will be determined by the unit and the unit will record the detailed counseling process.

第十八條 學校應以書面為處罰行為之通知。

前項通知，應載明：

一、處罰人姓名。

二、處罰之原因及事由。

三、學生對懲罰如有不服，得依本校申訴評議辦法所訂立期限提出申訴。

Article 18 The University should post a Disciplinary Notice. Notice must include the following information:

1. Name of the person who will receive the punishment.

2. Reason for and nature of the punishment.

3. If the students have been treated unfairly, they can appeal based on University Appeal and Review Procedures.

第十九條 學生對於學校所為管教措施或懲罰，認為違法或不當致損害其權益者，得以書面向學校申訴評議委員會提出申訴。

前項學生申訴得由家長或監護人代理之。

Article 19 Students can appeal in writing to the Student Appeal and Review Committee if they consider the punishment to be illegal or inappropriate.

第二十條 本校學生申訴評議委員會之組織規程及申訴辦法，另定之。

Article 20 The procedures for organizing and the regulations related to the Student Appeal and Review Committee will be addressed separately.

第二十一條 學生受開除學籍、退學或類似之處分，足以改變學生之身分致損及其受教育之權利，經向本校申訴未獲救濟者，得依法提起訴願及行政訴訟。

Article 21 Students can file suits against the university for 1st and 2nd Level Expulsions or similar punishments received if the punishment affects their rights to education. Students who file an appeal and who still are not satisfied with the result have the legal right to file administrative legal action.

第二十二條 學生獎懲學生作業，應由各單位使用電腦獎懲表向生輔組提出申請，呈核後存檔。

前項學生獎懲申請表，各單位應以系、所、班級排列。如對獎懲有所

疑議，請先向各單位承辦人查詢，或填寫更正表會有關單位經呈核、奉准後，即送生輔組修正檔案備存。

學生申請表之單位電腦代號，如附表。

Article 22 Each academic unit will submit an application concerning student reward and punishment via the computerized Reward and Punishment Form to the Student Advising Section. Once the application is approved by the Student Advising Section, it is saved. Units should arrange the applications according to students' departments, schools, and class numbers. If there any perceived problems with the reward and punishment content, students should inquire at the relevant unit, with the relevant person. Or students may fill in a Revision Form, notify the relevant units, and report it to the president. After approval, one revised copy should be sent to the Student Advising Section for reference. The unit codes for student application form are as in the attached table.

第二十三條 學校應製作學生獎懲相關報表，並由生輔組列為永久檔案，報表種類如左：

一、學生期末獎懲總報表。

二、全學年度學生獎懲統計表。

前項報表得以電子資料行式保存之。

Article 23 The documents that the university has created concerning student reward and punishment should be stored permanently by the Student Advising Section. These documents are divided into two types:

1. Student Semester-end Reward and Punishment General Report

2. Academic-year Student Reward and Punishment Statistics Chart

All reports are to be saved as electronic files.

第二十四條 本辦法經校務會議通過，校長核定後實施，並報教育部備查，修正時亦同。

Article 24 Upon being passed at the University Affairs Committee Meeting and approved by the president, these procedures were announced, implemented, and submitted to the Ministry of Education for reference.

**\*\*In the event of any inconsistency or discrepancy between the Chinese and other language versions of this document, the Chinese version shall prevail.\*\***