

國立中興大學學生獎懲辦法

National Chung Hsing University Regulations for Student Rewards and Penalties

教育部台訓(二)字第 0920047186 A 號函辦理

Handled in accordance with the Ministry of Education Taiwan Training (II) Letter No. 0920047186A

92 年 12 月 5 日第 45 次校務會議通過

December 5, 2003 Passed by the 45th University Council Meeting

92 年 12 月 22 日教育部台訓(二)字第 0920188295 號函備查

December 22, 2003, filed the Ministry of Education Taiwan Training (II) Letter No. 0920188295 for reference

96 年 5 月 11 日第 52 次校務會議修正

May 11, 2007 amended at the 52nd University Council Meeting

96 年 12 月 7 日第 53 次校務會議修正 (第 1、7、8、9、10、11 條)

December 7, 2007 (Articles 1, 7, 8, 9, 10, and 11) amended at the 53rd University Council Meeting

97 年 5 月 9 日第 54 次校務會議修正 (第 8、9、10 條)

May 9, 2008 (Articles 8, 9, and 10) amended at the 54th University Council Meeting

教育部台訓(二)字第 0970088050 號函備查

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103 年 5 月 9 日第 69 次校務會議修正 (第 5 條)

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教育部臺教學(二)字第 1030099465 號函備查

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104 年 12 月 11 日第 73 次校務會議修正(第 8、9、10、12、13 條)

December 11, 2015 (Articles 8, 9, 10, 12, and 13) amended at the 73rd University Council Meeting

教育部臺教學(二)字第 1040182180 號函備查

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108 年 12 月 20 日第 87 次校務會議修正 (第 12 條)

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112 年 6 月 9 日第 101 次校務會議修正 (第 4、5、8-11、14-17 條)

June 9, 2023 (Article 4, 5, 8 through 11, and 14 through 17) amended at the 101st University Council Meeting

112 年 12 月 22 日第 103 次校務會議修正 (第 8 條)

December 22, 2023 (Article 8) amended at the 103rd University Council Meeting

教育部臺教學(二)字第 1130005205 號函備查

Filed the Ministry of Education Taiwan Training (II) Letter No. 1130005205 for reference

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 These Regulations are formulated in accordance with Article 32 of the University Act. All issues pertaining to the rewards and penalties of students will be handled pursuant to these Regulations unless otherwise 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 Rewards for students at the University are divided into six categories: commendations, minor merits, major merits, and conferral of certificates, medals, or prize money.

第三條 學生有下列各條情形之一者，予以記嘉獎。
Article 3 Under the following circumstances, students shall be conferred a commendation:

- 一、 服務公勤，熱心努力，有具體事蹟者。
 - I. Students who demonstrate fairness and dedication to public services with concrete achievements.
- 二、 參加校內各種比賽成績優良者。
 - II. Students who obtain good ranking in any intramural competitions.
- 三、 課外活動成績優良者。
 - III. Students who perform well in extracurricular activities.
- 四、 全學期寢室內經常保持整齊清潔者。
 - IV. Students who maintain cleanliness of their dormitory room consistently

throughout the semester.

五、 拾獲有相當價值之財物不昧者。

V. Students who return substantial lost money to its rightful owner.

六、 有其他優良事實，殊堪嘉許者。

VI. Students who perform other honorable deeds.

嘉獎一次者：加操行總分一分。

Students who are conferred 1 commendation shall get one additional point in their conduct score.

第四條 學生有下列情形之一者，予以記小功。

Article 4 Under the following circumstances, students shall be conferred a minor merit:

一、 服行公勤，成績優異者。

I. Students who demonstrate fairness and dedication to public services with great performance.

二、 參加校外各種比賽或活動成績前三名，或全國性比賽成績優異者。

II. Students who achieve top three rankings in extramural competitions or events, or obtain outstanding performance in national competitions.

三、 在校外實習或服務表現優異，光大校譽者。

III. Students who perform well at extramural internship or services, enhancing the University's reputation.

四、 扶助同學有具體事實證明者。

IV. Students who provide assistance to classmates with specific deeds.

五、 擔任班級代表或相當之職務，服務成績優異者。

V. Students who serve as class representative or equivalent position, and perform well.

六、 辦理學生刊物、或其他課外活動，成績優異者。

VI. Students who perform well in running student publications and other extracurricular activities.

七、 增進團體福利、具有確切事實者。

VII. Students who improve group welfare with specific deeds.

八、 有其他相當於上列各款情事者。

VIII. Students who demonstrate similar good conduct mentioned above.

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。

Students who are conferred 1 minor merit shall get 2.5 additional points in their conduct score. Students who are conferred 2 minor merits will get 5 additional points in their conduct score. Students who are awarded 3 minor merits shall 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)。

Article 5 Under the following circumstances, students shall be conferred 1 major merit, a certificate, medal or prize money (maximum prize money is NT\$30,000 for individuals; and NT\$100,000 for groups; each individual and group is subject to only one award of prize money every semester):

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。

I. Students who perform well at group works or volunteering works, manage to enhance the University's reputation and make special achievements.

二、 創造發明，有益於國家、民族、社會、學校者。

- II. Students who make inventions which could benefit the country, people, society and the University.
- 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。
- III. Students who report in advance or stop any incidents or situations which may endanger society and campus safety.
- 四、 冒險犯難、拯救他人生命、身體、財產之安全者。
- IV. Students who brave risks and hardship, protect people, save other people's lives or properties.
- 五、 代表本校參加國際性比賽成績優異或全國性比賽榮獲冠軍，為校爭光者。
- V. Students who perform well in international competitions or win national championships.
- 六、 有其他相當於上列各款之情事者。
- VI. Students who demonstrate similar good conduct mentioned above.

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。

Students who are conferred 1 major merit shall get 7.5 additional points in their conduct score. Students who are conferred 3 major merits shall get 20 additional points in their conduct score. The extra points shall be counted 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 The penalties imposed on students are divided into written warning, reprimand, minor demerit, major demerit, probation, drop out and expulsion.

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。

Article 7 For the penalty imposed due to personal conduct, apart from these Regulations, the Student Rewards and Penalties Committee shall aggravate or mitigate the penalty according to the following circumstances:

- 一、 平日行為表現。
- I. Regular conduct.
- 二、 動機與目的。
- II. Motives and purposes.
- 三、 態度與手段。
- III. Attitude and approach.
- 四、 行為之影響。
- IV. Impact of conduct.

第八條 學生有下列各款情形之一者，予以申誡。

Article 8 Under the following circumstances, students shall be imposed a reprimand:

- 一、 言行不檢，有失學生身分者。
- I. Students who engage in disorderly conduct.
- 二、 擔任學生社團幹部或自治幹部，怠忽職守者。
- II. Students who commit dereliction of duty as club representatives or self-governed committee members.
- 三、 不愛惜公物或擅自移動公物者。
- III. Students who damage or remove public property without permission.
- 四、 男(女)生未經校方許可，擅自進入女(男)生宿舍者。
- IV. Students who trespass on dormitories of opposite sex.
- 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。
- V. Students who commit minor offenses of stalking, upskirting, harassment via

emailing or other means, or other unwanted advances.

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。

VI. Students who commit minor offenses of intellectual property rights violations.

七、 違反教育部校園網路使用規範情節較輕者。

VII. Students who commit minor offenses violating campus network regulations prescribed by the Ministry of Education.

八、 在校園內吸菸(含指定菸品、類菸品)經勸阻無效者。

VIII. Students who commit smoking violation on campus repeatedly (tobacco and related products) against warning.

九、 有其他相當於上列各款情事者。

IX. Students who engage in similar wrongdoings or commit similar offenses mentioned above.

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。Students who are imposed 1 reprimand shall get 1 point deducted from their conduct score. Students who are first-time offenders and commit only minor offenses shall be issued a written warning.

第九條 學生有下列情形之一者，予以記小過。

Article 9 Under the following circumstances, students shall be imposed a minor demerit:

一、 對師長態度傲慢，或對師長有不禮貌行為者。

I. Students who disrespect or are ill-mannered towards a faculty member.

二、 不按規定返還公物者。

II. Students who do not return public properties according to regulations.

三、 擾亂校內公共秩序、教學、研究工作及學術活動，情節輕微者。

III. Students who commit minor offenses disrupting public order, teaching, research, and academic activities on campus.

四、 管理公物未盡善良管理人之注意義務，致生毀損、滅失、短少，或管理公款有浮報、挪用之情事者。

IV. Students who fail to fulfill the duty of a good administrator in managing public property, leading to damage, loss, shortage, or misreporting or misappropriating of public funds.

五、 以文字圖畫破壞他人名譽者。

V. Students who slander other people's reputation in writing or with drawings.

六、 言行失實，欺騙師長者。

VI. Students who are dishonest and lie to faculty members.

七、 惡意攻訐同學或助長同學之糾紛者。

VII. Students who maliciously criticize or insult others and incite unrest among classmates.

八、 男(女)生未經校方許可，擅自入女(男)生宿舍住宿者。

VIII. Students who trespass on dormitories of opposite sex.

九、 在宿舍內任意留宿親友者。

IX. Students who let other people stay overnight in the dormitory without permission

十、 未辦住宿手續而擅自進住宿舍者或冒名頂替住宿者。

X. Students who reside in the dormitory without application or by impersonating a dormitory resident.

十一、 宿舍寢室環境髒亂，經勸導仍不改善者。

XI. Students who make a mess in the dormitory room and fail to make improvement upon repeated warnings.

十二、 佔住宿舍床位，未按規定遷出，妨礙他人進住者。

XII. Students who refuse to move out of the dormitory and hinder other students from moving in.

- 十三、 騎機車擅闖校區者。
- XIII. Students who ride motorcycles and trespass on the campus.
- 十四、 在宿舍內使用規定以外之電器及易燃物者。
- XIV. Students who use appliance or inflammable materials that are prohibited.
- 十五、 違反教育部校園網路使用規範，情節較重者。
- XV. Students who commit relatively serious offenses violating campus network regulations prescribed by the Ministry of Education.
- 十六、 違反學術倫理，情節輕微者。
- XVI. Students who commit minor offenses violating academic ethics.
- 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。
- XVII. Students who commit relatively serious offenses of intellectual property rights violations.
- 十八、 對他人有性騷擾或性霸凌之行爲，經本校性別平等教育委員會查證屬情節輕微者。
- XVIII. Students who commit minor offenses of sexual harrassment or sexual abuse which has been verified by the Gender Equity Education Committee.
- 十九、 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爲，情節較重者。
- XIX. Students who commit relatively serious offenses of stalking, upskirting, harassment via emailing or other means, or other unwanted advances.
- 二十、 親密關係暴力行爲，且經法院核發有保護令或有具體事證者。
- XX. Students who commit acts of intimate partner violence, and are subjected to a court-issued protection order, or the offense is supported by adequate evidence.
- 二十一、 有其他相當於上列各款之情形者。
- XXI. Students who engage in similar wrongdoings or commit similar offenses mentioned above.

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。

Students who are imposed 1 minor demerit shall have 2.5 points deducted from their conduct score. Students who are imposed 2 minor demerits shall have 5 points deducted from their conduct score. Students who are imposed 3 minor demerits shall be regarded as being imposed 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：

Article 10 Under the following circumstances, students shall be imposed a major demerit or even more serious penalty:

- 一、 妨礙教職員或同學執行公務者。
- I. Students who hinder faculty, staff or other students from performing their official duties.
- 二、 擾亂校內公共秩序、教學、研究工作及學術活動，情節嚴重者。
- II. Students who commit major offenses disrupting public order, teaching, research, and academic activities on campus.
- 三、 管理公物未盡善良管理人之注意義務，致生毀損、滅失、短少，或管理公款有浮報、挪用之情事，情節嚴重者。
- III. Students who commit major offenses by failing to fulfill the duty of a good administrator in managing public property, leading to damage, loss, shortage, or misreporting or misappropriating of public funds.
- 四、 有竊盜、侵占、詐欺行為者。
- IV. Students who commit theft, embezzlement, or fraud.

- 五、 考試舞弊者。
V. Students who cheat in an examination.
- 六、 有毆人行為或互毆而情節較輕者。
VI. Students who commit minor offenses assaulting other or engaging in two-way altercation.
- 七、 為他人作不實之證明者。
VII. Students who provide false testimony.
- 八、 進入不正當娛樂場所，有損校譽者。
VIII. Students who visit unlawful entertainment establishments, thereby damaging the University's reputation.
- 九、 假借名義，擅自從事不正當活動者。
IX. Students who engage in unlawful acts under the guise of the University.
- 十、 故意損壞公物者。
X. Students who deliberately damage university property.
- 十一、 擅自塗改校內核發之有關證件者。
XI. Students who modify credentials issued by the University without permission.
- 十二、 於校內外有賭博行為者。
XII. Students who engage in acts of gambling inside or outside of campus.
- 十三、 違反教育部校園網路使用規範，情節重大者。
XIII. Students who commit major offenses violating campus network regulations prescribed by the Ministry of Education.
- 十四、 違反學術倫理，情節嚴重者。
XIV. Students who commit major offenses violating academic ethics.
- 十五、 違反智慧財產權相關法令規定有具體事實且情節重大者。
XV. Students who commit major offenses of intellectual property rights violations.
- 十六、 為強制猥褻之行為，經本校性別平等教育委員會查證屬實者。
XVI. Students who commit acts of forced obscenity which has been verified by the Gender Equity Education Committee.
- 十七、 對他人有性騷擾或性霸凌之行為，經本校性別平等教育委員會查證屬情節較重者。
XVII. Students who commit relatively serious offenses of sexual harassment or sexual abuse which has been verified by the Gender Equity Education Committee.
- 十八、 親密關係暴力行為，情節嚴重，且經法院核發有保護令或有具體事證者。
XVIII. Students who commit major offenses of acts of intimate partner violence, and are subjected to a court-issued protection order, or the offenses are supported by adequate evidence.
- 十九、 在校內儲存危險物或不法持有違禁物品者。
XIX. Students who retain hazardous materials or prohibited items on campus.
- 二十、 不法吸食、施打或持有毒品或其他麻醉藥品者。
XX. Students who engage in unlawful use or possession of drugs or other narcotics.
- 二十一、 有其他不正當行為相當於上列各項情形者。
XXI. Students who engage in similar wrongdoings or commit similar offenses mentioned above.

記大過一次者：扣操行總分七·五分。

Students who are imposed 1 major demerit shall get 7.5 points deducted from their conduct score.

第十一條 學生有下列各款情形之一者，予以定期察看：

Article 11 Under the following circumstances, students shall be put under probation:

- 一、 有竊盜、侵占、詐欺行為，情節嚴重者。

- I. Students who commit major offenses of theft, embezzlement, fraud.
二、擅自撕毀或塗改校內公用表冊文件者。
- II. Students who damage or modify the official documents of the University without permission.
三、故意污辱或惡意攻訐教職員工或同學者。
- III. Students who direct malicious insult or malicious slander against faculty and staff or other classmates.
四、要脅師長以求遂其意願者。
- IV. Students who threaten faculty members.
五、記滿兩大過兩小過者。
- V. Students who are imposed 2 major demerits and 2 minor demerits.
六、毆打他人致重傷者。
- VI. Students who assault other people and cause serious injury.
七、在寢室內燃燒物品，肇生火災者。
- VII. Students who burn objects in the dormitory and cause a fire.
八、嚴重危害學校安全秩序者。
- VIII. Students who seriously endanger campus safety and order.
九、酗酒滋事，違反紀律，有玷校譽者。
- IX. Students who create disturbance while intoxicated, committing disciplinary violations and damaging the University's reputation.
十、為強制性交或其他妨害性自主之行為，經本校性別平等教育委員會查證屬實或經法院判刑確定者。
- X. Students who commit rape or other offenses against sexual autonomy which have been verified by the Gender Equity Education Committee or convicted by a court.
十一、其他相當於上列各項情形者。
- XI. Students who engage in similar wrongdoings or commit offenses mentioned above.

定期察看者，操行成績概以六十分計。

Students who are imposed a penalty of probation shall receive a conduct score of 60.

第十二條 學生有下列各款情形之一者，予以退學。

Article 12 Under the following circumstances, students shall drop out:

- 一、故意觸犯刑事法律，經法院有罪判決確定或有事實足以認定，情節重大者。
I. Students who intentionally commit criminal offenses, and are convicted by a court or their offenses are supported by adequate evidence, amounting to major offenses.
- 二、所受處分累計滿大過三次者。
II. Students who are imposed 3 major demerits.
- 三、定期察看期間再受申誡以上之處分。
III. Students who are given penalty more serious than a reprimand during the probation period.
- 四、操行成績不及格六十分者。
IV. Students whose conduct score is under 60, which is a failing grade.
- 五、校內外考試時，有頂替情事，經查明屬實者。
V. Students who impersonate a candidate in an intramural or extramural examination and the wrongdoing is supported by adequate evidence.
- 六、依教務章則應予退學者。
VI. Students who shall drop out according to the University's academic regulations.
- 七、違反學術倫理，情節極為嚴重者。
VII. Students who commit highly serious offenses violating academic ethics.

第十三條 學生有下列情形之一者，予以開除學籍。

Article 13 Under the following circumstances, students shall be subjected to expulsion:

一、 辦理團體福利事宜，有貪污行為者。

I. Students who commit acts of corruption when handling matters concerning group welfare.

二、 參加犯罪組織或活動者。

II. Students who commit acts of organized crime.

三、 違法犯紀經法院明令判處徒刑確定而未獲緩刑者。

III. Students who are convicted by a court and fail to get a suspended sentence.

四、 依教務章則應予開除學籍者。

IV. Students who shall be subjected to expulsion according to the University's 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，依照學生獎懲處理程序辦理。

Article 14 Faculty members and the responsible departments may give suggestion to the handling of students' rewards and penalties but must do so by invoking the related clauses, and following the reward and penalty procedures.

第十五條 本校學生之獎懲處理程序，依下列規定處理：

Article 15 The reward and penalty procedures for students shall be handled as follows:

一、 嘉獎、記小功、申誡、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。

I. Faculty members and responsible departments that give suggestion on conferring a commendation or a minor merit, or imposing a reprimand or a minor demerit shall provide related documents for reference, which shall be handled by the Office of Student Affairs and the mentor in collaboration.

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。

II. The conferral of a major merit or rewards above a major merit, or the imposition of a major demerit or a penalty more serious than a major demerit shall be reviewed and passed by the Student Rewards and Penalties Committee, and approved by the President before an announcement is made on campus.

三、 學校獎懲委員會審議有關學生大功、大過以上獎懲時，應通知系所、主管、班級導師及有關人員列席；大過以上之懲處，應通知當事學生列席說明，給予學生陳述與申辯之機會。

III. When reviewing the conferral of a major merit or rewards above a major merit, or the imposition of a major demerit or a penalty more serious than a major demerit, the Student Rewards and Penalties Committee shall notify and invite related department heads, mentors, and personnel to attend the discussion. For imposing a major demerit or a penalty more serious than a major demerit, the student in question shall be notified and given the opportunity to explain and defend him/herself.

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。

IV. Decisions of penalties shall be documented in writing, clearly stating the decisions, facts, reasons, remedies, duration and the responsible department.

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。

V. When conferring a major merit or rewards above a major merit, or imposing a major demerit or a penalty more serious than a major demerit, the University shall notify the parents or legal guardians of the student in question.

第十六條 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 16 The disciplinary records of students shall not be deleted. However, students who are first-time offender of these Regulations and are not imposed a major demerit may apply for expunction of disciplinary record. The Directives Governing the Expunction of Student Disciplinary Records shall be formulated separately.

第十七條 休學學生復學後，其原有獎懲，乃屬有效。

Article 17 The reward and penalty records of students on suspension of studies are effective after re-enrollment.

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 These Regulations shall be implemented after being passed by the University Council Meeting and submitted to the Ministry of Education for reference. Any amendments hereto shall be processed accordingly.