

# 國立中興大學學生獎懲辦法

## NCHU Student Merit and Penalty Regulation

92年12月5日第45次校務會議通過  
Passed by the university affairs meeting dated on December 5, 2003  
92年12月22日教育部台訓(二)字第0920188295號函備查  
Approved by the Ministry of Education (Ref No. 0920188295)  
96年5月11日第52次校務會議修正  
Amended by the university affairs meeting dated on May 11, 2007  
96年12月7日第53次校務會議修正(第1、7、8、9、10、11條)  
Amended by the university affairs meeting dated on December 7, 2007  
97年5月9日第54次校務會議修正(第8、9、10條)  
Amended by the university affairs meeting dated on May 9, 2008  
教育部台訓(二)字第0970088050號函備查  
Approved by the Ministry of Education (Ref No. 0970088050)  
103年5月9日第69次校務會議修正(第5條)  
Amended by the university affairs meeting dated on May 9, 2014  
教育部臺教學(二)字第1030099465號函備查  
Approved by the Ministry of Education (Ref No. 1030099465)  
104年12月11日第73次校務會議修正(第8、9、10、12、13條)  
Amended by the university affairs meeting dated on December 11, 2015  
教育部臺(二)字第1040182180號函備查  
Approved by the Ministry of Education (Ref No.1040182180)

第一條 本辦法依大學法第三十二條規定訂定之。本校學生獎懲除另有規定外，悉依本辦法規定辦理。

Article 1 This regulation is established in accordance with the article 32 of University Act. All issues pertaining to the merit and penalty of students will be processed by this regulation unless dictated by other regulations.

第二條 本校學生之獎勵，分為記嘉獎、小功、大功以及頒發獎狀、獎章或獎金等六種。

Article 2 This regulation stipulates 6 categories of awards including Honorary Merit, Minor Merit, Major Merit, certificate, medal and prize money.

第三條 學生有下列各條情形之一者，予以記嘉獎。

- 一、服務公勤，熱心努力，有具體事蹟者。
- 二、參加校內各種比賽成績優良者。
- 三、課外活動成績優良者。
- 四、全學期寢室內經常保持整齊清潔者。
- 五、拾獲有相當價值之財物不昧者。
- 六、有其他優良事實，殊堪嘉許者。

嘉獎一次者：加操行總分一分。

Article 3 Under the following circumstances, students are awarded an honorary merit:

1. Students who have ample evidence to show their warm heart and spirit to help others.
2. Students who have good scores in any on-campus competition.
3. Students who perform well in extracurricular activities.
4. Students who keep the dorms clean and tidy.
5. Students who return the lost money to its rightful owners.
6. Students who perform other honorable deeds.

Students who are awarded an honorary merit get one point in student conduct score.

第四條 學生有下列情形之一者，予以記小功。

- 一、服行公勤，成績優異者。
- 二、參加校外各種比賽或活動，成績優異者。
- 三、在校外實習或服務表現優異，光大校譽者。
- 四、扶助同學有具體事實證明者。
- 五、擔任班級代表或相當之職務，服務成績優異者。
- 六、辦理學生刊物、或其他課外活動，成績優異者。
- 七、增進團體福利、具有確切事實者。
- 八、有其他相當於上列各款情事者。

記小功一次者：加操行總分二·五分。記小功二次加操行總分五分，記小功三次視同記大功一次。

Article 4 Under the following circumstances, students are awarded a minor merit:

1. Students who perform well in public duties.
2. Students who perform well in off-campus competitions.
3. Students who perform well in internship or services off campus.
4. Students who have ample evidence in helping classmates.
5. Students who serve as class representative and perform well.
6. Students who perform well in running student publications and other extracurricular activities.
7. Students who have ample evidence in increasing other students' welfare.
8. Students who have similar good deeds as above.

Students who are awarded 1 minor merit will get 2.5 points in student conduct score.

Students who are awarded 2 minor merits will get 5 points in student conduct score.

Students who are awarded 3 minor merits will be regarded as getting 1 major merit.

第五條 學生有下列情形之一者，予以記大功，或頒發獎狀、獎章、獎金(獎金頒發予個人者，每名最高新台幣三萬元，頒發予團體者，每隊最高新台幣十萬元。每人及每團體，每學期以領取一次為限)。

- 一、學生團體工作或擔任志工從事志願服務，績效特優，對學校聲譽，有特殊貢獻者。
- 二、創造發明，有益於國家、民族、社會、學校者。
- 三、對危害社會、校內安全之情事，能事前檢舉，或適時予以抑止者。
- 四、冒險犯難、拯救他人生命、身體、財產之安全者。
- 五、代表本校參加全國性比賽，成績優異，為校爭光者。
- 六、有其他相當於上列各款之情事者。

記大功一次者：加操行總分七·五分，三大功共加操行總分二十分，多出分為榮譽加分。

Article 5 Under the following circumstances, students are awarded a major merit, certificate, medal or prize money (individuals can get prize money with a maximum of NT\$30,000; groups can get prize money with a maximum of NT\$100,000. Each individual and group can only get once every semester):

1. Students who perform well in student group works or volunteering works.
2. Students who have inventions which could benefit the society.

3. Students who report before or stop any offence which may jeopardize the society and school safety.
4. Students who are courageous to protect people, save other people's lives or properties.
5. Students who perform well in national competitions.
6. Students who have similar good deeds as above.

Students who are awarded 1 major merit will get 7.5 points in student conduct score. Students who are awarded 3 major merits will get 20 points in student conduct score and extra points will be calculated as honorable scores.

第六條 本校學生之懲處分書面告誡、申誡、小過、大過、定期察看、退學及開除學籍等七種。

Article 6 This regulation stipulates 7 categories of penalty for students, including written warning, censures, minor demerit, major demerit, observation, expulsion and stripping of academic standing.

第七條 學生個人行為之懲處，除依照本辦法所列標準外，學生獎懲委員會得酌量下列情況為加重或減輕之處分。

- 一、平日行為表現。
- 二、動機與目的。
- 三、態度與手段。
- 四、行為之影響。

Article 7 For the penalty of student conduct, apart from the rules of this regulation, Student Rewards and Disciplinary Committee shall increase or reduce the penalty according to the following circumstances:

1. Daily behaviors
2. Motives and aims
3. Attitude and methods
4. Impact

第八條 學生有下列各款情形之一者，予以申誡。

- 一、言行不檢，有失學生身分者。
- 二、擔任學生社團幹部或自治幹部，怠忽職守者。
- 三、不愛惜公物或擅自移動公物者。
- 四、男(女)生未經校方許可，擅自進入女(男)生宿舍者。
- 五、以跟蹤、偷拍、電子郵件或其他違反他人意願之方法干擾他人日常生活或有其他不受歡迎之追求行為，情節輕微者。
- 六、違反智慧財產權相關法令規定有具體事實且情節較輕者。
- 七、違反教育部校園網路使用規範情節較輕者。
- 八、有其他相當於上列各款情事者。

申誡一次者：扣操行總分一分。學生初犯前項規定且情節較輕者，得予書面告誡。

Article 8 Under the following circumstances, students are given censures:

1. Students who do not conduct themselves with proper decorum.
2. Students who fail to fulfill the responsibilities as student club representatives or class leaders.
3. Students who damage or move public property without permission.
4. Students who go into dorms of opposite sex without the school's permission.
5. Students who commit minor transgressions by following, sneaking a photo of,

- emailing or using other ways to harass others.
6. Students who commit minor transgressions by violating intellectual property right.
  7. Students who commit minor transgressions by violating the campus internet using regulations stipulated by the Ministry of Education.
  8. Students who have similar misbehaviors as above.

Students given 1 censure will get 1 deduction on student conduct score. Students who are first-time offenders and commit only minor transgressions will get written warning.

#### 第九條

學生有下列情形之一者，予以記小過。

- 一、對師長態度傲慢，或對師長有不禮貌行為者。
- 二、不按規定返還公物者。
- 三、破壞團體秩序者。
- 四、以文字圖畫破壞他人名譽者。
- 五、言行失實，欺騙師長者。
- 六、惡意攻訐同學或助長同學之糾紛者。
- 七、男（女）生未經校方專案許可，擅自入女（男）生宿舍住宿者。
- 八、在宿舍內任意留宿親友者。
- 九、未辦住宿手續而擅自進住宿舍者或冒名頂替住宿者。
- 十、宿舍寢室環境髒亂，經勸導仍不改善者。
- 十一、佔住宿舍床位，未按規定遷出，妨礙他人進住者。
- 十二、騎機車擅闖校區者。
- 十三、在宿舍內使用規定以外之電器及易燃物者。
- 十四、違反教育部校園網路使用規範，情節較重者。
- 十五、違反學術倫理，情節輕微者。
- 十六、對他人有性騷擾或性霸凌之行爲，情節輕微者。
- 十七、違反智慧財產權相關法令規定有具體事實且情節較重者。
- 十八、以跟蹤、偷拍、電子郵件或其他違反他人意願之方法干擾他人日常生活或有其他不受歡迎之追求行為，情節較重者。
- 十九、有其他相當於上列各款之情形者。

記小過一次者：扣操行總分二·五分。記小過二次扣操行總分五分，記小過三次視同記大過一次。

Article 9 Under following circumstances, students are given minor demerits:

1. Students who are disrespectful to teachers.
2. Students who do not return public properties within due time.
3. Students who disrupt public order and cause unrest.
4. Students who write words or draw paintings that damage others' honor.
5. Students who are dishonest and lie to teachers.
6. Students who maliciously criticize or insult others and encourage unrest among classmates.
7. Students who go into dorms of opposite sex without the school's permission.
8. Students who let other people stay overnight in the dorm without the school's permission.
9. Students who reside in the dorm without applying or reside in the dorm under residents' names.
10. Students who make a mess in the dorm and ignore the school's warning to clean it up.
11. Students who refuse to move out of the dorm after the residence time.
12. Students who ride motorcycles in campus without the school's permission.

13. Students who use appliance or inflammable materials without the school's permission.
14. Students who commit major transgressions by violating the school's internet regulations.
15. Students who commit minor transgressions by violating academic ethics.
16. Students who commit minor transgressions by sexually abusing or harassing other people.
17. Students who commit major transgressions by violating intellectual property rights.
18. Students who commit major transgressions by following, sneaking a photo of, emailing or other ways to harass people.
19. Students who have similar misbehaviors as above.

Students who are given 1 minor demerit will be given a deduction of 2.5 points in student conduct scores; 2 minor demerits will be given a deduction of 5 points. 3 minor demerits will be equal to 1 major demerit.

第十條 學生有下列情形各款之一者，予以記大過或以上之處分：

- 一、妨礙教職員或同學執行公務者。
  - 二、考試舞弊者。
  - 三、有毆人行為或互毆而情節較輕者。
  - 四、為他人作不實之證明者。
  - 五、進入不正當娛樂場所，有損校譽者。
  - 六、假借名義，擅自從事不正當活動者。
  - 七、故意損壞公物者。
  - 八、擅自塗改校內核發之有關證件者。
  - 九、於校內外有賭博行為者。
  - 十、違反教育部校園網路使用規範，情節重大者。
  - 十一、違反學術倫理，情節嚴重者。
  - 十二、為強制猥褻之行為者。
  - 十三、違反智慧財產權相關法令規定有具體事實且情節重大者。
  - 十四、對他人有性騷擾或性霸凌之行為，情節較重者。
  - 十五、在校內儲存危險物或非法持有違禁物品者。
  - 十六、非法吸食、施打或持有毒品或其他麻醉藥品者。
  - 十七、有其他不正當行為相當於上列各項情形者。
- 記大過一次者：扣操行總分七·五分。

Article 10 Under the following circumstances, students are given major demerits or even more serious penalty:

1. Students who hinder teachers or other students to perform their duties.
2. Students who cheat in the exam.
3. Students who commit minor transgressions by beating up or fighting with other people.
4. Students who perform as false witness.
5. Students who go to places prohibited by the school.
6. Students who do bad things by using the school's authority.
7. Students who deliberately damage the school property.
8. Students who modify credentials issued by the school.
9. Students who gamble inside or outside of campus.
10. Students who commit major transgressions by violating the internet regulations stipulated by the Ministry of Education.

11. Students who commit major transgressions by violating academic ethics.
12. Students who commit compulsory indecency.
13. Students who commit major transgressions by violating intellectual property rights.
14. Students who commit major transgressions by sexually abusing or harassing other people.
15. Students who keep dangerous or hold prohibited materials in the campus.
16. Students who use drugs.
17. Students who have misbehaviors as above.

Students who have 1 major demerit will receive a deduction of 7.5 points in student conduct scores.

第十一條 學生有下列各款情形之一者，予以定期察看：

- 一、有竊盜行為者。
  - 二、擅自撕毀或塗改校內公用表冊文件者。
  - 三、故意污辱或惡意攻訐教職員工或同學者。
  - 四、要脅師長以求遂其意願者。
  - 五、記滿兩大過兩小過者。
  - 六、毆打他人致重傷者。
  - 七、在寢室內燃燒物品，肇生火災者。
  - 八、造謠惑眾，嚴重危害學校安全秩序者。
  - 九、酗酒滋事，違反紀律，有玷校譽者。
  - 十、為強制性交或其他妨害性自主之行為者。
  - 十一、其他相當於上列各項情形者。
- 定期察看者，操行成績概以六十分計。

Article 11 Under the following circumstances, students are given an observation:

1. Students who commit theft.
2. Students who deliberately tear down or modify the documents of the school.
3. Students who insult or make false criticisms toward teachers or other classmates.
4. Students who threaten teachers to follow their commands.
5. Students who are given 2 major demerits and 2 minor demerits.
6. Students who beat up other people and cause serious injury.
7. Students who burn objects in the dorm and cause fire.
8. Students who drink excessively and cause trouble at school.
9. Students who commit sexual offenses.
10. Students who have similar misbehaviors as above.

Students who are given a penalty of observation will receive a student conduct score of 60.

第十二條 學生有下列各款情形之一者，予以退學。

- 一、犯有嚴重過失者。
- 二、所受處分累計滿大過三次者。
- 三、定期察看期間再受申誡以上之處分。
- 四、操行成績不及格六十分者。
- 五、校內外考試時，有頂替情事，經查明屬實者。
- 六、依教務章則應予退學者。
- 七、違反學術倫理，情節極為嚴重者。

Article 12 Under the following circumstances, students are given expulsions:

1. Students who commit major transgressions.
2. Students who have 3 major demerits.
3. Students who are given penalty more serious than censure during observation period.
4. Students whose student conduct score is under 60.
5. Students who take exams for other people or arranging a substitute.
6. Students who should be given an expulsion according to the school regulations.
7. Students who commit major transgressions by violating academic ethics.

第十三條 學生有下列情形之一者，予以開除學籍。  
一、辦理團體福利事宜，有貪污行為者。  
二、參加犯罪組織或活動者。  
三、違法犯紀經法院明令判處徒刑確定而未獲緩刑者。  
四、依教務章則應予開除學籍者。

Article 13 Under the following circumstances, students are stripped of academic standing:

1. Students who commit corruption.
2. Students who join in organizations or activities of criminal groups.
3. Students who are sentenced by the court and do not get a probation.
4. Students who should be stripped of academic standing according to the academic regulations.

第十四條 學生獎懲案件，有關教師及承辦單位，均有建議之權，但應援用相關條款，依照規定程序，簽請校長核准。

Article 14 Teachers and the responsible sections shall give advice to the handling of students' award and penalty according to related regulations, due procedures and ask for the president's written approval.

第十五條 學生在學期間之獎懲紀錄不應取消，但學生初犯本辦法之規定而未達記大過之處分者，得申請銷過。學生銷過實施要點另訂之。

Article 15 The award and penalty records of students should not be deleted before students' graduation. Students who are first-time offender and do not have a major demerit shall apply for demerit cancellation according to the demerit cancellation regulations of the school.

第十六條 休學學生復學後，其原有獎懲，乃屬有效。

Article 16 The award and penalty records of students on suspension are effective after re-enrolling.

第十七條 本校學生之獎懲處理程序，依下列規定處理：  
一、嘉獎、記小功、申誠、記小過之獎懲建議教師或承辦單位應提供參考資料，由學生事務處會同導師處理。  
二、記大功或記大過以上之獎懲，應提獎懲委員會議審議通過，並經校長核定，以學校公告公布。  
三、學校獎懲委員會審議有關學生重大獎懲時，應通知有關係所、主管、班級導師及有關人員列席，並得通知當事學生列席說明，給予學生陳述與申辯之機會。  
四、懲處之決定必須書面並載明主文、事實、理由，並附記救濟方法、期間及受理機關。  
五、學生受記大功或記大過以上之獎懲，均應通知其家長或監護人。

Article 17 The award and penalty procedures should be handled as follows:

1. Teachers and responsible sections should provide related documents and evidence when giving advice to the handling of students' awards and penalties. The Office of Student Affairs and the student advisor should handle it together.
2. Award like major merit or penalty like major demerit should be discussed and passed by Student Rewards and Disciplinary Committee, approved by the president. The award or penalty should be announced.
3. When discussing the award and penalty case of students, Student Rewards and Disciplinary Committee should notify and invite related departments, supervisors, mentors, personnel and students to explain and give opportunities to students to defend for themselves.
4. Decisions of the award and penalty should be of written documents and clearly state the decisions, facts, reasons, relief, duration and the name of the responsible sections.
5. When students are given major merits or demerits, the school should notify their parents or legal guardians.

第十八條 本辦法經校務會議通過後實施，報教育部備查，修正時亦同。

Article 18 This regulation shall be implemented after being passed by the University Affairs Meeting and approved by the Ministry of Education. Any amendments shall be processed accordingly.