

長榮大學校園霸凌防制規定

Chang Jung Christian University Campus Bullying Prevention Regulations

108.09.30 108 學年第一學期期初校務會議通過

Approved on September 30, 2019 by the beginning-of-semester University Affairs Meeting of 2019 Academic Year Semester 1.

第一章 總則

Chapter I General Provisions

第 1 條 本規定依教育基本法第8條第2項及校園霸凌防制準則第 24 條訂定之。

Article I The Regulations are formulated in accordance with Article VIII Paragraph 2 of the Educational Fundamental Act and Article XXIV of the Campus Bullying Prevention Guidelines.

第 2 條 為明確律定全體教職員生之相關權責及處理程序，期使有效防制校園霸凌事件，增進友善校園。

Article II The relevant authorities, responsibilities and handling procedures for all faculty, staff and students are clearly stipulated to ensure effective prevention of campus bullying and promote a friendly campus.

第二章 校園安全規劃

Chapter II Campus Safety Planning

第 3 條 成立防制校園霸凌因應小組，由校長擔任召集人、副校長及學務長擔任副召集人，因應小組包括諮商中心主任、軍訓室主任、生活輔導組組長、系輔導老師、系輔導教官(含校安人員)、導師、家長代表及學生代表，並得視需要邀請具霸凌防制意識之專業輔導人員、性平委員、法律專業人員、警政、衛生福利、法務等機關代表，共同負責防制校園霸凌工作之推動與執行。

Article III A campus bullying prevention response team is set up. The team comprises the President as the team convener, the Vice-President and Dean of Student Affairs as the deputy conveners, and the director of the Counseling Center, the director of the Military Training Room, the section chief of the Student Life and Residential Services Section, department teacher counselors, department military instructors (including campus security), teacher counselors, parent representatives and student representatives. Professional counselors with knowledge of bullying prevention, members of the Gender Equality Education Committee, legal experts, and representatives from the police administration, the Ministry of Health and Welfare and judicial agencies may be invited as necessary to jointly promote and implement campus bullying prevention.

第 4 條 建立校園危險地圖，由校安中心負責繪製，公布於學務處網頁內，定期檢討修正；另每日除請總務處警衛班加強巡查外，並不定期由輔導教官(含校安人員)、宿舍管理員針對校園

易霸凌地區加強巡查，巡查情形應詳載於值勤紀錄本。

Article IV A campus danger map shall be constructed by the Campus Security Center, posted on the website of the Office of Student Affairs and regularly reviewed and revised. In addition to strengthening daily patrol by the security team of the Office of General Affairs, military instructors (including campus security) and dormitory managers shall also strengthen patrol in campus areas that are vulnerable to bullying from time to time. Patrols shall be detailed in the duty logbooks.

第三章 校內外教學及人際互動應注意事項

Chapter III Attention to teaching activities and interpersonal interactions on and off-campus

第 5 條 教職員工生於進行校內外教學活動、執行職務及人際互動時，應發揮樂於助人、相互尊重之品德，校園霸凌防制應由班級同儕間、師生間、親師間、班際間及校際間共同合作處理。

Article V When engaging in on and off-campus teaching activities, official duties and interpersonal interactions, faculty and staff should exhibit willingness to help others and mutual respect. Campus bullying prevention should be cooperatively practiced between classmates, teachers and students, teachers and teachers, classes and schools.

第 6 條 教師應透過平日教學過程，鼓勵及教導學生如何理性溝通、積極助人及處理人際關係，以培養其責任感、道德心、樂於助人及自尊尊人之處事態度。
學校及家長應協助學生學習建立自我形象，真實面對自己，並積極正向思考。

Article VI During the course of their regular teaching, teachers shall encourage and teach students to communicate rationally, help others and manage interpersonal relationships so as to cultivate their sense of responsibility, morality, helpfulness and self-respect. Schools and parents should help students learn to build their self-image, face themselves honestly and think positively.

第 7 條 對被霸凌人及曾有霸凌行為或有該傾向之學生應積極提供協助、主動輔導及就學生學習狀況、人際關係與家庭生活，進行深入了解及關懷。

Article VII Those who are bullied and those with previous bullying behavior or tendency shall be actively helped and counseled. Further understanding and concern shall be given to their learning status, interpersonal relationships and family life.

第 8 條 教師應啟發學生同儕間正義感、榮譽心、相互幫助、關懷、照顧之品德及同理心，以消弭校園霸凌行為之產生。
主動關懷及調查學生被霸凌情形，評估行為類別、屬性及其嚴重程度，依權責進行輔導，必要時送防制校園霸凌因應小組確認。

Article VIII Teachers shall inspire in their students a character of justice, honor, mutual helpfulness, concern and care, and empathy to eliminate the occurrence of campus bullying.

They shall take the initiative to care about and investigate incidents of bullying, assess the form, nature and severity of the incident, and provide guidance in accordance with their duties. If necessary, they shall refer incidents to the campus bullying prevention response team for verification.

第四章 校園霸凌防制之政策宣示

Chapter IV Campus bullying prevention policy announcement

- 第 9 條 為防制校園霸凌，應將校園霸凌防制納入校園安全規劃，採取下列措施改善校園危險空間：
- Article IX To prevent campus bullying, campus bullying prevention shall be incorporated into campus security plans and shall adopt the following measures to improve dangerous areas on campus:
- 一、依空間配置、管理與保全、標示系統、求救系統與安全路線、照明與空間穿透性及其他空間安全要素等，定期檢討校園空間與設施之規劃與使用情形及檢視校園整體安全。
 1. Regularly review the layout and use of campus space and facilities according to their distribution, management and security, sign systems, emergency call systems and safety routes, lighting and penetrability, and other space safety elements, and evaluate overall campus safety.
 - 二、校安中心紀錄校園內曾經發生校園霸凌事件之空間，併依實際需要繪製校園危險地圖。
 2. The Campus Security Center shall keep records of areas where campus bullying has occurred and accordingly construct a map of dangerous campus areas as needed.

- 第 10 條 學生法治教育、品德教育、人權教育、生命教育、性別平等教育、資訊倫理教育、偏差行為防制及被害預防宣導落實實施，奠定防制校園霸凌之基礎。
- Article X Implement law education, moral education, human rights education, life education, gender equality education, information ethics education, prevention of misconduct, and prevention of victimization to lay the foundation for preventing campus bullying.

- 第 11 條 每學期定期辦理相關之在職進修活動，或結合校務會議、學務會議或教師進修研習時間，強化教職員工防制校園霸凌之知能及處理能力。
- Article XI Conduct relevant on-the-job training every semester, or in conjunction with University Affairs Meetings, Student Affairs Meetings or teacher training to strengthen the campus bullying prevention competence of faculty and staff.

第五章 校園霸凌之界定、樣態及通報權責

Chapter V Definition and forms of campus bullying, and reporting obligation.

- 第 12 條 校園霸凌之界定、樣態：
- Article XII Definition and forms of campus bullying:

一、霸凌：指個人或集體持續以言語、文字、圖畫、符號、肢體動作或其他方式，直接或間接對他人為貶抑、排擠、欺負、騷擾或戲弄等行為，使他人處於具有敵意或不友善之校園學習環境，或難以抗拒，產生精神上、生理上或財產上之損害，或影響正常學習活動之進行。

1. Bullying: Refers to individuals or groups repeatedly using speech, text, pictures, symbols, physical actions or other means to directly or indirectly degrade, exclude, coerce, harass or tease another person, forcing him or her into a hostile or unfriendly campus learning environment or overwhelming mental, physical or property loss, or undermining his or her normal learning activities.

二、校園霸凌：指相同或不同學校學生與學生間，於校園內、外所發生之霸凌行為。

2. Campus bullying: Refers to on or off-campus bullying behavior between students in the same school or different schools.

三、學生：指各級學校具有學籍、接受進修推廣教育者或交換學生。

有關前項之霸凌，構成性別平等教育法第二條第一項第五款所稱性霸凌者，依該法規定處理。

3. Students: Refers to those with any student status at a school, those in continuous education classes or exchange students.

The aforementioned bullying in the preceding paragraph constitutes sexual bullying as referred to in Article II Paragraph 1 Subparagraph 5 of the Gender Equity Education Act and shall be dealt with in accordance with the provisions of the Act,

第 13 條 防制校園霸凌通報權責：

Article XIII Reporting duty and responsibility for preventing school bullying:

一、導師、任課教師或學校其他人員知有疑似校園霸凌事件及學校確認成立校園霸凌事件時，均應立即依本規定向學務處通報，由生活輔導組依校園安全及災害事件通報作業要點等相關規定，向社政、教育主管機關通報，至遲不得超過24小時。

1. When teacher counselors, course teachers or other school personnel become aware of suspected campus bullying incident and when the school has verified the incident, they shall immediately report it to the Office of Student Affairs in accordance with the Regulations. The Student Life and Residential Services Section shall report incidents to competent social affairs and educational authorities within 24 hours in accordance with the Campus Security and Disaster Reporting Regulations.

二、疑似發生霸凌個案，經防制霸凌因應小組會議確認，符合霸凌要件，除依校安通報系統通報外，並成立輔導小組。輔導小組應就霸凌者、受凌者、旁觀者擬訂輔導計畫，明列輔導內容、分工、期程等，並將紀錄留校備查。

2. Once suspected bullying cases are verified by the bullying prevention response team meeting and meet the criteria for bullying, a guidance team shall be set up in addition to notifying the campus security reporting system. The guidance team shall formulate guidance plans for the

bully, the victim and the bystander. The plans shall clearly state the guidance content, division of labor and schedule, and records shall be filed with the school for future reference.

三、若霸凌行為屬情節嚴重之個案，立即通報警政單位協處，並向司法機關請求協助。

3. Severe bullying shall be immediately reported to the police for handling, and referred to judicial agencies for assistance.

第六章 校園霸凌之調查及處理程序

Chapter VI Investigation and handling procedure for campus bullying

第 14 條 疑似校園霸凌事件之被霸凌人或其法定代理人(以下簡稱申請人)，得向行為人於行為發生時所屬之學校(以下簡稱調查學校)申請調查。

Article XIV Bullied persons or their legal representative (hereinafter referred to as the applicant) of suspected campus bullying incidents may apply to the school of their affiliation (hereinafter referred to as the investigating school) for investigation.

第 15 條 本校接獲疑似校園霸凌事件後，應於 3 日內召開防制校園霸凌因應小組會議，開始處理程序，並於受理申請之次日起 2 個月內處理完畢，以書面通知申請人調查及處理結果，並告知不服之救濟程序。

Article XV Upon notified of the suspected campus bullying, the investigating school shall convene a campus bullying prevention response team meeting within 3 days to begin processing the case. The processing shall be completed within 2 months of the day after the application date. Applicants shall be notified in writing of investigation outcome, and informed of the appeal procedure in case of objection.

第 16 條 接獲非本校疑似校園霸凌事件時，除依規定通報外，應於 3 日內將事件移送調查學校處理，並通知當事人，若行為人分屬不同學校者，以先受理申請調查或檢舉之學校負責調查，相關學校應派代表參與調查。

Article XVI In addition to legally required notification, upon knowledge of campus bullying that did not occur in the University, the incident shall be referred to the investigating school for handling within 3 days of the notification. The parties involved shall also be notified, If the perpetrator is not from the same school as the victim, investigation shall first be conducted into the application or report made by the school, and the corresponding school shall send representatives to participate in the investigation.

第 17 條 校園霸凌事件之申請人或檢舉人得以言詞、書面或電子郵件申請調查或檢舉；以言詞或電子郵件為之者應作成紀錄，經向申請人或檢舉人朗讀或使其閱覽，確認其內容無誤後，由其簽名或蓋章；申請人或檢舉人拒絕簽名、蓋章或未具真實姓名者，除知悉有霸凌情事者外，得不予受理。

Article XVII Applicants or reporting persons of campus bullying incidents may apply for investigation or report verbally, or via written text or email. Verbal or email communications shall be

transcribed and read to or read by the applicants or reporting persons to verify accuracy, and signed or stamped with their personal seal. If applicants or reporting persons refuse to sign, stamp or provide their real names, the case shall only be regarded as a knowledge of the incident but shall not be processed.

第 18 條 前條書面或依言詞、電子郵件作成之紀錄，應載明下列事項：

Article XVIII The records of the preceding written, spoken or email reports shall clearly state the following:

- 一、申請人或檢舉人姓名、身分證明文件字號、服務或就學之單位與職稱、住居所、聯絡電話及申請調查日期。
 - I. Name of the applicant or reporting person, National ID number, place of service or study and position, residence address, telephone number and date of application for investigation.
- 二、申請人申請調查者，應載明被霸凌人之就讀學校、班級。
 2. Applicants applying for investigation shall clearly indicate the school and class attended by the bullied person.
- 三、申請人委任代理人代為申請調查者，應檢附委任書，並載明申請人及受委任人姓名、身分證明文件字號、住居所、聯絡電話。
 3. Applicants who appoint representatives to apply for investigation on their behalf shall attach a letter of authorization stating the name, National ID number, residence address and telephone number of the applicant and the representative.
- 四、申請調查或檢舉之事實內容，如有相關證據，亦應記載或附卷。
 4. Note or attach any relevant evidence, if any, to support the content of the investigation application.

第 19 條 調查處理校園霸凌事件時，應依下列方式辦理：

Article XIX Investigation of campus bullying incidents shall be conducted as follow:

- 一、調查時應給予雙方當事人陳述意見之機會；當事人為未成年者，得由法定代理人陪同。
 1. Both parties shall be given the opportunity to present their opinions during the investigation; if the parties are minors, they shall be accompanied by their legal representatives.
- 二、避免行為人與被霸凌人對質，但基於教育及輔導上之必要，經防制校園霸凌因應小組徵得雙方當事人及法定代理人同意，且無不對等之情形者，不在此限。
 2. Avoid confrontation between the perpetrator and the bullied person unless necessary for educational and guidance purposes, and with consent obtained by the campus bullying prevention team from both parties or their legal representatives.
- 三、基於調查之必要，得於不違反保密義務之範圍內作成書面資料，交由行為人、被霸凌人或受邀協助調查之人閱覽或告以要旨。
 3. Based on the necessity of the investigation, written information shall be prepared within the scope of confidentiality, and read by or summarized for the perpetrator, the bullied person or persons assisting with the investigation.
- 四、當事人、檢舉人、證人或協助調查人之姓名及其他足以辨識身分之資料，應予保密。

但基於調查之必要或公共利益之考量者，不在此限。

4. The names and other identifying information of the parties, the reporting persons, the witnesses and persons assisting with the investigation shall be kept confidential unless otherwise necessary for public interest.

五、申請人撤回申請調查時，為釐清相關法律責任，得經主管機關、防制校園霸凌因應小組決議，或經行為人請求，繼續調查處理。

5. Applications to withdraw investigation shall be decided by the competent authorities and the campus bullying prevention team in order to clarify relevant legal responsibilities. Investigation may continue at the request of the perpetrator.

第 20 條 校園霸凌事件調查處理過程中，為保障行為人及被霸凌人(以下簡稱當事人)之學習權、受教育權、身體自主權及人格發展權，必要時得為下列處置：

Article XX To protect the right to study, education, physical autonomy and personality development of the perpetrator and bullied person (hereinafter referred to as the parties) during the course of campus bullying investigation, the following actions may be taken if necessary:

一、彈性處理當事人之出缺勤紀錄或成績評量，並積極協助其課業，得不受請假、學生成績評量相關規定之限制。

1. Flexibly handle the attendance or performance assessment of the parties, and actively provide academic assistance so that they may not be subject to leave and student performance regulations.

二、尊重被霸凌人之意願，減低當事人雙方互動之機會；情節嚴重者，得施予抽離或個別教學、輔導。

2. Respect the wishes of the bullied person and reduce the chance of mutual interaction between the parties. In serious cases, the parties may be separated or given individual academic teaching and guidance.

三、避免行為人及其他關係人之報復情事。

3. Prevent retaliation between perpetrators and other related parties.

四、預防、減低或杜絕行為人再犯。

4. Prevent, reduce or eliminate re-occurrence.

五、其他必要之處置。

5. Other necessary actions.

第 21 條 當事人非屬本校之學生時應通知當事人所屬學校，依規定處理。前條必要之處置，應經防制校園霸凌因應小組決議通過後執行。

Article XXI When the parties are not students of the University, the schools to which the parties belong to shall be notified in accordance with regulations. The necessary handling of provisions in the preceding article shall be implemented upon resolution by the campus bullying prevention response team.

第 22 條 防制校園霸凌因應小組之調查處理，不受該事件司法程序是否進行及處理結果之影響，調查程序不因行為人喪失原身分而中止。

Article XXII The investigation of the campus bullying prevention response team shall not be subject to whether the incident is in judicial process or to its outcome. The investigation procedure shall not be suspended by the loss of the original identity of the perpetrators.

第 23 條 行為人及其法定代理人，應配合調查程序及處置。調查程序中遇被霸凌人不願配合調查時，應提供必要之輔導或協助。

Article XXIII Perpetrators and their legal representatives shall cooperate with the investigation procedure and handling. Bullied persons who are unwilling to cooperate with the investigation shall be provided with necessary guidance or assistance.

第 24 條 調查後確認成立校園霸凌事件者，立即啟動霸凌輔導機制，成立輔導小組，成員包括導師、學務人員、輔導教師、家長、或視個案需要請專業輔導人員、性平委員等，並持續輔導行為人改善；行為人非屬本校學生時應將調查報告、輔導或懲處建議，移送行為人現所屬學校處理。

Article XXIV When campus bullying incidents are confirmed by investigation, the bullying guidance mechanism shall immediately begin. A guidance team shall be set up, with members comprising mentor, student affairs staff, teacher counselors, parents, professional counselors if needed, and members of the Gender Equality Education Committee. Perpetrators shall be provided with consistent character guidance. If perpetrators are not students of the University, the investigation report and recommendations for guidance or punishment shall be transferred to the school the perpetrators are affiliated with for handling.

第 25 條 前條輔導機制，應就當事人及其他關係人，召開輔導會議訂定輔導計畫，明列懲處建議或本規定第 20 條之必要處置、輔導內容、分工、期程，完備輔導紀錄，並定期評估是否改善。

Article XXV In the guidance mechanism in the preceding article, a guidance meeting shall be convened to set up a guidance plan for the parties and other related parties. The plan shall clearly set out punishment recommendations or necessary tasks stipulated in Article XX of the Regulations, and the guidance content, division of labor and schedule. Comprehensive guidance records shall be kept and improvement assessment regularly conducted.

第 26 條 當事人經定期評估未獲改善者，得於徵求法定代理人同意後，轉介專業諮商、醫療機構實施矯正、治療及輔導，或商請社政機關(構)輔導安置。

Article XXVI Parties who show no improvement in the regular assessments shall be referred to professional counselors or medical institutions for correction, treatment and counseling or to social agencies(organizations) for guidance and placement upon the consent of their legal representatives.

第 27 條 確認成立校園霸凌事件後，應依霸凌事件成因，檢討相關環境及教育措施，立即進行改善，並針對當事人之教師提供輔導資源協助；確認不成立者，除提學生獎懲委員會討論，明列懲處建議外，仍應依教育部之「教師輔導與管教學生辦法須知」，進行輔導管教。

Article XXVII For opened campus bullying cases, relevant environmental and educational measures shall be reviewed based on the cause of the bullying incident. Immediate improvements shall be implemented, and guidance resources and assistance shall be made available to the teachers of the parties. For cases that are not opened, in addition to referring to the Student Awards and Demerit Committee for discussion and punishment recommendations, guidance and disciplinary actions shall be implemented in accordance with the Ministry of Education's Guidelines for Teachers Giving Guidance and Disciplining Students.

第 28 條 校園霸凌事件情節嚴重者應即請求警政、社政機關(構)或檢察機關協助，並依社會秩序維護法或其他相關規定處理。

Article XXVIII Assistance from the police, social agencies (organizations) and judicial agencies shall be immediately requested for serious incidents of campus bullying, and handled in accordance with the Social Order Maintenance Act and other relevant regulations.

第七章 校園霸凌之申復及救濟程序

Chapter VII Claims and relief procedures for campus bullying incidents

第 29 條 調查及處理結果以書面通知申請人及行為人時，應一併提供調查報告，並告知不服之申復方式及期限。

Article XXIX Applicants and perpetrators shall be notified of the investigation and processing outcome in writing. They shall also be given a copy of the investigation report and appeal method and deadline in case of objection.

第 30 條 申請人或行為人對調查及處理結果不服者，得於收到書面通知次日起20日內，以書面具明理由向學務處申復；其以言詞為之者應作成紀錄，經向申請人或行為人朗讀或使閱覽，確認其內容無誤後，由其簽名或蓋章。

Article XXX Applicants or perpetrators who object to the outcome of the investigation and processing may submit a written appeal to the Office of Student Affairs with clear statement of their reasons within 20 days of receiving the written notification. Verbal appeals shall be transcribed, and read by or read to the applicant or perpetrator to verify accuracy, then signed or stamped with their personal seal.

第 31 條 受理申復後，應交由防制校園霸凌因應小組於 30 日內作成附理由之決定，以書面通知申復人申復結果。

Article XXXI The appeal shall be submitted to the campus bullying prevention team, which shall then provide their reasons and decision within 30 days and notify the applicant of the appeal outcome in writing.

第 32 條 當事人對於處理校園霸凌事件之申復決定不服，或因校園霸凌事件受懲處不服者，得依本校處理學生申訴案件實施要點提起申訴，或依訴願法、行政訴訟法提起其他行政救濟。

Article XXXII Parties objecting to the appeal decision, or objecting to the punishment in the campus bullying incident may file an appeal in accordance with the University's student appeal regulations or the Administrative Appeal Act and the Administrative Litigation Act for administrative relief.

第八章 隱私之保密

Chapter VIII Confidentiality protection

第 33 條 負有保密義務者，包括參與調查處理校園霸凌事件之所有人員。

Article XXXIII All persons involved in the investigation and handling of campus bullying incidents are duty-bound to protect confidentiality.

第 34 條 依前條規定負有保密義務者洩密時，應依刑法或其他相關法規處罰。

Article XXXIV Anyone who is duty-bound to protect confidentiality shall be punished according to the Criminal Code or other relevant laws if found in violation of confidentiality.

第 35 條 記載有當事人、檢舉人、證人及協助調查人姓名之原始文書，應予封存，不得供閱覽或提供予偵查、審判機關以外之人。但法規另有規定者，不在此限。

Article XXXV Original documents with records of the names of the parties, reporting persons, witnesses and persons assisting with investigations shall be sealed, and shall not be viewed or provided to persons other than the investigators and judicial organs unless otherwise stipulated by regulations.

第 36 條 調查處理校園霸凌事件人員，就原始文書以外對外所另行製作之文書，應將當事人、檢舉人、證人及協助調查人之真實姓名及其他足以辨識身分之資料刪除，並以代號為之。

Article XXXVI Personnel investigating and handling campus bullying incidents shall delete the real names of the parties, reporting persons, witnesses, and persons assisting with investigations and other identifying information in documents made separately from the original documents for external use, and substitute the information with codes.

第九章 其他校園霸凌防制相關事項

Chapter IX Other matters pertaining to campus bullying prevention

第 37 條 教師、職員或其他人員有未依本規定第 13 條舉報者，應視情節輕重，分別依成績考核、考績或懲戒等相關法令規定予以懲處。

Article IIIVII Based on the severity of their offense, teachers, staff or other persons who fail to report incidents as stipulated in Article XIII of the Regulations shall be penalized in their performance evaluation or examination, or given other disciplinary actions in accordance with relevant regulations.

第 38 條 行為人有違反本規定者，應依相關法規、章則予以處罰。

Article XXXVIII Perpetrators who violate the provisions of the Regulations shall be punished in accordance with relevant laws and regulations.

第 39 條 校園霸凌事件調查處理完成，調查報告經防制校園霸凌因應小組議決後，陳請校長核定並專卷保管備查。

Article XXXIX After a campus bullying incident investigation and processing are completed, the campus bullying prevention response team shall review the investigation report, and submit it to the President for approval and filing for future reference.

第 40 條 本校設置投訴專線 06-2785119、傳真 06-2785029 及信箱 life@mail.cjcu.edu.tw。由學生事務處生活輔導組建構防制校園霸凌網頁，宣導相關訊息及法規(令)。

Article XL The University complaint hotline is 06-2785119, fax 06-2785029, and mailbox life@mail.cjcu.edu.tw. The Student Life and Residential Services Section of the Office of Student Affairs has constructed a campus bullying prevention webpage with relevant promotional information and regulations (laws).

第 41 條 本規定經行政會議及校務會議通過後，陳請校長公布實施，修正時亦同。

Article XLI The Regulations are announced and implemented upon approval by the Administrative Meeting, the University Affairs Meeting, and the President; the same shall apply to any amendments.