

廣亞學校財團法人育達科技大學
Yu Da University of Science and Technology
學生獎懲辦法
Student merit and penalty regulations

中華民國 88 年 10 月 8 日八十八學年第一學期第一次校務會議通過
Approved by the 88 student years 1st semester university affairs meeting on October 8th, 1999
中華民國 89 年 5 月 10 日八十八學年第二學期第二次校務會議修正
Amended by the 88 student years 2st semester university affairs meeting on May 10th, 2000
中華民國 90 年 6 月 13 日八十九學年第二學期第二次校務會議修正
Amended by the 89 student years 2st semester university affairs meeting on Jun 13th, 2001
中華民國 92 年 7 月 2 日教育部台訓(二)字第 0920097967 號函核備
Approved by the Ministry of Education (Ref No.0920097967) on July 2th,2003
中華民國 93 年 4 月 8 日教育部台訓(二)字第 0930046940 號函核備
Approved by the Ministry of Education (Ref No.0930046940) on April 8th,2004
中華民國 95 年 11 月 8 日九十五學年度第一學期第一次學生事務委員會會議修正
Amended by the 95 student years 1st semester Student Affairs committee meeting on November 8th,2006
中華民國 96 年 9 月 13 日育亞(學務)字第 0960004561 號令發布
Approved by the YUDA (Student Affairs) (Ref No.0960004561) meeting on September 13th,2007
中華民國 98 年 7 月 30 日育亞(秘)字第 0980004306 號令發布
Approved by the YUDA (Secretary) (Ref No.0980004306) meeting on July 30th,2009
中華民國 99 年 7 月 13 日育亞(學務)字第 0990004858 號令發布
Approved by the YUDA (Student Affairs) (Ref No. 0990004858) meeting on July 13th,2010
中華民國 101 年 4 月 18 日一〇〇學年第四次(總第十五次)校務會議修正
Amended by the 100 student years university affairs meeting on April 18th, 2012
中華民國 101 年 4 月 26 日育亞(學務)字第 1010002835 號令發布
Approved by the YUDA (Student Affairs) (Ref No. 1010002835) meeting on April 26th,2012
中華民國 101 年 7 月 18 日一〇〇學年第六次(總第十七次)校務會議修正
Amended by the 100 student years university affairs meeting on July 18th, 2012
中華民國 101 年 8 月 14 日育亞(學務)字第 1010005240 號令發布
Approved by the YUDA (Student Affairs) (Ref No. 1010005240) meeting on August 14th,2012
中華民國 102 年 8 月 28 日一〇二學年第一次(總次第二十四次)校務會議修正
Amended by the 102 student years university affairs meeting on August 28th, 2013
中華民國 102 年 9 月 3 日育亞(秘)字第 1020005457 號令發布
Approved by the YUDA (Secretary) (Ref No. 1020005457) meeting on September 3th,2013
中華民國 104 年 7 月 23 日教育部臺教學(二)字第 1040098308 號函核備
Approved by the Ministry of Education (Ref No. 1040098308) on July 23th,2015
中華民國 106 年 11 月 1 日一〇六學年第一次(總次第四十二次)校務會議修正
Amended by the 106 student years university affairs meeting on November 1th,2017
中華民國 106 年 11 月 2 日育亞(秘)字第 1060010015 號令發布
Approved by the YUDA (Secretary) (Ref No. 1060010015) meeting on November 2th,2017
中華民國 106 年 11 月 13 日教育部臺教學(二)字第 1060164408 號函核備
Approved by the Ministry of Education (Ref No. 1060164408) on November 13th,2017

第一條 廣亞學校財團法人育達科技大學（以下簡稱本校）為處理學生獎懲事宜，依據大學法第三十二條，訂定本辦法。

Article 1 YUDA University establishes these Student Award and Penalty Regulations in accordance with University Law Article 32.

第二條 學生之獎勵分為：嘉獎、小功、大功、其它獎勵等四種。學生之懲罰分為：申誡、小過、大過、留校定期察看、退學、開除學籍等六種。

Article 2 Regulation stipulates 4 categories of awards including Honorary Merit, Minor Merit, Major Merit, Certificate.

Regulation stipulates 6 categories of penalties including Warning, Minor Demerit, Major Demerit, Parole, Expulsion and Stripping of academic standing

第三條 學生個人獎懲紀錄，記嘉獎三次視同記小功一次；記小功三次視同記大功一次；記申誡三次視同記小過一次；記小過三次視同記大過一次；後功可抵前過，懲處部分視需要得實施愛校服務折抵，但大功、大過（含）以上獎懲須提經學生獎懲委員會議通過後辦理之。

Article 3 Awards and penalties add up according to the following formula: three Honorary merit equal one Minor merit, three Minor merit equal one Major merit; three Warning equal one Minor Demerit , three Minor demerit equal one Major demerit; Merit equal Demerit, As for the penalty are required to campus service to mortgage, Major merit and Major demerit or higher merits will only approved by the Student Reward and Punishment Review Committee .

第四條 有下列情形之一者，得記嘉獎一至二次：

- 一、服務公勤熱心努力。
- 二、參與校內、外各種比賽成績優良。
- 三、表現良好，經師長肯定。
- 四、參加各社團及課外活動成績優良。
- 五、辦理、參與各項活動表現優異。
- 六、拾物或拾金不昧，其價值較低。
- 七、其他相當於上列各款情形。

Article 4 Under the following circumstances, students are awarded one or two commendations;

1. Student who have ample evidence to show their warm heart and spirit to help others.
2. Students who perform well in off-campus competitions.
3. Good attitude award by teachers.
4. Students who perform well in Extracurricular activities or clubs.
5. Students who perform well in holding club event or participating in any

activities

6. not to pocket the money one has picked up
7. Students who have similar good deeds as above.

- 第五條 學生有下列情形之一者，得記小功一至二次：
- 一、代表本校參加地區性比賽遵守團隊精神獲得前三名。
 - 二、代表本校參加全國性比賽遵守團隊精神獲得第二至第六名。
 - 三、參加校內、外各種比賽成績特優。
 - 四、參加校內社團評鑑經評列優等或甲等。
 - 五、擔任社團、班級幹部服務熱忱，表現優良。
 - 六、主辦全校性或校際活動績效卓著。
 - 七、拾物或拾金不昧，其價值較貴重。
 - 八、保護公物，使學校財物免受重大損害。
 - 九、其他相當上列各款優良事實。

- Article 5 Under the following circumstances, students are awarded one or two minor merit;
1. Students who place in the top three in any school Regional competition
 2. Students who place in between second to sixth in any school national level competition.
 3. Students who perform well in off-campus competitions.
 4. Students who take part in club event and receive a high evaluation.
 5. Serving as class or club officers demonstrating remarkable performance.
 6. Holding inter-school or university-wide competitions obtain outstanding result.
 7. not to pocket the money one has picked up.
 8. Students who take care of public property, keep public property from damage.
 9. Students who have similar good deeds as above.

- 第六條 學生有下列情形之一者，得記大功一次：
- 一、代表本校參加全國性比賽遵守團隊精神獲得冠軍。
 - 二、參加國際性比賽表現優異。
 - 三、擔任學校幹部績效特優。
 - 四、對學校、社會有重大貢獻。
 - 五、見義勇為、冒險犯難、捨己救人，堪為同學楷模。
 - 六、其他相當上列各款之優良事實。
- 學生有符合前項各款特殊優良事跡者，得併頒獎狀或獎牌。

- Article 6 Under the following circumstances, students are awarded one major merit;
1. Students who represent the University in international competition in 1st place.
 2. Students who represent the University obtain outstanding result.
 3. Students who serve as school officers and perform well.
 4. Students who have made special contributions to the school and society.
 5. Students who are adventurous, courageous and worthy examples for other

people.

6. not to pocket the money one has picked up.

- 第七條 學生有下列情形之一者，得記申誡一至二次：
- 一、住宿生違反宿舍規則不聽輔導人員規勸。
 - 二、住宿生擅自留宿非住宿生，或非住宿生擅自留宿宿舍。
 - 三、亂丟菸頭、果皮、垃圾等有礙環境整潔，情節較輕者。
 - 四、不守校規經勸阻無效。
 - 五、無故不參加重大集會。
 - 六、不遵守校內各種場地、教室使用規定。
 - 七、不愛惜公物或擅自移動公物。
 - 八、擅自張貼宣導文件於校內未經許可之處。
 - 九、其他相當上列各款之事實。

- Article 7 Under the following circumstances, students are given one or two Warning ;
1. Students who don't listen to counselor and breaking the dorm rules.
 2. Students who reside in the dorm without applying or reside in the dorm under residents' names.
 3. Students who littering everywhere.
 4. Students who do not following the University regulations.
 5. Students who do not attend meetings or events.
 6. Students who use the class room or school property and not following the usage instructions.
 7. Students who do not take care of public property and removing the public property without permission.
 8. Students who posting bulletins or documents without any permission.
 9. Students who have similar misbehaviors as above.

- 第八條 學生有下列情形之一者，得記小過一至二次：
- 一、有下列情形之一，情節較輕者：
 - (一)侮辱或惡意攻訐教職員工或同學。
 - (二)盜用或破壞公物。
 - (三)有對他人猥褻及公然暴露或其他妨害風化。
 - (四)違反網路使用規範及侵害智慧財產權。
 - (五)對他人性騷擾、性霸凌，經性別平等教育委員會為成立之決議者。
 - (六)管理公物未盡責，致損壞、滅失或減少。
 - (七)擾亂正常教學及生活，破壞安寧。
 - (八)毆人或與人互毆。
 - (九)不遵守考場規則。
 - (十)在教室、宿舍及非指定區吸菸，或有賭博等行為。
 - (十一)無故侵入他人研究室、寢室，或擅自使用他人物品(含電腦資料)

(十二)行為影響公共安全。

(十三)任意撕毀學校公告。

二、未經核准，駕駛汽、機車闖入校園。

三、住宿生擅自留宿異性，或擅自留宿於異性宿舍者。

四、違反校內公共規範，擾亂團體秩序。

五、在校內私裝電器用品、爐具或未經核准擅自生火。

六、助長同學間之糾紛或鬥毆。

七、其他相當於上列各款之情事。

Article 8

Under the following circumstances, students are given one or two Minor demerit ;

1. Under the following circumstances

1. Students who are disrespectful to classmate or teachers.
2. Students who use without any permission or destroy the public property.
3. Students who commit compulsory indecency.
4. Students who commit major transgressions by violating intellectual property rights.
5. Students who commit major transgressions by sexually abusing or harassing other people.
6. students do not fulfill the responsibilities of taking care of public property.
7. Students who disrupt public order and cause unrest.
8. Students who commit minor transgressions by beating up or fighting with other people.
9. Students who not following the examination rules.
10. Students who smoke in the non-smoking area.
11. Students who break into faculty offices or dormitory and using other stuff.
12. Students who caused campus public safety.
13. Students who destroy bulletins or documents.
2. Students who drive cars and motorcycles and without any permissions.
3. Students who go into dormitory of opposite sex without the school's permission.
4. Students who disrupt public order.
5. Students who illegal install electronics or appliances and without any permission.
6. Students who involve disputes or fights between classmates.
7. Students who have similar misbehaviors as above.

第九條

學生有下列情形之一者，得記大過一至二次：

一、有下列情形，情節較重者：

(一)侮辱或惡意攻訐教職員工或同學。

- (二)盜用或破壞公物。
 - (三)有對他人猥褻及公然暴露或其他妨害風化。
 - (四)違反網路使用規範及侵害智慧財產權。
 - (五)對他人妨害性自主及對他人性騷擾、性霸凌，經性別平等教育委員會為成立之決議者。
 - (六)管理公物未盡責，以致損壞、滅失或減少。
 - (七)擾亂正常教學及生活，破壞安寧。
 - (八)毆人或與人互毆。
 - (九)不遵守考場規則，有參與考試舞弊行為。
 - (十)在教室、宿舍及非指定區吸菸，或有賭博等行為。
 - (十一)無故侵入他人研究室、寢室，或擅自使用他人物品(含電腦資料)。
 - (十二)行為影響公共安全。
 - (十三)任意撕毀學校公告。
- 二、假借、塗改、偽造他人證件。
 - 三、在校內儲存危險物品或非法持有違禁品。
 - 四、犯偷竊行為情節較輕者。
 - 五、擅自篡改成績、學籍等相關資料，情節較輕者。
 - 六、濫用藥物不受勒戒斷癮。
 - 七、其他相當上列各款之事實。

Article 9

Under the following circumstances, students are given one or two Major demerit ;

1. Under the following circumstances

- 1.Students who are disrespectful to classmate or teachers.
- 2.Students who use without any permission or destroy the public property.
- 3.Students who commit compulsory indecency.
- 4.Students who commit major transgressions by violating intellectual property rights.
- 5. Students who commit major transgressions by sexually abusing or harassing other people.
- 6. students do not fulfill the responsibilities of taking care of public property.
- 7. Students who disrupt public order and cause unrest.
- 8.Students who commit minor transgressions by beating up or fighting with other people.
- 9.Students who not following the examination rules.
- 10. Students who smoke in the non-smoking area.
- 11. Students who break into faculty offices or dormitory and using other stuff.
- 12.Students who caused campus public safety.
- 13.Students who destroy bulletins or documents.

- 2. Students who use fake documents or modify credentials issued by the school.
- 3. Students who have an illegal weapon or dangerous item
- 4. Students who commit stealing.

5. Students who attempt to change the grade or student status.
6. Students who keep using drugs.
7. Students who have similar misbehaviors as above.

第十條 學生有下列情形之一者，得留校定期察看：

- 一、觸犯法律，經學校或法院查證屬實，情節較輕。
- 二、非法吸食、施打或持有毒品。
- 三、偷竊、貪污或侵占公物。
- 四、其他相當於上列各款之事項。

Article 10 Under the following circumstances, students are given an observation:

1. Students who break the law.
2. Students who using drugs.
3. Students who are stealing or corrupting
4. Students who have similar misbehaviors as above.

第十一條 學生有下列情形之一者，得退學：

- 一、留校定期查看期間再受記過處分。
- 二、在學期間功過相抵後滿三大過。
- 三、學期操行成績低於六十分。
- 四、有偷竊、貪污或侵占行為，情節重大破壞校譽。
- 五、嚴重傷人、強暴或以暴力破壞校園安全。
- 六、託他人代考或冒名代考。
- 七、對他人性侵害，經性別平等教育委員會為成立之決議者。
- 八、觸犯法律，經學校或法院查證屬實，情節較重者。
- 九、經本校學生獎懲委員會議決議必須辦理退學者。

Article 11 Under the following circumstances, students are given expulsions:

1. Students who break the regulations while in observation
2. Students who have accumulated three major demerits.
3. Students who conduct evaluation below sixty.
4. Students who commit offence of corruption or offence
5. Students who commit Offense if Homicide or Offence of Rape
6. Students proven to have been involved in the taking of an exam for another student under a false identity.
7. Students who commit rape crime.
8. Students who commit very serious transgressions involving penal law, and who have been sentenced by the court or verified by the school.
9. Students who expulsions by the Student Reward and Punishment Review Committee

第十二條 學生有下列情形之一者，得開除學籍：

- 一、考試舞弊情節嚴重。

二、偽造學生入學註冊時所繳交之各項證件。

三、行為不檢違反國家法令，情節嚴重。

Article 12 Under the following circumstances, students are stripped of academic standing:

1. Students who commit serious cheating.

2. Students who handing the fake documents.

3. Students who break the National decree.

第十三條 學生曾受處分，於一年內再犯過錯者，得加重處分。

Article13 Repeat offenders in the same year will be given harsher penalties.

第十四條 學生於其個人處分之過程中，提供不實證據或資料，得加重其處分。

Article14 Students who perform as false witness.

第十五條 學生觸犯校規主動向學校自首者，應減輕處分。

Article15 Students who break the rules and turn himself to university will be given lighter penalties.

第十六條 學生個人行為之懲罰，除依照本辦法所列標準處罰外，得審酌學生人格特質、身心健康、家庭因素、行為動機與平時表現等，採取下列措施：

一、勸導改過口頭糾正。

二、要求道歉或寫悔過書。

三、扣減學生操行成績。

四、要求賠償所損害之公物或他人物品。

五、其他適當措施。

前項措施於必要時，教師除通知家長或監護人外，得請學生事務處學輔中心或其他單位協助輔導。

Article16 Penalties may be increased or reduced based on the personality Characteristics, physical and mental health, family factors, behavioral motivation and routine performance, etc., take the following measures

1. Students who Persuaded to change.

2. Students who ask for a apologies or Penitence letter.

3. Decrease students the conduct of evaluation.

4. Students who compensate for the damage of the property.

5. Other appropriate measures

not only teachers are required to attempt but also Guardianship, on the other hand, .students need to go to the counseling office or units concerned ask for help.

第十七條 學生獎懲處理程序如下：

一、學生有功過事實經相關人提供資料予學生事務處，由學生事務處會同該生之導師及該系主管查明簽辦，必要時得請輔導中心老師協助處理。

二、學生有功、過以上之獎懲時，學校應以書面通知其家長或監護人。

三、嘉獎、小功、申誡、小過由學生事務長核定；學生受大功、大過以上之懲，須經學生獎懲委員會議通過後陳校長核准，開會時得通知該生及相關人員列席說明。

- Article 17 The award and penalty procedures should be handled as follows:
1. Students who have made meritorious deeds will be provided with information to the Student Affairs Office. The Student Affairs Office will work with the homeroom teacher and the head of the department to find out and sign the case. If necessary, please ask the guidance center for assistance.
 2. The Office of Student Affairs will notify in writing the parents or legal guardians of students who are penalized.
 3. Merit or penalties such as honorable, minor merits, minor demerits, and warnings will be processed by the Office of Student Affairs. Major demerits or Major merit and the other more higher penalties and merits will be discussed and approved in an Office of Student Affairs conference and then sent to the president to be approved, signed, and announced.
- 第十八條 學生對學校有關其個人之懲罰措施，認為違法或不當致損害其權益者，得依本校學生申訴評議委員會組織及評議辦法之規定提出申訴。
- Article 18 Students who find any of these provisions contrary to law or infringing upon their personal rights may follow the school's Appeal Regulations and submit an appeal to the Student Appeal Review Committee.
- 第十九條 有關宿舍管理之獎懲除本辦法規定外得依本校學生宿舍管理規則辦理。
The case of dormitory rules will be handled by the dormitory janitor in accordance with the school's dormitory rules as well as other related rules.
- 第二十條 本辦法經校務會議通過後自發布日施行，並報教育部備查，修正時亦同。
- Article 20 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.